



TERMS OF REFERENCE FOR INSTITUTIONAL CONTRACTOR

PART I		
Title of Assignment	Development of Climate Change Landscape Analysis for Children and a strategic framework on climate action for children for UNICEF Botswana	
Section	Programme	
Location	Botswana and remote	
Duration	45 working days over a period of 3 months	
Start date	From: 14/08/2024	To: 05/12/2024

I. Introduction.

UNICEF's global 2022-2025 Strategic Plan recognizes that Climate Change and environmental degradation are existential threats and that all levels of the organization need to work together in a coordinated fashion. The Strategic Plan draws strong links between responses to Climate Change with disaster risk reduction as children increasingly need holistic solutions that address both sudden-onset impacts of disasters, including those that are exacerbated by Climate Change such as hurricanes and floods and resilient solutions that promote climate-smart development for the long-term. Addressing Climate Change issues is therefore vital for building a more sustainable future for children. The organization has since developed a Sustainability and Climate Change Action Plan which establishes a set of foundational elements that all country offices must comply with to ensure a minimum level of responsiveness to climate change issues. The deliverable expected under this consultancy is a critical milestone in ensuring that UNICEF Botswana completes the foundational elements.

II. Background.

As in many other countries, climate extremes are a major impediment to resilience in Botswana, where livelihoods are highly sensitive to weather fluctuations. According to the World Bank's 2021 Climate risk profile for Botswana, increased temperatures are expected for Southern Africa and specifically for Botswana, with mean monthly temperature changes expected to increase by 2.5°C for the 2050s and by 5.0°C by end of the century. Recurring drought has resulted in low agricultural production (cereals in particular), leading to a requirement to import larger quantities of cereals and other foodstuffs at higher prices (exacerbated by the global polycrisis), thereby putting vulnerable children at heightened risk of food insecurity and malnutrition. Poor households already spend a disproportionate amount of their disposable income on food, an increase in the price of staple foods therefore translates to a decrease in household spending on other essential services such as

healthcare or education. Botswana's National Climate Change Strategy (2018) acknowledges that climate change might jeopardize the country's ability to achieve the objectives set out in its Vision 2036 and the Sustainable Development Goals (SDGs).

Given the criticality of understanding climate risks and how they affect children's rights, in 2020, the UNICEF Botswana country office commissioned a climate change landscape analysis for children to assess the impact of climate change on child rights. It found that climate change has impacted child rights in several ways, including access to basic services and infrastructure, water availability, disruption of sanitation services, nutrition and food security, health and well-being, child protection, education and learning outcomes and forced child labour. Yet children and young people's voices are rarely heard in national discussions around climate change as they are not consulted or able to participate in policy processes. Furthermore, sectoral strategies, policies and budgets generally do not consider the impact of climate change on quality, coverage and continuity of services and therefore do not contain measures to mitigate this impact. In 2020, UNICEF Botswana supported the development of a climate landscape analysis for children (CLAC) which provided an initial overview of climate trends and their impact on children. Since then, there have been some changes in the policy landscape as well as new global dynamics around climate action. Furthermore, UNICEF Botswana has since initiated a new five-year country programme (2022-26).

Against this background, it is therefore essential that UNICEF Botswana updates the CLAC and develops a strategic framework on climate action to orient UNICEF staff, partners and other stakeholders, on existing environment and climate change-related initiatives to support efforts addressing the climate emergency for children in Botswana.

III. **Scope of Work**

The purpose of the assignment is twofold – **a) to update the Climate Change Landscape Analysis for Children (CLAC)** and **b) to develop a dedicated strategic framework on climate action for children for UNICEF in Botswana** covering the remainder of the country programme (2024-2026). The assignment will take place under the overall supervision of the Deputy Representative and day-to-day technical guidance by the office climate change focal point (SBC Officer).

a) Climate Change Landscape Analysis for Children (CLAC)

Following UNICEF's CLAC guidance, the landscape analysis will contribute to answering the following questions:

- How does climate, environment and DRR issues affect children in Botswana?
- What is the climate finance and policy landscape nationwide?
- Where are children most at risk from the effects of climate change?
- Do government strategies/priorities on climate, environment and DRR take into account children's needs?
- Do ongoing initiatives benefit children?
- How are children engaged, consulted on climate, environment and DRR issues/solutions?

