**TERMS OF REFERENCE (TOR)**

**International/National Consultant**

**Project title:** “Improving Adaptive Capacity and Risk Management of Rural Communities in Mongolia’’project

**Type of position:** International/National consultant

**Type of Contract:** Individual contract

**Duration:** 100 days

**Duty Location:** MET office and Ulaanbaatar based Project office.

**Language Required:** English

**Expected Start Date:**

1. **Project description**

 Mongolia is among the countries most impacted by climate change, due to its geographical location and livelihood of local communities associated with the pasture based livestock husbandry. Increased temperatures, coupled with decreased precipitation, has resulted in a drying trend impacting pastures and water sources. In respect of natural hazards the frequency and intensity of extreme events, including summer drought followed by harsh winters, cold waves related low temperatures, and higher snowfalls etc. Unsustainable herding practices and increase of livestock numbers, inconsistent with climate parameter fluctuation are leading to destabilization of income source of herding families, while further stressing increasingly fragile ecosystems.

The “Improving Adaptive Capacity and Risk Management of Rural Communities in Mongolia’’ project funded by the Green Climate Fund was launched in March 2021. The project will be implemented by the MET, the MoFALI and the United Nations Development Program (UNDP) for 7 years in Dornod, Sukhbaatar, Zavkhan and Khovd aimags. The objective of the project is to strengthen the climate resilience of resource-dependent rural populations in the 4 targeted aimags through feasible adaptation measures for maintaining ecosystem services. This is one of the principal outcome of the Project and aimed at the capacity building for the engaged ministries, such as MoED, MET, MoFALI and agencies as the NAMEM, as well as local government and professional institutions to use modern planning instruments in everyday and longer-term management of resource use based activities, inclusive manner in respect of civil society and local community.

It is well-known that adaptation activities are very expensive partly because of uncertainties on possible future climate conditions and scenarios. In case of Mongolia, adaptation measures can be based on a combination of traditional knowledge and modern know-how, thanks to the inherited adaptive capacity of local communities to reversible variability of climate change. All adaptation measures can be divided into three categories: 1. Passive adaptation based on indigenous technology and traditional lifestyle for which will not be needed an additional investment because of low negative impact of uncertainties. 2. Active adaptation which will need a certain additional effort in accordance with expected climate change but, mainly might require a moderate size of the investment. 3. Pro-active adaptation which, as a rule, will require transformative change based on the “theory of change”. It could lead to some paradigm shifts in the concept of national development and to promote more active multilateral and bilateral cooperation for technology transfer and financial support.

These principles are suggested to explore in NAP process for Mongolia and in this regard they should be narrowed down for those 4 target aimags in a differentiated way depending on climate zone, landscape features and associated way of life, in terms of residents’ resource use for revenue.

The objectives of the consultations can be refined if needed within the framework of general principles outlined in the UNFCCC’s guidelines in accordance with the national circumstances, which can be changed due to force-majeure events such as a pandemic, regional conflicts, and attributed economy and social downturn.

In order to make sure the outcomes of the Project are fully owned by the Government of Mongolia, particularly, by the Ministry of Environment and Tourism and local governments, the following issues need to be in focus:

* measures to avoid a possible maladaptation which might lead to an unnecessary economic loss and negative social consequences,
* mobilize and draw on the inherited adaptive capacity of the local communities to climate variabilities,
* special consideration on nature-based and/or community-based solutions in adaptation options using the country’s advantages of dominant of intact ecosystems,
* prioritize adaptation measures to identify areas where there are real needs for transformative change with significant financial implications, but substantial social advantages,
* make a priority on risk assessment rather than vulnerability rate to address the issues in relevant timeframes, where risk is a function of a loss associated with the risks
* keep sight of possible co-actions with synergy effects for maximized outputs and co-benefits from both adaptation and mitigation,
* make bridges between science and practical activities and as well as provide links between indigenous knowledge and modern innovation.

The project is expected to benefit an estimated 800,000 people (approximately 130,000 direct and 800,000 indirect beneficiaries), of whom 50% are women. To achieve the project goal, the following activities within the interrelated components will be implemented and the expected results will be reached which include:

**Output 1:** Climate information integrated into land and water use planning at national and sub-national levels;

**Output 2:** Climate-resilient water and soil management practices scaled up for enhanced small-scale herder resource management;

**Output 3:** Herder capacity to access markets built for sustainably sourced, climate-resilient livestock products.

**Key stakeholders of the assignment are:** MET,MoED, MoFALI, NAMEM, UNDP and other relevant public institutions, private entities, NGOs and Project Implementation Unit (PIU).

