

TERMS OF REFERENCE

A. Project - Third National Communication And First Biennial Update Report

Title:	Climate Change Specialist –Biennial Update Reporting
Contract type:	Local Consultant
Reference#	IC2022/WSM/30
Duty Station:	Home-based
Period of contract:	October to December 2022
Contracting Authority:	United Nations Development Programme

B. BACKGROUND:

In accordance with its commitments as a non-Annex I Party and as mandated by Article 12 of the United Nations Framework Convention on Climate Change and subsequent Conference of Parties decisions, Samoa will prepare and submit its Third National Communication (TNC) and First Biennial Update Report (FBUR) to the Conference of Parties (CoP) of the UNFCCC. The project is implemented by UNDP and the Government of Samoa via the Ministry of Natural Resources and Environment. The project aims to update the information provided regarding national circumstances, inventories of greenhouse gases (GHG), policies and measures undertaken to mitigate climate change, assessments of vulnerability to climate change and steps taken to adapt, and promote increased awareness and understanding of critical importance of climate change to its sustainable development. The project will also increase the national technical and institutional capacities in preparing the NC/BUR and assisting the Government to integrate climate change issues into sectoral and national development priorities that directly contribute to achieving the Sustainable Development Goal 13: Climate Action.

The implementation of the project objectives will support Samoa's preparation of a high quality National Communication and Biennial Update Report to be submitted to the UNFCCC in a timely manner.

Given the findings from the last Second National Communication (2010) and the Intended National Determined Contributions (2015), important challenges remain. Although the exercises to prepare these reports have resulted in increased capacities to collect and manage data and information to carry out, for example vulnerability assessments, critical data and information gaps remain. Greater collaboration and institutional coordination is needed to ensure that critical understanding of the data and information needs for all sectors are adequately understood in order to move forward with policy implementation.

While financing from the international community is available, it remains fragmented and insufficient at the local level, which is important to the pursuit of better adaptation practices.

The TNC and BUR project will update and strengthen information related to the national circumstances and institutional arrangements, constraints and gaps, national Greenhouse Gas Inventory, vulnerability to climate change and steps to adapt to climate change, mitigation actions and domestic Monitoring, Reporting and Verification (MRV) system.

The Ministry of Natural Resources and Environment has requested UNDP to identify a national expert who will assist the development and review of the following chapters and compile the First Biennial Update Report for Samoa:

1. National Circumstances
2. Institutional Arrangements related to MRV
3. Financial, Technology and Capacity Building needs and support received
4. Additional Observations

C. SCOPE OF WORK:

Within the framework of this TOR, the consultant is required to perform the following tasks and duties:

- (1) Support the International Consultant (IC) with the review of specific reference and information that will form the basis for the development of specific chapters/reports including but not limited to:
 - Second National Communication Report
 - Project Documentation
 - Guidelines for the preparation of BURs for Non-Annex 1 Parties
 - Samoa's National Determined Contribution (NDC)
- (2) Maintain close communication with the international IC, Project team, other technical teams/experts/working groups, national counterparts and relevant stakeholders posing specific questions that will allow the data collection and analysis, the completion of information gaps and the development of respective thematic reports/chapters.
- (3) Under the directive of the international IC, contribute to the development of the methodologies or approaches that will be used to carry out each of each components and (a) Lead the face to face data collection and compilation and refer to the international IC; (b) Provide relevant support to analysis of the national development objectives, priorities and circumstances, including specific needs and concerns arises; (c) Organize local activities as directed by the international IC to update information taking into account all new development, studies, projects, programs and research developed; (d) assist the international IC to engage relevant stakeholders for validation and consultation process; e) Identify barriers and propose to the international IC measures to address gaps in the data quality and/or availability.

- (4) Assist the international IC with the development of chapters of 1) National Circumstances, 2) Institutional Arrangements related to MRV, 3) Financial, Technology and Capacity Building needs and support received, 4) Additional Observation.
- (5) Provide relevant support to the international IC with the compilation of the First Biennial Update Report for Samoa in line with reporting requirements for preparation of BUR by Non-Annex 1 parties.
- (6) Assist the international IC with the presentation of First Biennale Update Report for Stakeholder and Government Endorsement.

Note: By performance of each above points, the materials/reports should be submitted to Project Manager (PM) for commenting. In case of comments, the expert has to finalize the materials in compliance with the comments and/or to discuss these comments via e-mail and forward the final ones to the PM.

D. EXPECTED OUTCOMES AND DELIVERABLES AND PAYMENT SCHEDULE:

All payments will be made upon submission of each deliverable and acceptance by UNDP in consultation with the GoS. In order to ensure the assignment to be effective and efficient, the payment will be done in instalments as detailed below.

