**Terms of Reference**

**National Climate Change Adaptation Specialist – Climate Change**

**Contract Type:** Individual Contract Holder

**Project Name**: Economy-wide integration of CC Adaptation and DRM/DRR to reduce climate vulnerability of communities in Samoa

**Title of the Consultancy:** NationalClimate Change Adaptation Specialist (UNDP-GEF Adaptation Project)

|  |
| --- |
| 1. **GENERAL BACKGROUND** |

UNDP is supporting the Government of Samoa in addressing a range of climate change related issues through an economy-wide approach that integrates climate change adaptation and DRR/DRM into national development planning and programming, targeting communities as first responders to natural disasters. In 2012, UNDP supported Samoa with undertaking a Climate Public Expenditure and Institutional Review which examined recent public expenditures related to climate change adaptation, and relevant policy and institutional frameworks for managing anticipated risks and opportunities. The analysis led to recommendations on how to integrate climate change in national development planning and budget management. Building on the CPEIR and other findings of various nationally led initiatives, UNDP in partnership with the Government of Samoa has outlined a programme that would, if successfully implemented, promote catalytic changes aimed at advancing adaptation to climate change at all levels. In brief, the focus of the programme is to advance an economy-wide approach to climate change adaptation, aiming at efficient integration and management of adaptation and DRR/DRM into the national development policy, planning, and budgeting as well as enhancing the resilience of important economic assets and livelihoods for communities across Samoa to climate change induced disasters. Financing for this programme has been committed from the Least Developed Country Fund (LDCF). Details of the programme are articulated in a concept (Annex A).

The main project components include: 1) Strategic integration of climate change adaptation and DRM in national development policy, planning and budgeting through an economy-wide approach; 2) Enhance resilience of communities as first responders of climate change-induced hazards; and 3) Monitoring and Evaluation and Knowledge Management.

In order to operationalize the programme that is currently in the conceptual stage, albeit with a confirmed commitment for funding, UNDP will initiate 6-12-month project preparatory phase. During this period, in-depth consultations with key stakeholders and beneficiaries, potential partners as well as technical feasibility/capacity assessments will be completed to define an operationally viable UNDP-GEF/LDCF compliant project document.

|  |
| --- |
| 1. **Functions/Key Results Expected** |

Under the overall guidance and quality assurance oversight from the UNDP Country Office in Samoa, the Climate Change Adaptation Specialist will contribute knowledge of the national and local socio-economic and political context, as well as adaptation in the context of Samoa expertise to the design of the programme. Working on a day-to-day basis under the direction of the Lead Project Development Specialist (i.e., Team Leader) and in coordination with the rest of the UNDP project development team, the Climate Change Adaptation Specialist will be expected to deliver the following:

**Technical Definitions and Capacity Needs Assessment**

* Assess the existing coordination mechanisms among MNRE, MoF, MWTI, DMO, and other relevant ministries and agencies, to inform an action plan to that seeks to enhance operational efficiencies and coordinated responses to climate change adaptation.
* Assess the capacity of the relevant ministries to plan for, and respond to, climate change-induced disasters
* Based on existing approaches, define objectives for capacity building activities (related to functional, technical and operational aspects) on Adaptation within targeted ministries.
* Undertake a detailed assessment of the following to ensure that the proposed LDCF- funded expected results (outcomes) and interventions are complimentary to, and build from recommendations outlined in Phase I of PPCR financed initiative in Samoa, Samoa CPEIR, Climate Resilience Strategy for Samoa, National Environment Management Strategy, Samoa National Action Plan for DRM, National Recovery Plan, Apia Climate Change Vulnerability Assessment, and Samoa’s NAPA. Recommendations should emerge on any adjustments to specific interventions that can be discussed with stakeholders during the design phase of this initiative
* Ensure close coordination with the GEF Project Preparatory Grant “Capacity For Implementing Rio Conventions In Samoa”, currently under development
* Conduct a thorough review of development strategies in the areas of transport, water management, land management, urban planning and energy and determine the extent to which climate change risks and opportunities are already taken into account and gaps that need to be filled. This information will serve as a basis to inform LDCF financed interventions for successfully integrating adaptation into existing DRR and DRM considerations in these strategies.
* Support the determination of additionality and cost-efficiency of adaptation measures (as outlined currently under Component 2 of the project), namely: Build-back-better infrastructure reconstruction activities; livelihoods interventions; and community relief programmes and/or other outputs that are identified during stakeholder consultations.
* Support the estimation of the cost and benefits of adaptation options to be financed from LDCF resources under this programme.