1. **Objective of the assignment** is to develop guidelines, instructional methodologies and manual on climate risk-informed planning for land, water, and livestock management at national and local levels, including medium-term response planning, particularly, planning for projected seasonal extreme weather events and climate early warning scheme as a principal part of the existing weather early warning system, with extended elements such as forage preparation, water storage and accumulation/ harvesting, livestock product marketing.
2. **Scope of work**

The following outputs should be achieved as a result of the consulting services:

1. **Develop guidelines and methodologies on climate risk-informed planning with close cooperation with the national consultancy team:**
* Carry out an assessment of the improved data collection and processing and forecasting ability, coupled with local specific information, including vulnerability assessments and related risks, and livelihood features, focusing on a quantitative approach to impact and risk in collaboration with the national team;
* Adjustment of the methodology on Impact based forecasting (IBF), supported by the WMO to local circumstances, including the development of the operational impact models for water availability, pasture yield/fodder and dzuds, involving outcome of studies;
* Propose a way to streamline the climate-related forecast-based financing scheme with existing financial and public budgeting regulatory mechanisms, at the national and aimag levels. In this regard, some best practices and lessons learned can be seen from the pilot project on Forecast-based Financing for Vulnerable Herders in Mongolia which was developed and implemented by the IFRC as a FBF module for dzud with additional related cost- benefit analyses;
* Based on carried out an assessment on improved data and forecasting ability, guide the national consultancy team in the development of a climate early warning scheme as a principal part of the existing weather early warning system, with extended elements like forage preparation, water harvesting, livestock product marketing and etc;
* Provide professional guidance on improving medium-term response planning that includes emergency planning and coordination, guidelines and procedures for seasonal planning, and coordinating of national and international responses.
* Bilateral cooperation arrangements on data exchange and information sharing on transboundary natural hazards should be settled and maintained using the existing schemes developed and implemented by the NAMEM with some upgrades;
1. **Support the Government in incorporating climate-informed planning and decision-making:**
* Develop a procedure for dissemination of information, particularly, to decision-makers on response scenarios with options on risk reduction and financial implications;
* Advice on improving the coherence of the ongoing and new climate projects/activities with the adaptation options identified by climate risk and vulnerability profiles and provide support in engaging the existing and new national and international partners to implement and scale-up risk-informed adaptation actions identified by the project;
* Facilitate at least 4 consultations amongst partners, Ministry of Economy and Development, and Ministry of Finance on the implementation process of climate-informed planning mechanisms, in order to reflect the key conceptual aspect of the New Revival and Green Financing policies;
* Support the development of guidelines, instructional methodologies, and manual on climate risk-informed planning for land, water, and livestock management at national and local levels. In preparation of related guiding materials and organizing of the training the consultancy team should cooperate with the consultancy team on impact forecasting and forecast-based planning and as well as NAP consultant team, in order to avoid possible duplication and gaps and maximize the Project results and benefits;
* Advice on the NDC implementation in consultation with different ministries and international partners, ensuring the use of climate risk-informed planning;
* Organize and facilitate necessary meetings with relevant policy and decision-makers in the field of planning as needed and provide necessary support to the MET in incorporating the climate-informed decision-making principle into the climate change legislation draft.
1. **Information dissemination and trainings:**
* Develop guidelines on efficient use of newly introduced tools and organize training of users in both ways: centralized for more broad stakeholders and on-site for training of trainees;
* In the development of relevant guidelines and in training exercises, the primary focus has to be made on preparedness, especially in areas of policy coordination, response planning, monitoring sectoral work, information sharing, and resource mobilization. For active dialogue on this issue can be used certain tested experiences of the Humanitarian Country Team, for instance, flexible funding, contingency plans, the trigger of action, and an enabling environment;
* Finalize the report and compile it for the consolidated report, which should be prepared with the team of national consultants in close cooperation with Lead consultant for submission to the MET and PIU in both Mongolian and English.

