INDIVIDUAL NATIONAL CONSULTANT PROCUREMENT NOTICE

Date: [March 06th, 2022]

Country: Egypt

Post level: National Climate Change Consultant

Description of the assignment:

The National Consultant (NC) shall undertake inception phase activities for a project entitled “Support Programme on Scaling up Climate Ambition on Land Use and Agriculture through Nationally Determined Contributions and National Adaptation Plans (SCALA)”. The expected activities include, but are not limited to: reviewing and finalizing the draft baseline survey report, identifying Egypt’s on-going efforts and priorities on climate actions through reviewing of NDC and other related national climate plans and strategies, assessment of the identified climate action/priorities for their transformative potential through the application of SCALA Climate Review Matrix Tool, mapping and consulting with stakeholders, preparing for the inception workshop and inception report. As per UNDP rules and regulations, in order to achieve the deliverables described in section 2 on Scope of Work of this consultancy assignment.

Project name: Support Programme on Scaling up Climate Ambition on Land Use and Agriculture through Nationally Determined Contributions and National Adaptation Plans (SCALA)

Estimated No. of Working Days:
The total estimated number of working days are **30 days** over the duration of 10 weeks (25th March 2022 through 31st May 2022).

Proposal should be submitted by email to, procurementnotice.egypt@undp.org no later than **21st of March 2022**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

“Support Programme on Scaling up Climate Ambition on Land Use and Agriculture through NDCs and NAPs (SCALA)” is a global programme funded by the German Federal Ministry of Environment, Nature Conservation and Nuclear Safety (BMU) and implemented by UNDP and FAO in 12 countries.

Egypt has been identified as one of the most affected countries in the MENA region by climate change, according to IPCC and regional RICCAR 2017 assessment reports. The United Nations...
Development Programme (UNDP) and the Food and Agriculture Organization (FAO) are jointly supporting Egypt to translate its Nationally Determined Contributions (NDC) priorities in into transformative action in the agriculture and land use (AFOLU) sectors to adapt with the adverse effects of climate change. The joint efforts will also strengthen climate resilience and adaptive capacity of rural communities to climate change, as well as reduce GHG emissions and/or enhance removals. SCALA programme in Egypt will contribute not only to converting NDC into action, but also to supporting the preparation of National Adaptation Plan (NAP) Framework, which will target to address the adaptation barriers in agriculture sub-sectors, and contribute to achieve the country’s long-term climate goals.

The inception phase of the project is a country-level activity, at which FAO and UNDP Country offices work together through a commonly-defined (joint) work plan, to defined and ensure through a consultative process, involving government representatives and non-government organizations, including the private sector and civil society organizations. The inception phase includes technical consultations with all stockholders at national and sub-national levels, and review of the country climate priorities.

The national consultant will support the inception of the programme by conducting a baseline survey and helping to identify and validate priorities for project implementation. He/She will work under the UNDP and FAO Focal Points for SCALA and the regional SCALA backstoppers who will facilitate the NDC/NAP Review.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The National Climate Change Consultant will work in close collaboration with UNDP and FAO Country Offices to perform the following:

a. Preparation and submission of Inception Concept Brief including methodology, schedule of consultations, and target institutions, literature review and methodology for providing evidence; format of presentation of the key findings;

b. Stakeholder mapping;

c. Conduct consultations with relevant stakeholders including key personnel at FAO and UNDP Country Offices, SCALA participating Ministries, as well as civil society organisations and private sector actors to inform identification of priority transformative climate actions in collaboration with the regional backstopper;

d. Conduct baseline assessment, prepare the preliminary baseline section of the inception report based on the template provided Undertake a background research, review the draft baseline survey report and accordingly address the information gaps, review existing documents (NDC, climate change related policies, plans and strategies, project documents and reports) to identify priority areas, and then assess the transformative potential of these priorities in AFOLU sectors using SCALA’s climate action review matrix to identify transformative climate actions that SCALA will implement in Egypt;

e. Organise the inception workshop, including preparation and presentation of baseline findings for the inception workshop, including summary of the initial conditions, against which SCALA progress can be measured or comparisons be made to show the results of the project;

f. Plan and facilitate sessions during the workshop on baseline, NDC/NAP and definition of theory of change;
g. Preparation of SCALA Egypt’s theory of change (ToC), finalize the baseline report, and accordingly refine the draft joint workplan;

h. Preparation, submission and presentation of the inception report, including overview of future assessments to be carried out, that details potential priority transformative climate actions that SCALA will work on Egypt including key datasets required to prepare analysis in AFOLU, identified potential partnerships and strengthening points to resonate the impacts of IKI portfolio in Egypt through SCALA;

i. Prepare and submit the final baseline assessment report in the Excel format, compiling the information for Egypt and complemented with a summary describing any challenges, adjustments made in response to the challenges, and any information gaps;

j. Write a brief report about key needs arising from the workshop, proposed future SCALA interventions in COP27.