**Institutional Arrangements and Stakeholder Consultations**

* Facilitate and organize stakeholder meetings (including MoF, CC units, MNRE, and CDC Secretariat Staff, NGOs and communities governance structures) to ensure a participatory and gender-sensitive approach of the project’s expected activities.
* Support awareness raising for climate change adaptation and capacity building of key stakeholders throughout the project development phase through meetings and outreach materials;
* Conduct outreach with regional actors in adaptation, DRR/DRM projects, including other GEF/LDCF/SCCF/AF- funded projects to identify synergies and opportunities of collaboration in terms of the project outcomes including knowledge management. Lessons from other ongoing projects should also be captured to ensure the new initiative takes into account during the design and development phase.
* Develop a draft workplan for the implementation phase of the project including clearly identified indicative activities and entities responsible for their implementation;

**Monitoring and Evaluation**

* Contribute to the identification of SMART indicators at the outcome level which will assist the Government and UNDP to track the measurable results of the programme.
* Assess the capacity of the relevant ministries involved regarding Monitoring and Evaluation systems with the aim of identifying opportunities to strengthen deficiencies that are identified in M&E.

**Financial Planning and Co-financing Definition**

* Support the Team Leader in facilitating discussions with Government to clarify and finalize co-financing contributions to the project, including the baseline projects included in the project identification form (PIF).

|  |
| --- |
| 1. **KEY DELIVERABLES** |

The key deliverables of the Climate Change Adaptation Specialist will be in the form of timely reports and other input, per each of the key results detailed above as needed by the Team Leader and the Project development team to support the formulation of the UNDP/GEF LDCF project document.

The national consultant will support the development of the key deliverables of the Team leader as follows:

* Inception report after the first scoping mission to Samoa. Including a detailed work plan for the development of the full proposal
* Draft Strategic Results Framework
* Baseline report and first draft of the Project Document
* Complete Project Document including annexes ready for submission
* Final project Document including comments from GEF

The key aspects in the development of this proposal are:

* The economy-wide approach of the proposal, taking into consideration the institutional capacity and operational landscape of adaptation in the country and the coordination with other initiatives
* The integration of livelihoods support and gender aspects in all components of the proposal

Payment Schedule:

* 20%: paid upon completion of assessments regarding institutional arrangements and capacities and planning of stakeholders meetings and consultations and data gathering during the PPG phase.
* 20% paid upon completion of reviews of development strategies and assessment of methodologies to integrate adaptation, following an economy-wide approach
* 20% paid upon completion of institutional M&E assessments, awareness and outreach interventions
* 20% upon CEO endorsement of the full-fledged project document
* 20% upon final submission of project document to GEF including any potential reviews

|  |
| --- |
| 1. **DUTY STATION** |

Based in Samoa, the IC will undertake domestic travel across Samoa as required by the Team Leader in the context of deliverables associated with the design of the project.

|  |
| --- |
| 1. **QUALIFICATIONS** |

|  |  |
| --- | --- |
| Education: | Master’s Degree in either Natural Science or Social Science or equivalent in environment management, land use planning, development economics, sustainable development, or related field. |
| Experience: | At least 7 years of relevant experience in adaptation to climate change, environment management, sustainable development, or related field, in the context of Samoa. Experience in DRR/DRM, public financial management, climate fiscal frameworks and resilient livelihoods are advantageous.   * + - Demonstrated experience working with Samoa’s national government     - Demonstrated experience in data collection and data analysis     - Demonstrated experience in government development projects design, M&E and implementation     - Experience in the use of computers and office software packages, and in the handling of web based management systems. |
| Language requirements: | Excellent writing and oral communication skills in English required. |

|  |
| --- |
| 1. **OTHERS** |

|  |  |
| --- | --- |
| Time frame: | 120 working days (over a period of 6 months) |

Inputs: The IC is required to have his/her own computer for the consultancy, and availability to travel within Samoa.

**APPLICATIONS SUBMISSION**

All applications must include a Results-Oriented Curriculum Vitae with full contact details of three referees and P-11 form to be submitted by **5 September 2013**, either electronically to Sara Ferrandi ([sara.ferrandi@undp.org](mailto:sara.ferrandi@undp.org)). Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Further queries about the consultancy can be directed towards Sara Ferrandi ([sara.ferrandi@undp.org](mailto:sara.ferrandi@undp.org))

Women candidates are encouraged to apply.

**ANNEX A: Proposal Requirements**

Qualified candidates are requested to apply by the **5 September 2013** by sending their application packages to [procurement.ws@undp.org](mailto:procurement.ws@undp.org) and [sara.ferrandi@undp.org](mailto:sara.ferrandi@undp.org) with the subject line “UNDP/GEF Economy-wide integration of CC Adaptation and DRM/DRR to reduce climate vulnerability of communities in Samoa”.

