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## TERMS OF REFERENCE

|                             |  |
|-----------------------------|--|
| <b>Project Title</b>        | Climate-resilient WASH and Climate Landscape Analysis for Children (CLAC) for Cabo Verde         |
| <b>Position Title</b>       | Senior Consultant Climate-resilient WASH and Climate Landscape Analysis for Children             |
| <b>Post Level</b>           | International Consultant   |
| <b>Office</b>               | UN Joint Office Cabo Verde   |
| <b>Location</b>             | Praia, Santiago Island, Cabo Verde with short missions to different island if necessary          |
| <b>Category</b>             | Climate-resilient WASH and Climate Landscape Analysis for Children                               |
| <b>Type of Contract</b>     | Consultant with international experience/expertise   |
| <b>Languages Required</b>   | English, or French, or Spanish, or Portuguese.   |
| <b>Estimated Start Date</b> | 25 <sup>th</sup> of July 2018  |
| <b>Duration of Contract</b> | 3 months   |
| <b>Assignment Duration</b>  | 30 working days, including 2 field missions for a total amount of 15 working days in Cabo Verde. |

### A. OVERVIEW

#### Background

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Climate change, energy access and environmental degradation are equity issues, with children and young people often being the most vulnerable and affected. Addressing climate change, energy access and environmental degradation is therefore vital for building a more sustainable future for children. In addition, it is imperative that we integrate our actions on the SDGs and our humanitarian responses. Each of the five Outcomes Areas of the UNICEF Strategic Plan 2018 – 2021 – every child survives and thrives, every child learns, every child is protected from violence and exploitation, every child lives in a safe and clean environment and every child has an equitable chance in - is affected in some way by climate change and/or environmental degradation, particularly in outcomes 4.

Fortunately, each stream of UNICEF work also presents opportunities to take action on climate, energy and/or the environment in order to deliver more sustainable results. There are major implications of climate change, lack of energy access and environmental degradation for children and UNICEF has strong potential to strengthen the response to these issues.

Cabo Verde became the first pilot Joint Office (JO) of the Ex-Com agencies (UNDP, UNICEF, UNFPA and WFP) on 1 January 2006. This was a major step of UN reform towards the harmonization and simplification of UN activities in small countries. A Joint Office model consists of a single UN office of the participating agencies, led by one representative who equally represents all the participating agencies and is also the UN Resident Coordinator. The JO has one organizational structure and a single programme/common country programme encompassing the activities and mandates of all participating agencies, and uses one set of business processes, rules and regulations under a “support agency” arrangement and is agency-neutral. In Cape Verde, the UNDP system is used. The JO in Cape Verde became part of the group of 8 Delivering as One (DaO) pilot countries in 2007. The JO, now comprising only 3 agencies – UNDP, UNICEF and UNFPA - is presently one of the leading UN entities in implementation of the third UNDAF/One UN Programme covering the period 2018-2022, fully aligned with the National Sustainable Development Plan and with Agenda 2030. A joint UNDP, UNFPA and UNICEF Country Programme Document (CPD) for 2018-2022 will start implementation in 2018 and is based on four results areas aligned with SDGs (People, Planet, Prosperity, and Peace), with a strong focus on building systems and partnerships for SDG implementation in the country, leading to the need for innovative, creative and integrated solutions both on programme and operations.

As part of the Country programme Document result area on sustainable management of natural resources and resilience promotion, the Joint Office of UNDP, UNFPA and UNICEF in Cabo Verde is planning to design a highly innovative UNDP-UNICEF programmatic intervention integrating Climate Change, WASH and Disaster Risk Reduction perspectives, spanning a 4-years implementation period. For this reason, it requires the services of a WASH consultant with a strong climate background, who will work to elaborate the climate-resilient WASH component of the programme documents, as well as integrating WASH issues in the overall programme document, and highlighting perspectives for resource mobilization in the area including on climate financing and other innovative financing instruments.

As part of the integrated approach to resilience issues, the office is also planning to conduct a Climate Landscape Analysis for Children, according to an established UNICEF methodology, examining the baseline situation of climate, energy and environment-related issues affecting children and how they relate to UNICEF’s priorities. The report looks at stakeholders, government policies and relevant programmes in Cabo Verde. It will also provide recommendations on how UNJO Cabo Verde could further incorporate and strengthen work on climate, energy and environment-related issues in its country programme. The consultant supports the UNJO Cabo Verde in producing a Climate Landscape Analysis for Children (CLAC) for Cabo Verde. S/he will be responsible for collecting, compiling and reviewing key resources, facilitating the information gathering and review processes, and preparing the final report, which will also be integrated in the UNICEF Situation Analysis of Children.

In both areas of work, the international consultant will also liaise with the UNICEF regional WASH climate, and resilience team.

## **Implementation activities and Objectives**

The main objective of this consultancy is two-fold:

1. Provide climate-resilient WASH inputs into the integrated DRR/CC/WASH programme document, leading to a cohesive programmatic instrument and resource mobilization tool.
2. Undertaking a climate landscape analysis which enables to understand the overall climate, environment and energy (CEE) landscape in terms of data, policy, programming, gaps, actors etc. and how it relates to children and UNICEF results in order to identify priority areas for further analysis and integration, based on established methodologies and approaches developed by UNICEF.