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<tr>
<th>#</th>
<th>Deliverable</th>
<th>Description</th>
<th>Timing &amp; Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Inception concept brief</td>
<td>• Inception concept brief should include methodology, schedule of consultations and target institutions, literature review and methodology for providing evidence; format of presentation of the key findings. It should include the Preliminary baseline section using a provided template.</td>
<td>25 March 2022</td>
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<td>2</td>
<td>Technical consultation sessions</td>
<td>• Technical consultation sessions to support climate action review, and in collaboration with the regional backstopper</td>
<td>31 March 2022</td>
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<td>3</td>
<td>Summary of findings and recommendations for SCALA</td>
<td>• Summary of findings on the review of NDC, desk review and consultations, including recommendations of activities under SCALA</td>
<td>31 March 2022</td>
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<td>4</td>
<td>Preliminary baseline section of the Inception Report</td>
<td>• This is a section that requires to be included in the final Inception Report. Preliminary version of the baseline section should be submitted as a draft based on the initial baseline assessment from existing documents. Template will be provided.</td>
<td>31 March 2022</td>
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<td>5</td>
<td>Baseline findings for the inception workshop, and final baseline assessment in excel</td>
<td>• Final baseline assessment report, to be submitted in excel, compiling the information for Egypt complemented with a summary describing any challenges faced, any adjustments made in response to</td>
<td>31 March 2022</td>
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<td>the challenges, any information gaps</td>
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<td><strong>6</strong></td>
<td><strong>Organize the Inception Workshop</strong></td>
<td>• Organize a workshop for 60 participants in a suitable venue to be agreed upon</td>
<td>1 April 2022</td>
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<td><strong>7</strong></td>
<td><strong>Presentation of baseline findings for the inception workshop</strong></td>
<td>• This should include a summary of the initial conditions, against which SCALA progress can be measured or comparisons be made to show the results of the project</td>
<td>1 April 2022</td>
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<td><strong>8</strong></td>
<td><strong>The SCALA review Matrix</strong></td>
<td>• Excel format, which template will be provided by the project, to include findings of on-going efforts on climate actions</td>
<td>1 April 2022</td>
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<td><strong>9</strong></td>
<td><strong>Revision of the final Inception Report</strong></td>
<td>• Presentation of draft inception report during technical planning meeting • Revise the final Inception Report taking feedback from stakeholders</td>
<td>1 April 2022</td>
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<td><strong>10</strong></td>
<td><strong>Final baseline assessment report</strong></td>
<td>• Submitted in excel, compiling the information for Egypt and complemented with a summary describing any challenges faced, any adjustments made in response to the challenges, any information gaps</td>
<td>15 April 2022</td>
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<td><strong>11</strong></td>
<td><strong>Final inception report + ToC including final joint workplan</strong></td>
<td>• Final inception report should follow the template provided; giving a validated synthesis of the background review, NDC review, climate actions review, theory of transformative change and the priority actions/activities identified for SCALA implementation, in collaboration with SCALA global</td>
<td>15 April 2022</td>
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<td><strong>12</strong></td>
<td><strong>Brief on potential contribution of SCALA to COP27</strong></td>
<td>• A short summary of how SCALA can potentially contribute to CoP27 which is planned to be held in Egypt in November 2022</td>
<td>30 April 2022</td>
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3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
   ▪ Master’s degree in Agriculture or Rural development or Environmental Economics, Environment and Natural Resource Management or Climate Sciences, Public Policy or a related field

II. Years of experience:
   ▪ Minimum of five years’ working experience in the field of natural resources management, agriculture development, and climate change adaptation and/or mitigation policy;
   ▪ Minimum five years of relevant and demonstrable experience in the formulation of strategies and policies on climate change, environmental issues and agriculture;

III. Competencies:
   ▪ Experience in the adaptation planning/NAP process and NDC formulation and implementation process;
   ▪ Working experience with UNDP and/or FAO, Ministry of Environment and/or the Ministry of Agriculture, in the area of climate change adaptation and mitigation will be an asset;
   ▪ Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), MS Power point and accounting software.
   ▪ Good English and Arabic language skills, both spoken and written

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

a) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
b) CV and a Personal History Form (P11 form);
c) Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
d) Financial Proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template.

5. FINANCIAL PROPOSAL and TERMS OF PAYMENT

- Contracts based the all-inclusive fixed total fee
The financial proposal should indicate the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem etc) as well as the cost of the Inception Workshop for 60 participants supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. Payments for the workshop costs will be against actual costs

Travel:
All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own
In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

- Payment will be made to the NC upon the achievement of measurable results and related deliverables as described below.
  
  o 25% Upon approval of 1) Inception concept brief
  o 25% Upon approval of 2) Report of findings on the desk review and consultations on the NDCs and climate strategies, and 3) The SCALA review Matrix
  o 25% Upon approval of 4) Baseline findings for the inception workshop, and final baseline in excel
  o 25% Upon approval of 5) Brief on potential contribution of SCALA to COP27 and 6) Final inception report (following the template provided)
  o Payment for the workshop will be against invoices from host entity

6. EVALUATION

Offers will be evaluated according to the Combined Scoring method, where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP’s General Terms and Conditions will be awarded the contract.

Combined Scoring method
When using this weighted scoring method, the award of the contract should 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.

- Technical Criteria weight; [70%]
- Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation.

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<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tr>
<td>Technical</td>
<td>70%</td>
<td>70</td>
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<tr>
<td><strong>Criteria A</strong> Relevant educational background in finance/accounting or related disciplines</td>
<td>25%</td>
<td>25</td>
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<td><strong>Criteria B</strong> Professional experience in providing and managing finance/accounting/procurement/logistics services</td>
<td>30%</td>
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<td><strong>Criteria C</strong> Familiarity with working to the UNDP/FAO rules and regulations</td>
<td>15%</td>
<td>15</td>
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<tr>
<td>Financial</td>
<td>30%</td>
<td>30</td>
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