

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 16<sup>th</sup> January 2023  
Ref #: UNDP-IC-2022-398

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**Country:** Pakistan  
**Title:** National Policy and Legal Review Expert  
(Re-Advertised)  
**Project name:** UNEP/GCF project "Building Capacity to Advance  
National Adaptation Plan Process in Pakistan"  
**Duty Station:** Islamabad  
**Period of assignment/services:** 06 months

**Important Note:** Final selected IC will be required to provide a statement of health certificate along with proof of health insurance.

Please submit your Technical and Financial proposals **via email** to the following address: [bids.pk@undp.org](mailto:bids.pk@undp.org) no later than **30<sup>th</sup> January 2023 at 03:00 PM Pakistan Standard Time**. Hand Delivery is not acceptable.

**Important note for email submissions:** Please put **"UNDP-IC-2022-398 – National Policy and Legal Review Expert (Re-advertised)"** in the subject line. Further, our system will not accept emails those are more than 30 MB size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 .... in the subject line. For attachment purposes please only use MS Word, Excel, Power Point or PDF formats.

If you request additional information, please write to [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org). The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your proposal. All/any query regarding the submission of the proposal may be sent prior to the deadline at the e-mail/address mentioned above.

**UN is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

**UN does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo reference and background checks.**

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## Annex-I

### Terms of Reference

Name of the project	UNEP/GCF project “Building Capacity to Advance National Adaptation Plan Process in Pakistan”
Consulting Services	Individual Contract – <b>National Policy and legal review expert</b>
Location	Islamabad

UNDP Pakistan is providing procurement services in hiring of the consultant on behalf of the United Nations Environment Programme.

#### **1. Background**

The United Nations Framework Convention on Climate Change (UNFCCC) at its COP 16 held in Cancun in 2011 approved a process to enable member states to formulate and implement National Adaptation Plans (NAPs) as a means of identifying medium- and long-term adaptation needs and developing and implementing strategies and programmes to address those needs. The Paris Agreement (2015) in its global goal on adaptation (Article 7) brought new elements and dimension to the climate change adaptation. Namely, enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change, with a view to contributing to sustainable development and ensuring an adequate adaptation response in the context of the global temperature limit of less than 2°C. The UNFCCC’s Least Developed Countries Expert Group (LEG) on adaptation released Guidelines for National Adaptation Plans (December 2012). Furthermore, the Green Climate Fund (GCF) has issued guidance on adaptation planning approaches.

The UNEP project entitled “Building Capacity to Advance National Adaptation Plan Process in Pakistan” with funding support of GCF, will be implemented by a small project team headed by a National Technical Advisor. The new NAP project will support multi-sectoral, medium- to long-term adaptation planning and budgeting in Pakistan and promote the integration of climate change adaptation aspects into development policies. Systems for developing and sharing climate risk and vulnerability information will be reinforced, and sustainable financing mechanisms for climate change adaptation initiatives are set to be developed.

UNEP seeks to recruit an environmental lawyer to undertake a stock-take study of existing policies, laws and regulatory frameworks concerning climate change adaptation. Working under the NAP Coordinator, the consultant will engage in a consultative process with the NAP team, the Ministry of Climate Change (MCC), members of the NAP Working Groups and legal officers of key sector ministries and the ministries of planning and finance.

#### **2. Objective of the assignment**

To review policy and legal framework and develop recommendations, plan and strategy for strengthening policy frameworks and legal provisions in support of NAP implementation.

### **3. Tasks**

The consultant will undertake the following tasks:

#### **Task 1: Scoping analysis of areas where policy and legal harmonisation is needed**

1. In light of climate change impacts and risk projections in the medium and long term and impacts on key sectors as documented by the NAP project, map out policy, laws and regulations that are affected by climate change as well as have an influence on the effective financing and implementation of NAP priority programmes and actions.
2. Taking the findings from the economic appraisal study on recommended national adaptation strategies and the sector mainstreaming study, develop a framework for identifying gaps and contradictions in policy, laws and regulatory framework for enabling the elaboration and implementation of the NAP, including provisions for its future iterations (i.e., five-year cycles).
3. Screen the policy and legal frameworks in the country to identify the gaps and contradictions for attainment of NAP objectives.
4. Develop two case studies for policy and legal gaps to illustrate the ways in which they harm resilience building to make the case for updating the policy and legal frameworks.
5. Consult with members of the legislature and sector-based legal officers to discuss preliminary study assessments, findings and recommendations with the aim of soliciting feedback and contributions.

#### **Task 2: Develop recommendations and/or drafts of policy and legal revisions to strengthen attainment of NAP objectives**

1. Recommend/draft supplementary draft policy revisions and legal provisions to address the gaps identified in point 3 above.
2. Assess institutional capacities for effective policy and legal framework coordination and propose capacity-building initiatives to address gaps.
3. Present draft report and recommendations to the NAP team, NAP Technical Working Group(s) and key institutional NAP stakeholders (e.g., members of Parliament), and finalise report based on feedback received.
4. Prepare a short briefing note (max 4 pages) summarising key report findings and recommendations.

