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| **Job ID/Title:** | Technical Expert for developing the “Capacity Building Initiative for Transparency (CBIT) Namibia Project Document Package to be submitted to the GEF. |
| **Duty Station:** | Home based and Windhoek, Namibia |
| **Category:** | Climate Change |
| **Additional Category:** | Energy and Environment |
| **Brand:** | UNDP |
| **Post Level:** | N/A |
| **Type of Contract:** | Individual Contract (IC) |
| **Category (eligible applicants):** | External |
| **Application Deadline:** | 15 October 2019 |



**TERMS OF REFERENCE**

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| **Languages Required:** | Arabic |  | English | √ | French |  | Russian |  |
|  | Spanish |  | Chinese |  | Portuguese |  | Other…. |  |

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| **Starting Date:** | 01 November 2019 |

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| **Duration of Contract:** | 30 working days |
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| **Expected Duration of Assignment:** | 01 November 2019 – 01 September 2020 |

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| 1. **Background**   UNDP is seeking to recruit an Individual Consultant to develop the Project Document and CEO ER, and establishment of the Monitoring, Reporting and Verification (MRV) system for stakeholder engagement. The MVA framework will help achieve data quality, necessary for reporting on Climate Change as per Paris Agreement (PA) decisions and through the main duties and responsibilities set out below.  Climate change is nowadays a central challenge to people and places around the globe. The costs of inaction are high, and smart solutions can propel economic opportunity, innovation, and greater energy reliability, which are the goals that all humans can embrace. Through the Paris Agreement (PA), the world agreed on a path forward. 196 nations signed the PA and for the first time the world have agreed on mutual action, which rocketed climate change to the top of the list of global issues.    As per the PA, ratifying countries will aim to keep warming well below 2ºC, and for the first time to pursue efforts to limit temperature increases to 1.5ºC. In addition, they can independently decide on how to lower their emissions. This is a significant improvement in comparison to the past actions, since previous attempts at a climate deal required that similar measures are adopted by all signing parties. However, because economies, cultures, and nations differ so greatly, a common denominator was hard to determine and, therefore, achieve. Allowing ratifying countries to determine the best way forward for them, individually, stimulated support for the agreement.  The Article 13 of the PA provides for an enhanced transparency framework aiming to build mutual trust and confidence and to promote effective implementation of the actions identified under the NDCs, i.e. framework for transparency of actions. The transparency provisions and the transformational change approach may pose additional challenges to countries, including Namibia Thus, to address these potential challenges, Article 13 provides clear understanding of climate change action in light of the Convention objectives, includes built-in flexibility, which takes into account Parties’ different capacities, and builds on collective experience, clarity and tracking of progress towards achieving NDCs, including good practices, priorities, needs and gaps.  This is further reinforced through the Article 4 of the PA, which highlights that, in communicating their NDCs, all Parties shall provide information necessary for clarity, transparency and understanding in accordance with decision 1/CP.21. Further, Article 4 requests for full, exhaustive, comparative and robust accountability of the measures and action, the progressions and achievements made determining that each country, except for least developed countries, shall report no less frequently than on a biennial basis their progress towards the implementation of their NDCs.    The PA calls for Measurement, Reporting and Verification (MRV) infrastructure that provides information on the measures taken and the support received, provided or accounted for the NDC.    