**D. Expected Outputs, Deliverables, and Schedule of Payments**

The following outputs should be delivered, working with the National consultancy team with tasks as the development of methodologies and guidelines on climate-informed planning and decision making:

| **Deliverables/Outputs** | **Target due dates** | **Installment (%)** | **Review and Approvals Required** |
| --- | --- | --- | --- |
| **Inception report:** It consists of the following:* Detailed work plan and schedule of tasks to be performed during the project, with specified duties of the engaged parties ;
* Develop fieldwork plan in consultation with MET, PIU, and other logistical arrangements if necessary;
 | Within 20 days after contract signing | 10% of the total fee | MET, PIU and UNDP |
| **Progress Report 1: Desk review*** Desk survey on existing methods and methodologies for assessment of basic resources like land and water and regulatory arrangement on using those resources for economic development and for revenue of local communities.
* Guidelines on the use of regional climate projections for downscaling in order to use local resources in a consistent manner with anticipated climate change trends in the region.
* Guidelines on streamlining of expected climate-associated change in resources in the aimag economy and social development planning.
* Progress of project implementation in respect of response to climate change adaptation, risks, and vulnerability management;
 | Within 1 month after submission of Inception Report | 30% of the total fee | MET, PIU and UNDP |
| **Progress Report 2:** * Recommendation on the incorporating the climate-informed decision-making principle into the climate change legislation draft;
* Manual for development of database, involving ground-based measurement and remote sensing information of resources and its maintenance using GIS and other modern data analysis instruments as well an interactive use of the database with regulated access by professional communities and by private sector entities, including herders and farmers.
* Develop a climate early warning scheme as a principal part of the existing weather early warning system, with extended elements including forage preparation, water reservation, livestock product marketing, and other emerging issues.
* Recommendation on a way to streamline the climate-related forecast-based financing scheme with existing financial and public budgeting regulatory mechanisms, at the national and aimag levels.
* Developed guidelines and procedures for seasonal planning, emergency planning, and coordinating of national and international responses.
 | Within 2.5 months after submission of First Progress report | 30% of the total fee | MET, PIU, UNDP and relevant stakeholders |
| **Final report and recommendations in English :*** Package of guiding materials and manuals developed and prepared in an integrated manner in close coordination with the consultant team on impact forecasting and forecast-based planning and as well as NAP consultant team, in order to maximize the Project results and benefits.
* Contribute to 3 knowledge products and knowledge transfer activities related to the topic of the assignment;
* Discuss proposals and recommendations with PIU and related project stakeholders and incorporate them in the report and guiding documents as part of the report;
* Consolidated final report, which should be prepared jointly with the team of national consultants in close cooperation with Lead consultant for submission to the MET and PIU in both Mongolian and English.
 | 2 weeks prior to the contract ending | 30% of the total fee | Upon satisfactory result of the PIU and Programme Analyst of UNDP, and relevant stakeholders including MET, MoFALI |

1. **Institutional arrangements**

International consultant would support the NAMEM, MET, MoFALI, and MoED in the use of science-based information on decision making, particularly, validated data on climate-associated natural resources change in planning, as well as in regular management of livestock and other resource using business activities. For that should develop, provide relevant guidelines, and manuals, and conduct related training for staffs of the relevant entities and institutions.

The international consultant will work with a national consultancy team of 5 people representing different sectors and professional fields as a “Risk planning team”. This joint group of international and national consultants named the “Risk planning team” will cooperate with the “Forecast team” dealing with climate impact-based forecasting (IBF) and forecast-based financing (FBF). All those MET/UNDP project teams and consultants need to cooperate with the MET /NAP project teams to address more efficiently climate change adaptation concerns in Mongolia.

Under the direct supervision of the National Project Coordinator (NPC) and guidance of the Technical Expert for Climate-resilience Planning, the consultant shall be responsible for developing and updating the methodology, guidelines, and recommendations on the use of science-based information for decision making, particularly, validated data on climate associated natural resources change in planning, as well as in regular management of livestock and other resource using business activities.

The Consultant will work closely with the Ministry of Environment and Tourism, Ministry of Food, Agriculture and Light Industry, and other stakeholders to develop the methodology and guidelines specified in the present ToR.

All outputs such as reports and relevant guiding documents from these GCF-supported and adaptation-attributed projects should be well integrated with adequate contribution from each other in a fully complementary manner avoiding any overlap.

This Terms of Reference can be modified in consultation with the NPC without altering the purpose and scope of the Terms of Reference.

The Consultant and “Risk planning team” will report to the MET and PIU once every 3 weeks on the progress of performing the tasks. The PIU, the Ministry of Environment and Tourism, and the Ministry of Food, Agriculture, and Light Industry own the copyright of all outputs.

 The PIU has the following responsibilities: (i) Provide relevant documentation and resources; (ii) Discuss and agree on the Terms of Reference; (iii) Monitor and assess the task performed and its progress. The contract and payments will be based on the performance and will be regularly reviewed by the PIU and key implementing parties.