The consultant shall receive his/her payment in 5 instalments from UNDP as follows:

Key Deliverables	Description	Percentage of total Price (Weight for Payment)	Due Date
1. Upon approval by UNDP of the following: • Completion of Inception Report	<ul style="list-style-type: none"> Inception Report that outlines, detailed workplan with timelines and proposed methodology. 	10%	21 st October 2022
2. Upon approval by UNDP of the following; • Presentation of findings and submission of draft reports on: 1) National Circumstances	<ul style="list-style-type: none"> Collect relevant data and assist the international IC with consultations with stakeholders. Support the review and submission of the draft reports/chapters for BUR. 	30%	25th November 2022

2) Institutional Arrangements related to MRV 3) Finance, Technology and Capacity Building needs and support received 4) Additional Observation	<ul style="list-style-type: none"> Facilitate the peer-review workshop with stakeholders and partners. Take note of all comments from stakeholders and partners. 		
3. Upon approval by UNDP of the following; <ul style="list-style-type: none"> Final reports/chapters on: <ul style="list-style-type: none"> 1) National Circumstances 2) Institutional Arrangements related to MRV 3) Finance, Technology and Capacity Building needs and support received 4) Additional Observation 	<ul style="list-style-type: none"> Assist with the verification of comments from stakeholders and partners to ensure they are addressed in reports. Facilitate the local presentation of final reports/chapters to stakeholders and partners for validation purposes. 	20%	2 nd December 2022
4. Upon approval by UNDP of the following; <ul style="list-style-type: none"> Presentation of First Biennial Update Report (draft) 	<ul style="list-style-type: none"> Assist with the compilation of FBUR including GHG Inventory and Mitigation Actions chapters. Assist the international IC to ensure Chapters/Reports are in line with reporting requirements and guidelines for preparation of BUR by Non-Annex 1. Facilitate the presentation of draft FBUR for Samoa to stakeholder and partners. 	30%	16th December 2022
5. Upon approval by UNDP of the following;	<ul style="list-style-type: none"> Assist to verify all comments from stakeholders and partners 	10%	30th December 2022

<ul style="list-style-type: none"> • Final Biennial Update Report for Samoa 	<p>to ensure they are addressed.</p> <ul style="list-style-type: none"> • Assist the international IC to present final reports/chapters in a Training/Workshop to the stakeholders and partners for validation purposes. 		
<p>The financial proposal shall specify a total lump sum amount. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (personnel cost, including number of anticipated working days). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.</p>			
<p>E. <u>INSTITUTIONAL ARRANGEMENT:</u></p> <ul style="list-style-type: none"> • The consultant will work under the Team Leader (International Consultant) guidance. The principal responsibility for managing the consultant will lie with the Project Manager in close collaboration with the Head of Environment Unit at the UNDP MCO Samoa. • The consultant shall: <ol style="list-style-type: none"> 1) Ensure timely and quality execution of services described in the Terms of Reference; 2) Agrees on results given in the ToR and reports to project manager. 3) Liaise direct with project management unit and national expert on logistics for training/workshop. • The consultant shall be equipped with an functioning personal laptop/computer and mobile phone, along with reliable Internet connection, for this assignment • The payment will be made upon satisfactory completion of deliverables as per the payment schedule. 			
<p>F. <u>DURATION AND TIMEFRAME OF THE WORK:</u></p> <p>The total duration of the contract is of approximately 25 working days over a duration of 3 months (October - December 2022)</p>			
<p>G. <u>DUTY STATION:</u></p> <p>Home based</p>			
<p>H. <u>COMPETENCIES:</u></p>			

Corporate Competencies:

- Demonstrates commitment to the mission, vision and values of UNDP and Government of Samoa.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform/advise on (as appropriate) a variety of specialized tasks related to administrative support, including project data management support, reporting, and planning for project implementation.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multi-cultural environment

I. QUALIFICATIONS:

Education

- Minimum Bachelor's Degree or equivalent in environmental science, climate change, energy or related field. Master's degree will be considered as an asset.

Experience

- At least three (3) years of experience in climate change and/or environment management.
- Proven experience in providing technical review services to climate change projects.
- Demonstrate understanding of UNFCCC reporting requirements, guidelines for the preparation of National Communications and Biennial Update Report by Non-Annex 1 parties, institutional arrangements and resources required to carry out the scope of works.
- Proven experience in designing and/or providing professional training/workshop specifically in climate change.
- Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset.
- Must have work experience in Samoa with knowledge of its current socio-economic situation.

- Full proficiency in English both written and verbal including ability to review and edit the required project documentation.

J. EVALUATION CRITERIA:

- Only those applications that are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language) will be based on a maximum 100 points. Only candidates that have achieved a minimum of 70 points from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, a detailed cost breakdown must be provided in the format of the Financial Proposal Template. (including all foreseeable expenses to carry out the assignment).
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria:

- Minimum Bachelor's Degree or equivalent in environmental science, climate change, energy or related field. Master's degree will be considered as an asset. (20 points)
- At least three (3) years of experience in climate change and/or environment management. (20 points)
- Proven experience in providing technical review services to climate change projects. (15 points)
- Demonstrate understanding of UNFCCC reporting requirements, guidelines for the preparation of National Communications and Biennial Update Report by Non-Annex 1 parties, institutional arrangements and resources required to carry out the scope of works. (15 points)
- Proven experience in designing and/or providing professional training/workshop specifically in climate change. (10 points)
- Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset. (5 points)
- Must have work experience in Samoa with knowledge of its current socio-economic situation. (10 points)
- Full proficiency in English. (5 points)