The application should contain:

* **Letter of interest and availability** using the standard template
* **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work (if applicable). Please paste the letter into the "Resume and Motivation" section of the electronic application.
* **Filled P11 form** including past experience in similar projects and contact details of referees, please upload the P11 instead of your CV. (a template can be downloaded from <http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc>
* **Financial Proposal\*** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days – in home office and on mission, travel – international and local, per diems and any other possible costs), preferably according to the following template.



The Climate Change Adaptation and DRR/DRM Specialist is expected to work with the other national and international specialists to produce a common plan of activities including relevant workshop programs.

**Reporting Requirements:**

The consultant will be monitored, overseen and supervised by UNDP MCO Samoa in cooperation with UNDP APRC, MNRE, MoF, and DMO. The consultant will be held accountable to the Head of Environment Unit in UNDP MCO Samoa.

Progress and final reports submitted to UNDP shall be in English.

**Evaluation Method**

Individual consultants will be evaluated using the UNDP cumulative analysis method - Combination of the weighted technical and financial score to obtain the total score.

|  |  |  |
| --- | --- | --- |
| A | **Technical** | **(70%)** |
| i) | Demonstrated experience in developing UNDP/GEF compliant project documents (experience especially in climate change adaptation is an asset) | 20% |
| ii) | Relevant experience: in mainstreaming, public finance, environmental policy, adaptation to climate change, DRR and DRM, coastal zone management, or natural resource management or a related field | 30% |
| iii) | Demonstrated ability to research, analyse and present workable solutions to a range of issues affecting coastal and marine environments | 10% |
| iv) | Demonstrated experience in negotiating and interacting with both internal and external stakeholders on complex natural resource management issues | 5% |
| vi) | High level facilitation, communication and presentation skills | 5% |
| B | **Financial** | **(30%)** |
|  | **Total** | **(100%)** |

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:  
a) responsive/compliant/acceptable, and  
b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only technically qualified proposals will be further considered for financial evaluation.

The designated weights for the technical and financial criteria are 70% and 30% respectively.

**Annex B. Summary of the Proposed Programme in Samoa.**

**PART I: Project Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title: | Economy-wide integration of CC Adaptation and DRM/DRR to reduce climate vulnerability of communities in Samoa | | |
| Country(ies): | Samoa | GEF Project ID:[[1]](#footnote-1) |  |
| GEF Agency(ies): | UNDP | GEF Agency Project ID: | 5264 |
| Other Executing Partner(s): | MNRE and MoF | Submission Date: | April 19, 2013 |
| GEF Focal Area (s): | Climate Change | Project Duration(Months) | 72 months |
| Name of parent programme (if applicable):   * For SFM/REDD+ * For SGP | N/A | Agency Fee ($): | 1,109,064 |

**A. indicative** [**Focal AREA STRATEGY Framework**](http://www.thegef.org/gef/sites/thegef.org/files/documents/document/GEF5-Template%20Reference%20Guide%209-14-10rev11-18-2010.doc)**[[2]](#footnote-2):**

|  |  |  |  |
| --- | --- | --- | --- |
| Focal Area Objectives | Trust Fund | IndicativeGrant Amount($) | Indicative Co-financing($) |
| CCA-1 | LDCF | 4,132,936 | 102,150,000 |
| CCA-2 | LDCF | 3,990,000 | 16,800,000 |
| CCA-3 | LDCF | 4,200,000 | 64,050,000 |
| Total Project Cost |  | 12,322,936 | 183,000,000 | |