The exercise will use desk review as the key method to collect and analyse secondary data, which will be supplemented with individual interviews and consultations with key stakeholders at national level as well as two field visits which will include key informant interviews as well as focus group discussions at community level.

b) UNICEF Botswana strategic framework on climate action for children (2024-2026)

This strategic framework will identify entry points for climate action for children by UNICEF Botswana, considering the Country Office’s (CO) strategic positioning in an Upper Middle-Income context, and key implementation strategies of evidence generation and knowledge management; advocacy for systems change; and technical assistance for systems strengthening. It will identify entry points, opportunities, and action points for climate change action by UNICEF Botswana in functional areas covered by the CO – where relevant:

- Health and Nutrition
- Education
- Child Protection
- Adolescent development and participation
- HIV
- Social policy
- Cross-sectoral functions: social and behaviour change; planning, monitoring and evaluation; gender; disability

The process is expected to be participatory, involving the entire office (and external stakeholders for consultations), with the consultancy firm playing a facilitating role.

IV. Expected outputs.

The consultants will be expected to carry out the following activities, leading to the production of the deliverables below:

Activity	Deliverable	Number of working days	Deadline
Literature review of available data, research, policies and strategies on climate change and children, including in Botswana; UNICEF policies/frameworks on climate action; UNICEF programmatic documents for Botswana; and relevant literature and the policy landscape in Botswana; stakeholder mapping; proposed timeline and methodology for both deliverables and draft list of stakeholders to be interviewed and associated list of draft interview questions	Inception report	5	26 th August
Half-day inception meeting for UNICEF staff and key stakeholders		1	
Stakeholder consultations and key informant interviews, including with the following:	Draft landscape analysis;	8	13 th September

<ul style="list-style-type: none"> UNICEF staff in Botswana CO and Regional Office (climate resilience hub) Relevant government and CSO counterparts Representatives of adolescent and youth engagement platforms Other UN agencies and WB 	PowerPoint presentation. 2 human interest stories from the field		
Field visits to two locations in Botswana heavily affected by climate change for key informant interviews and focus group discussions with key stakeholders, communities, and children		10	
Drafting of landscape analysis report and presentation of findings during validation meeting		10	
Incorporate comments from validation meeting with stakeholders into CLAC report	Final CLAC report, accompanied by PowerPoint presentation and advocacy brief	3	19 th September
Conduct one-day co-creation workshop with UNICEF programme staff to initiate development of strategic framework to guide UNICEF Botswana's work on climate action	Draft strategic framework and presentation	1	4 th October
Draft strategic framework to guide UNICEF's work in Botswana on climate action for children and present to all staff and selected children/adolescent/youth representatives and present draft version to staff		5	
Finalise strategic framework for UNICEF climate action for children in Botswana	Final strategic framework for climate action based on comments and feedback received from staff	2	
Total number of working days		45	

Proposed final report structure (50 pages max.):

The final CLAC should at a minimum include the following chapters:

- The climate, environment and disaster risk reduction (DRR) situation in the country
- The impact of climate, environment and DRR issues on children (WASH, health, education, poverty, food and nutrition, child protection, social inclusion, population dynamics and conflict)

- Government responses to/priorities on climate, environment and DRR
- Child-inclusive policies, strategies and programming around climate, environment and DRR
- Recommendations

The final strategic framework should at a minimum include the following elements:

- Introduction
- UNICEF Climate change policy and strategic framework
 - Global and regional policies
 - UNICEF Botswana 2024-2026 strategic framework for climate action for children
 - UNICEF Botswana accountability framework on climate action for children
- Action tracker as annex

V. Provide details/reference to AWP areas covered.

Not applicable since the activity is not in an external work plan signed with counterparts.