Namibia’s Capacity Building Initiative for Transparency (CBIT) project has an overall objective ***to enhance Namibia’s institutional and technical capacities to establish a comprehensive Transparency Framework for Monitoring, Reporting and Verification (MRV) of climate actions and to report on NDC implementation under the Paris Agreement***. In the absence of MRV framework, the methodologies and tools to enhance transparency as stipulated in Article 13 of the PA will not be met. In addition, Namibia will not be able to put in place an MRV system that will smoothen and facilitate provision of accurate information, monitoring and assessment of the instruments that the country selects to address climate change. Furthermore, Namibia will not be able to increase ambitions under its NDCs, as there is a major need to improve its institutional capacities and establish sustainable Institutional Arrangements  This work requires engagement with a wide range of different stakeholders and to ensure an adequate level of data quality. To do this, Namibia needs to establish an MRV system with reliable data flows and a robust evidence base for stakeholder engagement. This requires a transparent framework and structures for data exchange and the development of national Methods, Procedures and Guidelines (MPGs) for the appropriate consideration of climate action across all areas of government, private sector and civil society.  ***Objective***  To develop a UNDP Project Document and CEO ER Document along with all annexes, for the project titled: *Enhancing Namibia’s capacity to establish a comprehensive Transparency Framework for Monitoring, Reporting and Verification (MRV) of climate actions and reporting on NDC implementation under the Paris Agreement*. |
| 1. **Duties and Responsibilities**   Ministry of Environment and Tourism together with UNDP Namibia are working on the development of a project proposal package for Capacity Building Initiative for Transparency (CBIT) to be submitted to GEF.  The initial concept “Enhancing Namibia’s capacity to establish a comprehensive Transparency Framework for Monitoring, Reporting and Verification (MRV) of climate actions and reporting on NDC implementation under the Paris Agreement*”* was developed and submitted to GEF in March 2019. The concept has been approved in August 2019, after which full UNDP Project Document and the GEF CEO Endorsement Request must be developed and submitted to GEF for approval.  With the GEF-CBIT support, country level capacity can be improved to prioritize the MRV development, to carry out critical climate-responsive contributions, set forth in NDC, in line with the PA. With an increased national capacity to measure, monitor and report on actions, identified in NDC, the country will be in a better position to enhance the transparency in reporting, and identify long-term mitigation potential.  Thus, the approved CBIT concept proposal focusses on three main Components:  1) Enhancing and strengthening Namibia’s institutional arrangements for robust GHG inventories and Transparency MRV System/Framework for climate actions and NDC;  2) Provision of tools, training and assistance for meeting the transparency provisions established in the Paris Agreement; and  3) NDC tracking.  **Specific Outcomes to be derived from the three components are:**  1.1: Institutional arrangements for a national transparency (MRV) Framework are in place  2.1: Enhancement of Greenhouse Gas Inventories as per gaps and needs previously identified  2.2: Building MRV Capacities of support  3.1: Progress tracking tool on NDC and Transparency in place  Under the supervision of UNDP Programme Manager, and in close cooperation with the national project partners, primarily the Directorate of Environmental Affairs (DEA), Division of the MEA and Climate Change Unit within the Ministry of Environment and Tourism, an individual consultant will oversee development of the full project proposal package to be submitted to GEF.    The proposal package will be based on the concept/PIF approved and will follow new and update GEF guidelines and templates, i.e. new Results Architecture, with the set of relevant core indicators. It will include the following:   1. Request for MSP approval (GEF CEO Endorsement Request) \* 2. ProDoc \* 3. Co-financing Letters \* 4. Tracking Tools\* 5. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate (single file or it can be included in ProDoc) 6. Environmental and Social Management Plan (ESMP) for moderate and high-risk projects only 7. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office) 8. UNDP Risk Log (to be completed by UNDP Country Office) 9. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office) 10. Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs 11. Letter of Agreement (LOA) with the government - for DPC (this can be also included in ProDoc) \* 12. Other Annexes that may be required: GEF focal area specific annexes (e.g. GHG calculations); List of people consulted during project development; Communication/Stakeholder Engagement plan; Gender Analysis; KM Strategy; Financial and/or economic analysis   Before the above package is submitted to GEF, it will have to go through UNDP technical and financial clearance.  ***Specific Deliverables and Expected Output:***   1. Draft UNDP Project Document and GEF CEO Endorsement Request proposal package, inclusive of all mandatory Annexes– 29th November 2019. 2. Final UNDP Project Document and GEF CEO Endorsement Request proposal package, inclusive of all mandatory Annexes proposal package, with all comments incorporated – 30th March 2020   ***Reporting***  The consultant will be reporting to MET -DMEA- CCU and UNDP.  ***Travel:***  Consultant will have five-days in-country visit to Namibia, in order to discuss the proposal package with main national partners, including, but not limited to: The Division of Multilateral Environmental Agreement (DMEA) of the Ministry of Environment and Tourism (MET), the National Planning Commission (NPC), the Namibian Statistics Agency (NSA), selected technical experts from the Namibian Climate Change Committee (NCCC), Ministry of Agriculture, Water and Forestry (MAWF), Ministry of Mines and Energy (MME), Ministry of Industrialization, Trade and SME Development (MITSD) and other relevant stakeholders on a need basis All travel related costs will be included in the lump sum financial proposal.  ***Timeframe:***  The assignment will be carried out within 30 working days, between 01 November 2019 –and 01 September 2020. Due to the nature of the assignment, the consultant would have to closely collaborate with the MET -DMEA- CCU and UNDP.  ***Evaluation:***  Applicants will be screened against qualifications and competencies specified below through a desk review or an interview process. Those selected for the next stage of the selection process will be reviewed based on the **lowest price and technical qualification.**  ***Payment:***  Payment will be made in two lump sum upon receipt of deliverables as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Deliverables/ Outputs** | **Estimated Duration to Complete** | **Target Due Dates** | **Review and Approvals Required** *(Indicate designation of person who will review output and confirm acceptance)* | **Payment** | | Draft UNDP Project Document and GEF CEO Endorsement Request proposal package, inclusive of all mandatory Annexes– 20th November 2019 |  | 29 November 2019 | To MET -DMEA- CCU and UNDP | 50% | | Final UNDP Project Document and GEF CEO Endorsement Request proposal package, inclusive of all mandatory Annexes proposal package, with all comments incorporated |  | 30 March 2020 | To MET -DMEA- CCU and UNDP | 50% |  1. **Competencies**   **Corporate Competencies:**   * Demonstrates integrity by modeling the UN’s values and ethical standards. * Promotes the vision, mission, and strategic goals of UNDP. * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.   **Functional:**   * Strong analytical, negotiation and communication skills, including ability to produce high quality practical of technical with GEF related documents reports, * Professional and/or academic experience in one or more of the areas of the Development or knowledge management field.   **Project and Resource Management:**   * Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs. * Ability to focus on impact and results for the client, promoting and demonstrating an ethic of client service. * Strong organizational skills. * Ability to work independently, produce high quality outputs. * Sound judgment, strategic thinking and the ability to manage competing priorities.   **Partnership building and team work:**   * Demonstrated well developed people management skills. * Strong ability to manage teams; creating an enabling environment, mentoring and developing staff. * Excellent negotiating and networking skills. * Demonstrated flexibility to excel in a multi-cultural environment. * Provides constructive coaching and feedback. * Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback.   **Communications and Advocacy**:   * Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly. * Strong presentation skills in meetings with the ability to adapt for different audiences. * Strong analytical, research and writing skills with demonstrated ability to think strategically. * Strong capacity to communicate clearly and quickly. * Strong inter-personal, negotiation and liaison skills.  |  |  | | --- | --- | |  | 1. **Qualifications and Experience**   **Education**   * A Master’s Degree in environmental management, development studies, chemical engineering or relevant field;   **Experience**   * Minimum seven (7) years of demonstrable experience in the technical areas related to environmental research, natural resource management, development management, climate change, public policies, international relations, economics, environmental or natural resource economics, or development of environmental projects for the public, private or nongovernmental sector; * At least 5 years’ experience in the field of climate change, with focus on GHG inventories; * Demonstrated knowledge and understanding of methodologies for preparing GHG inventories and understanding of international reporting (according to UNFCCC and IPCC guidelines); * At least 3 years’ experience in applying UNFCCC GHG inventory reporting guidelines; * Familiarity with National Communications, Biennial updates and UNFCCC processes; * Project management experience will be an added advantage; * Financial management experience and budgeting; and * Experience working with various stakeholders. | |