1. **indicative Project Framework**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Objective: This project will establish an economy-wide approach to climate change adaptation in Samoa, aimed for efficient integration and management of adaptation and DRR/DRM into national development planning and programming and enhancing the resilience of communities’ physical assets and livelihoods across Samoa, to CC and natural disasters. | | | | | | |
| Project Component | Grant Type[[3]](#footnote-3) | Expected Outcomes | Expected Outputs | Trust Fund | IndicativeGrant Amount ($) | Indicative Cofinancing($) |
| Strategic integration of climate change adaptation and DRM in national policy frameworks and development planning through an economy-wide approach. | TA | Outcome 1.1: PolicyStrategies/ Institutional Strengthening: CC Adaptation, DRR, and DRM mainstreamed in relevant policies, sectoral strategies, sub-national strategies[[4]](#footnote-4)and budgeting processes through enhanced coordination of government institutions  Outcome 1.2.: Public finance management at the national, district, and village level  Capacity to access, manage, implement and monitor use of climate change funds is enhanced at the national and village level | Output 1.1.1. Climate change adaptation strategies developed for transport, water management, land management, urban planning and energy, and integrated into relevant sectoral plans  Output1.1.2. Management arrangements of existing and on-going CC/DRR/DRM/adaptation programmes are revised  Output 1.1.3. Existing coordination mechanisms among MNRE, MoF, MWTI, DMO and other relevant ministries and agencies are strengthened to enhance operational efficiency and coordinated responses to increasing impacts of CC  Output 1.2.1. Capacity on climate finance is built on MoF, CC units, and CDC secretariat, as well as within the village governance structure  Output 1.2.2. Climate change fiscal framework developed to optimize the utilization of CC funds | LDCF | 936,129  900,000 | 11,285,714  10,000,000 |
| Enhance resilience of communities as first responders of climate change-induced hazards | INV  TA | Outcome 2.1. Protection of communities’ physical assets and livelihoods  Increased resilience, and decreased exposure and susceptibility of communities to climate change and natural disasters by protection of household and community assets and promoting resilient livelihoods  Outcome 2.2. CCA/DRR plans and implementation: Increased adaptive capacity of communities for implementation of effective risk management and protection of household and community assets | Output 2.1.1.Post-cyclone infrastructure reconstruction activities aligned with “building-back-better” standards and updated management plans, regulations, and codes (including household assets, houses, community buildings, roads, coastal infrastructure, water shed management, etc.), implemented using best available technology and building household-level capacity  Output 2.1.2. Development of micro-businesses (business incubators for youth/women; business hubs for youth; etc.) on agro-food, manufacture and tourism with a sustainable and resilient value chain approach, to promote diversified livelihoods  Output 2.2.1. Building on the work of DMO[[5]](#footnote-5), village plans designed and implemented to develop the capacities of 200 communities to prepare, respond, recover and manage CC risks  Output 2.2.2 Community-based financial mechanisms or relief programmes designed to optimize funds to provide immediate financial support after eventual natural shocks to reduce financial burden placed on displaced families. | LDCF | 8,000,000  1,500,000 | 122,000,000  25,000,000 |
| Monitoring and Evaluation and Knowledge Management | TA | Outcome 3.1  Knowledge about CCA and DRR is captured and shared at the regional and global level | Output 3.1.1. Knowledge management strategy developed and implemented, including awareness campaigns, with a regional reach, (feed into R2R programme).  Output 3.1.2. Results on the ground and information are shared in a systematic way through the existing international platforms and new multimedia platforms  Output 3.1.3. Establish a M&E system to strengthen institutional coordination and enhance the effectiveness of the interventions on adaptation with an economy wide approach | LDCF | 400,000 | 6,000,000 |
| Subtotal | | |  |  | 11,736,129 | 174,285,714 |
| Project Management Cost (PMC)[[6]](#footnote-6) | | |  | LDCF | 586,807 | 8,714,286 |
| Total Project Cost | | |  |  | 12,322,936 | 183,000,000 |

1. **Indicative** [**Co-financing**](http://gefweb.org/Documents/Council_Documents/GEF_C21/C.20.6.Rev.1.pdf) **for the project by source and by name if available, ($)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sources of Cofinancing** | **Name of Cofinancier** | **Type of Cofinancing** | **Amount ($)** |
| National Government | National Recovery Plan | Investment | 165,000,000 |
| GEF Agency | Samoa Agriculture Competitiveness Enhancement Programme (World Bank) | Investment | 18,000,000 |
|  |  |  |  |
|  |  |  |  |
| **Total Cofinancing** |  |  | 183,000,000 |

1. **indicative trust fund Resources ($)Requested by Agency, Focal Area and Country1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **GEF Agency** | **Type of Trust Fund** | **Focal Area** | **Country Name/Global** | **Grant Amount ($) (a)** | **Agency Fee ($) (b)2** | **Total ($)c=a+b** |
| UNDP | LDCF | Climate Change | Samoa | 12,322,936 | 1,109,064 | 13,432,000 |
|  |  |  |  |  |  | 0 |
| **Total Grant Resources** | | | | **12,322,936** | **1,109,064** | **13,432,000** |

1  In case of a single focal area, single country, single GEF Agency project, and single trust fund project, no need to provide information for this table. PMC amount from Table B should be included proportionately to the focal area amount in this table.

2 Indicate fees related to this project.

1. Project ID number will be assigned by GEFSEC. [↑](#footnote-ref-1)
2. Refer to the reference attached on the [Focal Area Results Framework](http://www.thegef.org/gef/sites/thegef.org/files/documents/document/GEF5-Template%20Reference%20Guide%209-14-10rev11-18-2010.doc) when completing Table A. [↑](#footnote-ref-2)
3. TA includes capacity building, and research and development. [↑](#footnote-ref-3)
4. Sub-national strategies include district/village strategies and a strategy for Apia [↑](#footnote-ref-4)
5. Disaster Management Office of Samoa. [↑](#footnote-ref-5)
6. To be calculated as percent of subtotal. [↑](#footnote-ref-6)