VI. Work relationships

The consultants will report to the Deputy Representative and work closely with the climate change focal point for UNICEF Botswana (SBC Officer) for day-to-day management. While UNICEF will support to set up internal meetings, the consultancy firm is expected to make its own arrangements in terms of setting up meetings with external stakeholders with minimal support by UNICEF.

VII. Deliverables:

Activity	Deliverable	Number of working days	Deadline
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VIII. Desired profile

UNICEF is looking for an internationally recognized institution with the capacity to undertake quality work within a short space of time. The institution should have proven knowledge, expertise, and experience in research on climate change and its impact on children as well as social sector service delivery. Experience in conducting similar assignments for UNICEF is an asset. Interested companies should meet the following minimum qualification criteria:

- Officially registered legal entity.
- At least 5 years proven relevant experience in conducting research and analysis on climate-related issues, including demonstrable experience in reviewing the impact of climate change on human health and wellbeing.
- The company should share at least 2 samples of previous research done on related areas.

Team composition:

The proposed team should comprise of two professionals, including a team lead (international) who should be experienced in managing, overseeing and quality assuring research and analysis.

The team members' qualifications should meet the following criteria:

Team lead (international):

- Advanced university degree in geography, environmental science, natural resource management, or related areas.
- Relevant work experience required (in years):
 - Required: 5 years of work experience in conducting and overseeing research and developing plans/strategies around environmental issues and climate change.
 - Desirable: previous work experience with the United Nations
- Demonstrated expertise in child rights or any of UNICEF's main areas of work in Botswana (child protection, social policy, education, gender, health, adolescent development) is a requirement.
- Excellent writing and oral communication skills in English
- Excellent research and analytical skills

Second team member – researcher/analyst (national):

- Advanced university degree in geography, environmental science, natural resource management, sociology, or related areas. An additional two years of work experience may be considered in lieu of a master's degree.
- 3 years of experience conducting research, including in conducting qualitative research through methods such as key informant interviews, focus group discussions, etc. and analysing and packaging such research.
- Excellent communication and facilitation skills.
- Excellent organisational skills.
- Strong research and analytical skills.

IX. Evaluation Method and Criteria

The bidding institutions will be assessed based on agreed criteria. The applicants will firstly be evaluated on their technical capacity by a team of UNICEF staff. After this, a financial evaluation will be conducted. The ratio between technical and financial offer weight will be 70/30 and only applicants who will receive a minimum of 55 points under a technical evaluation will be considered technically compliant and assessed on price proposal. Technical proposals must be separate from financial offers.

X. Administrative issues

- a) The Contractor will provide an all-inclusive cost in the financial proposal, factoring in all cost implications for the required assignment.
- b) The Contractor should include cost of travel and accommodation for field trips.
- c) The Contractor shall arrange own valid work permit/visa, workspace, office equipment, supplies, etc.
- d) The Contractor will arrange all workshops/meetings venues where applicable; UNICEF will not pay for any other expenses incurred when implementing this assignment.
- e) The Contractor will not commence work until a written contract is issued.
 - i. Written consent will be obtained prior to photographing or recording of any stakeholder, adolescents and young people or community in the study.
 - ii. The contract will include other general terms defined by UNICEF, which will be used at the time of contracting.
- f) Property rights
 - i. UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights, and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the Organization by the consultants. In certain cases, UNICEF will be prepared to share intellectual property rights through written agreement, requiring at a minimum, that UNICEF must be acknowledged in all use and publications of the data generated under the present consultancy, and retains the right to use the data for further analysis and publication with acknowledgement of the research institution concerned (where applicable).

XI. Risks

Given that 2024 is an electoral year, there may be challenges in convening stakeholders around contributing to and validating the climate change analysis. In order to mitigate this risk, it will be essential to plan stakeholder meetings well and ensure consistent follow-up with stakeholders. UNICEF will be available to support the consultants in this process as needed.

XII. How to Apply

Please indicate your ability, availability, and submit a technical and financial proposal/quote to complete the terms of reference above.

Applications submitted without a technical or financial proposal will not be considered.