#### **Task 3. Organize targeted workshops with key stakeholders and develop a strategy to enhance policy and legal framework**

1. In discussion with MCC and other stakeholders and to validate the recommendations, prepare and organize target group consultations among the below groups at least, but not limited to:
  - Government, e.g. parliamentarians, government officials at central and local Governments;
  - Civil society representing vulnerable groups and private sector;
  - Academia and judiciary bodies.
2. Validate the recommendations and reach common understanding with stakeholders on best way to enhance the policy and legal framework;
3. Further refine recommendations based on the consultation outcomes;
4. Develop a plan for:
  - short-term reforms where possible (e.g. executive orders/regulations) and/or
  - start the process for longer-term amendments to legal framework;

### **4. Deliverables**

- An inception report setting out the methodology and workplan for the assignment.

- A mid-term report outlining gaps and suggested changes to current policy and legal frameworks.
- Targeted consultation reports and finalized recommendations
- Validated plan for a short-term reform and long-term enhancement of policy and legal framework
- Briefing note summarising key report findings, recommendations and plan.
- A final report on recommendations and draft narrative for policy and legal revisions to strengthen attainment of NAP objectives.

## 5. Required Profile

### Academic Qualifications:

At least Bachelor's degree in law or preferably, Environmental Law.

### Experience:

- A minimum of 10 years' relevant work experience at the international and local levels in relation to environmental law, in particular related to climate change.
- At least two previous similar assignments related to assessing national and sector legal frameworks and integrating cross-cutting environmental management issues, preferably related to climate change and adaptation.
- Demonstrated experience in preparing analytical reports, development of legal and institutional frameworks for environmental management and the drafting of bills and related instruments
- Demonstrated previous experience in leading and facilitating high-level multi-stakeholder consultative processes related to reviewing and amending legal frameworks related to the environmental issues.
- Skills and experience to facilitate internet-based virtual meetings and stakeholder consultation processes.
- Demonstrated ability of canvassing the government and stakeholders on legal reform processes in Pakistan.

### Languages:

Excellent written and spoken of English and Urdu is required.

## 6. Deliverables and Payment schedule, timeframe for the work:

The following deliverables are expected of the consultancy as per given timeline:

Deliverable/ Out put	Estimated Timeline	Percentage for Payment	Review and approvals required
1) An inception report setting out the methodology and workplan for the assignment.	Feb 2023	15%	NTA/Coordinator
2) A mid-term report outlining gaps and suggested changes to current policy and legal frameworks.	Mar 2023	35%	NTA/ Coordinator
3) Targeted consultation reports and finalized recommendations			
5) Validated plan for a short-term reform and long-term enhancement of policy and legal framework			

5) Briefing note summarising key report findings, recommendations and plan.	Jun 2023	50%	NTA/ Coordinator
6) A final report on recommendations and draft narrative for policy and legal revisions to strengthen attainment of NAP objectives.			

## 6. **Institutional Arrangements**

The Consultant will be reporting to the NTA/ Coordinator of the project and work under overall guidance of Ministry focal point and UNEP Task Manager based in the Regional office in Bangkok. The clearance of deliverables will be made by UNEP in consultation with MCC.

## 7. **Duration of the Work**

The contract will start from the date of signing of the contract till completion of all deliverables by mid-June 2023. The deliverables are subject to re-alignment in case of revision of pro-doc.

## 8. **Duty Station: Islamabad, Pakistan**

## 9. **Payment**

Payment will be based on the deliverables cleared by UNEP in consultation with MCC. The financial proposal shall specify a total lump sum amount and the breakdown of this lump sum against each deliverable (all inclusive).

## 10. **Evaluation criteria**

<b><i>Criteria</i></b>	<b><i>Weight</i></b>	<b><i>Max. Point</i></b>
<b><i>Technical Competencies</i></b>	<b><i>70</i></b>	
Bachelor's degree in Law or preferably, Environmental Law.	<i>Yes/No</i>	
A minimum of 10 years' relevant work experience at the international and local levels in relation to environmental law, in particular related to climate change.	<i>Yes/No</i>	
Technical proposal presenting the methodology of the assignment	<i>20</i>	
<ul style="list-style-type: none"> <li>• Demonstrated experience in preparing analytical reports, development of legal and institutional frameworks for environmental management and the drafting of bills and related instruments</li> <li>• Skills and experience to facilitate internet-based virtual meetings and stakeholder consultation processes.</li> </ul>	<i>15</i>	
Demonstrated previous experience in leading and facilitating high-level multi-stakeholder consultative processes related to reviewing and amending legal frameworks related to the environmental issues.	<i>20</i>	
Demonstrated ability of canvassing the government and stakeholders on legal reform processes in Pakistan.	<i>15</i>	
Financial Proposal	<i>30</i>	
<b><i>Total Score</i></b>	<b><i>Technical score 70 + 30 Financial</i></b>	