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| **Additional Information**   1. **Additional Information**   Individual Contract (IC) will be applicable for individual consultants applying in their own capacity.  Reimbursable Loan Agreement (RLA) will be applicable for applicants employed by any legal entity. Template of RLA with General Terms and Conditions could be found on: http://www.undp.org.rs/download/RLA%20with%20General%20Terms%20and%20Conditions.doc. In the case of engagement of Civil servants under IC contract modality a no-objection letter should be provided by the Government entity. The ‘no-objection’ letter must also state that the employer formally certifies that their employees can receive short-term consultancy assignment from another entity without being on “leave-without-pay” status (if applicable) and include any conditions and restrictions on granting such permission, if any. If the previous is not applicable ‘leave-without-pay’ confirmation should be submitted.  **Engagement of Government Officials and Employees**   * Government Officials or Employees are civil servants of UN Member States. As such, if they will be engaged by UNDP under an IC which they will be signing in their individual capacity (i.e., engagement is not done through RLA signed by their Government employer), the following conditions must be met prior to the award of contract:   (i) A “No-objection” letter in respect of the individual is received from the Government employing him/her, and;  (ii) The individual must provide an official documentation from his/her employer formally certifying his or her status as being on “official leave without pay” for the duration of the IC.   * The above requirements are also applicable to Government-owned and controlled enterprises and well as other semi/partially or fully owned Government entities, whether the Government ownership is of majority or minority status.   UNDP recognizes the possibility that there are situations when the Government entity employing the individual that UNDP wishes to engage is one that allows its employees to receive external short-term consultancy assignments (including but not limited to research institutions, state-owned colleges/universities, etc.), whereby a status of “on-leave-without-pay” is not required. Under such circumstance, the individual entering into an IC with UNDP must still provide a “No-objection” letter from the Government employing him/her. The “no objection” letter required under (i) above must also state that the employer formally certifies that their employees are allowed to receive short-term consultancy assignment from another entity without being on “leave-without-pay” status and include any conditions and restrictions on granting such permission, if any. The said document may be obtained by, and put on record of, UNDP, in lieu of the document (ii) listed above.  **Mode of Applications.** Applicants are requested to submit a Cover letter, a CV that highlights their unique fit to the TOR, a completed P11 Form and an All-Inclusive Total Budget.  **E. Consultant’s signature:**  **Name**:  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **GUIDELINES FOR APPLICATION**  Filled P11 form including past experience in similar projects and contact details of referees (blank form can be downloaded from: [**P11 Personal History form**](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc) ; please upload the P11 instead of your CV.  Financial Proposal\* - specifying a daily rate in USD and a lump sum for 2-way travel costs to join duty station/repatriation travel.  Specific deliverables will be agreed upon with the Supervisor at the beginning of each month, in writing.  Payment to be made once a month upon submitted satisfactory progress report against deliverables, approved timesheet and certificate of payment.  \*Please note that the financial proposal is all-inclusive and shall consider various expenses incurred by the consultant/contractor during the contract period (e.g. rent of dwelling, fee, health insurance, vaccination, visa costs and any other relevant expenses related to the performance of services...). All envisaged costs (except of the unforeseen travel costs for missions, if any) must be included in the financial proposal. Unforeseen travel costs for missions, if any, will be paid separately according to UNDP rules and regulations.  Incomplete applications will not be considered. Please make sure you have provided all requested materials  Qualified women and members of minorities are encouraged to apply.  Due to large number of applications we receive, we can inform only the successful candidates about the outcome or status of the selection process.  **UNDP 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.** |