Proposals should be sent to: BTW_procurement@unicef.org

[Cc to: tlungah@unicef.org](mailto:tlungah@unicef.org)

Closing date for Submission: **9 August 2024, by 1200noon Botswana time.**

Any **enquiries** regarding this advert should be sent to the above emails.

ANNEX A: EVALUATION CRITERIA FOR TECHNICAL PROPOSAL

Category	Score
Technical Evaluation (Profile, Experience and Capacity)	Max 70
Institutional experience (years of experience, demonstrated experience in research on climate change, climate action and the impact of climate change on human health and wellbeing)	10
Organizational structure and human resources a) Organizational chart b) Resources (technological and technical expertise)	10
Present/past projects and clients that demonstrate experience in working with UN institutions, Government (at all levels), Civil Society in undertaking climate change analysis. a) Focus, size and scope of past projects and their outcomes b) Examples demonstrating capacity to manage research assignments	10
Proposed Methodology (understanding of scope of work/requirements/techniques; approaches to be employed in the analysis; quality assurance mechanisms)	20
Proposed team (academic background, professional experience/relevant background, demonstrable skills in managing and carrying out research on climate change and producing quality research reports).	20
Financial Evaluation	Max
Detailed breakdown of the financial proposal as per Appendix III	30

STRUCTURE OF TECHNICAL PROPOSAL

The technical proposal should articulate very clearly the interest and capacities of proposing institutions to provide the type and scope of work in undertaking the cost of inaction study. The proposal should be concise, and the information provided should be sufficient for the evaluation team to assess the capacity of the institution and the proposed team members to support UNICEF in this endeavor. The proposal should also contain information about the experience and capacity of institutions to work in a variety of country/regional settings, and in a variety of contexts (including, working in middle income country contexts).

NB. No price information should be contained in the technical proposal

The technical proposal should be organized according to the following contents:

Table of Contents**List of Abbreviations****1. Introduction**

- State the interest and motivation to work with UNICEF in undertaking the analysis.
- How do your organizational goals relate to the purpose and mission of UNICEF as it relates to protecting and realizing the rights of children everywhere?
- brief description of your understanding of the assignment and how your organization is best suited to deliver.

2. Company profile, Experience and Capacity

- Description of the company profile and how it relates to the assignment at hand.
- References: Details of similar assignments undertaken in last three years including the following information:
 - o Title of Project
 - o Year and duration of project
 - o Scope of Project
 - o Outcome of Project
 - o Reference / Contact persons
- Please provide links to and/or a concise summary of key products and deliverables you want to highlight in your offer.
- Describe the quality assurance process in place to guarantee the quality standards of your services during the project life cycle.

3. Organizational Structure and team composition

- Please submit your organizational structure (chart/organigram).
- Indicate the number of consultants who will be responsible for the project and elaborate on their roles in completing the expected deliverables.

4. Methodology and Approach

- Please summarize your understanding of the scope of work as per the ToR and the proposed approaches and methods to achieve them.
- Indicate the proposed duration of the analysis and timelines for the key deliverable.
- Detailed Methodology / approach to requirements detailing how to meet or exceed UNICEF requirements for this assignment.

5. Work Plan:

- Proposed work plan showing detailed sequence and timeline for each activity and man days of each proposed team member.

6. Key Personnel (role and short biography)

- Please provide information on the background and experience of key experts that will be responsible for the provision of services as outlined in the ToR.
- Indicate the specific roles, responsibilities and deliverable expected of the experts. (NB. Detailed CVs of proposed experts are to be submitted as an Annex to the Technical Proposal)

Appendix III

Financial Proposal

Instructions for completing the financial proposal:

Important: Please include costs as required, expressed in United States Dollars (US\$)

- a) **Professional Fees** - Please list each person's all-inclusive daily rate covering a standard person-day as professional fees.
- b) **Other Fees** – indicate other fees related to costs to be incurred in carrying out the analysis, such as travel, conferencing as necessary.

The total cost, all inclusive, for the proposed team will determine the score during the financial proposals' evaluation.

NB. The Financial Proposal should be a standalone document and not to be attached/ annexed to the Technical Proposal.