1. **Duration of the Work**

The work shall be performed within a total of 100 days for IC after his/her arrival in Ulaanbaatar, Mongolia. The time for reviewing and commenting on the results of the PIU and confirming/receiving the approval is 10 days.

1. **Duty Station**
* The contractor or members of the team will work in an office, which allows the team to work closely with the Ministry of Environment and Tourism and other principal stakeholders like MoFALI.
* The contractor shall include in the financial proposal the costs associated with international and domestic (1-2) travel, meetings, and printing/copying;
1. **Qualifications of the Individual Contractor**

The consultant shall be specialized in the following areas and have the following educational and professional qualifications and skills, which include:

***Education:***

* Advanced education in development policy planning, environmental science, climate studies and risk management (Master's degree or higher)

***Professional Experience:***

* At least 10 years experience of working in the field of land, water, and other changeable resources in the national organizations of the country, similar to Mongolia, where moderate latitude dry climate conditions and nature-based life-sustaining system
* At least 5 years of experience working with national and local authorities on climate change and related field
* Experience in analyzing information on climate-related risk assessment, environment, land and water resource management, and use the outcomes in the development planning of sectors like agriculture, where free and regulated access to resources are common practices.
* Experience and relevant skills in the use of the Office suite (MS Word, Excel, PowerPoint, etc.);
* Experience in working on UN-funded projects and programs is an advantage
* In-depth knowledge of national plans, strategies, and policies related to climate change in countries similar to Mongolia.

***Skills***

* Excellent communication, articulation, and coordination skills;
* Excellent verbal and written skills in English;
* Ability to understand different interests and seek conciliation and coordination of activities;
* Ability to build informal networks internally and externally and visualize them as part of the value creation process;
* Ability to demonstrate behaviors such as teamwork, knowledge sharing and relationship maintenance;
* Ability to encourage collaboration and improve performance.
1. **Duration of the contract:**

100 days in Ulaanbaatar

1. **Scope of Price Proposal**

Contractor must send a financial proposal in accordance with related regulatory documents. The total amount quoted shall be inclusive and include cost components required to perform the deliverables identified in the ToR, including professional fees, content dissemination costs, third-party involvement and any other applicable costs to be incurred by the contractor in completing the assignment. The contract price will be a fixed output-based price regardless of the extension of the herein specified duration.

1. **Evaluation Method and Criteria**

Professional service provider will be evaluated based on the following methodology of Cumulative Analysis. The award of the contract shall be made to the professional service provider whose offer will be evaluated and determined as a) responsive/compliant/acceptable, and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest-priced proposal received by UNDP for the assignment.

1. **Technical Criteria for Evaluation (Maximum 70 points)**

A point-based scoring system is used for the technical criteria evaluation. A detailed breakdown of each criterion and its point is illustrated in Annex III. Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

1. **Documents required**

Interested person must submit the following documents/information to demonstrate his/her qualifications.

a) **Letter of Confirmation of Interest and Availability** using the template provided in Annex I.

b) **Personal CV or P11**, indicating all past experience from similar projects as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

c) **Technical proposal**, including a) a brief description of why the professional service provider considers itself as the most suitable for the assignment; and b) a methodology, on how he/she will approach and complete the assignment.

d) **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

**Annex 1. Technical Criteria for Evaluation for IC.**

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| --- | --- | --- |
| **Criteria** | **Weight**  | **Max. Point** |
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| **Technical criteria 1: Education and General Criteria** |  | **30** |
| Advanced education in development policy planning, environmental science, climate change and natural resources management (Master's degree or higher) |   | 15 |
| At least 10 years experience of working in the field of land, water and other changeable resources in the national organizations of the country, similar with the Mongolia, where moderate latitude dry climate condition and nature based life sustaining system  |  | 15 |
| **Technical criteria 2: Qualification and Expertise** |  | **50** |
| At least 5 years of experience working with national and local authorities on climate change and related field ; |  | 20 |
| Experience in analyzing information on climate, environment, land and water resources and use the outcomes in development planning of sectors like agriculture, where free and regulated access to resources are common practices.  |  | 15 |
| In-depth knowledge of national plans, strategies and policies related to climate change; |  | 15 |
| **Technical criteria 3: Language skill** |  | **20** |
| A brief description of how to perform the tasks outlined in the Terms of Reference; |   | 10 |
| Fluent in English, both verbal and written; |   | 10 |
| **Technical Score** | ***70*** | **100** |