### **Description of the assignment:**

Under the supervision of the UNJO Cabo Verde, Environment and Disaster Risk Reduction Unit and the in coordination with the key partners and stakeholders, the consultant will develop some key actions:

- 1. Compile and systematize evidence and research related to WASH, energy, environment and climate change issues in Cabo Verde**
  - Review guidance materials and previous CLACs prepared in other UNICEF offices
  - Desk review of literature related to WASH, climate change, energy and environment issues affecting children in Cabo Verde (documentation to be provided by CO)
  - Identify and compile information on ongoing programmes and active stakeholders related to WASH, energy, environment and climate change in Cabo Verde
  - Collect information about specific aspects of WASH particularly relevant for UNICEF country programme 2018-2022, e.g. WASH in schools
  - Collect information and reports from different sections in UN CV JO about the office's work and linkages to WASH, climate, energy and environment
  - Collect available information and reports from development partners, through a 5 days mission to Cabo Verde.
- 2. Research and writing**
  - Undertake the desk review of the collected information
  - Summarize research and draft individual sections of the CLAC
  - Facilitate and undertake interviews and meetings with stakeholders by drafting and finalising with the CO questions and presentations as needed
  - Conduct additional research to fill data gaps and answer specific questions as needed
  - In coordination with the Emergency and DRR officer ensure that the quality of the documents meets that CLACs
  - Fact checking, editing and checking of references as needed
  - Produce an initial draft and a final CLAC, based on comments received
- 3. Project Document Preparation:** produce the climate-resilient WASH components of the joint UNDP/UNICEF project document, working together with the CO staff and resulting in a coherent finalized prodoc

## B. SCOPE OF WORK

The consultancy should be carried out between 25 June and 25 September 2018, for a period of 30 working days, based on the provisional calendar below. Out of the thirty days, it is expected that 15 will be spent in Praia, Cabo Verde while 15 days will be home-based.

## C. EXPECTED OUTPUTS AND DELIVERABLES

For the present consultancy we can consider the following deliverables:

| <b>Deliverables/ Outputs</b>   | <b>Estimated Duration to Complete</b>                           | <b>Target Due Dates *indicative</b> | <b>Review Approvals Required and</b> | <b>Payments</b> |
|--|---|-------------------------------------|--------------------------------------|-----------------|
| <b><u>Deliverables</u></b>   |   |                                     |                                      |                 |
| <b>Work plan, Desk review and field mission for data collection</b>  | This should be done in 5 days mission in CV + 2 days home based | Until August 7th                    | Head of Environment and DRR          | 10%             |
| <b>Climate resilient WASH component of integrated Project Document and mainstreaming of WASH into the integrated project document – first draft</b>  | 5 days in CV  | Until August 20th                   | Head of Environment and DRR          | 20%             |
| <b>Climate resilient WASH component of integrated Project Document and mainstreaming of WASH into the integrated project document – final document after integration of comments from stakeholder and CO</b> | 3 days home based   | Until August 30th                   | Head of Environment and DRR          | 20%             |
| <b>Draft CLAC prepared and accepted by CO, and discussed in stakeholders workshop</b>  | 10 days, (5 days mission in CV)                                 | September 30th 2018                 | Head of Environment and DRR          | 20%             |
| <b>Final CLAC prepared based on stakeholders and CO comments, and accepted by CO</b>   | 5 days  | October 15 <sup>th</sup> 2018       | Head of Environment and DRR          | 30%             |

#### **E. INSTITUTIONAL ARRANGEMENTS**

The senior consultant will work under the overall guidance of the Deputy Representative and day-to-day supervision of the UNJO Cabo Verde Head of Environment and Disaster Risk Reduction Unit. The consultancy will be held in Praia Cabo Verde, and financial proposal should include travel expenses and subsistence allowance for two mission to Cabo Verde for a total duration of 15 days. If it is necessary, local travel will be organized and ticket costs covered by the Country Office (hence local travel shall not be included in the financial proposal).

Before each payment, the consultant must submit the products required by the consultancy's deliverables.

#### **F. DURATION OF WORK**

The anticipated duration of the consultancy is 3 months, for a period of 30 working days in the period of July 25 to October 25, 2018.

#### **G. DUTY STATION**

The consultancy will be held in Cabo Verde. All consulting service costs, including travel, should be included in the proposal (excluding local travel ticket costs).

#### **H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

The required qualifications for the assignment are:

- a. Hold an advanced degree (Master or PhD) in environmental studies, natural resource management, energy, water and sanitation management, development studies, climate change, social and economic development, international cooperation or related areas.
- b. At least 10 years of relevant professional experience in research and expertise in WASH, child rights and climate/environment-related issues desirable.
- c. Previous experience with the UNICEF in climate-resilient WASH services and/or UNICEF climate landscape for children assessment will be a strong asset; Sound understanding of the Convention on the Rights of the Child (CRC).
- d. Excellent writing skills, research skills, information analysis, indicators and quantitative data;
- e. Strong communication, coordination and negotiation skills.
- f. Fluency in English language; Good knowledge of Portuguese or Spanish will be a strong asset.

#### **I. APPLICATION PROCESS**

Applications should be submitted to the following email address: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) indicating the following reference "**SENIOR CONSULTANT, Climate-resilient WASH and Climate Landscape Analysis for Children**" by 13/07/2018, 04.30 pm Cabo Verde time.

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

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by the UNDP;
2. Personal CV and P11 form, duly signed and contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. Brief description of why the candidate considers him/herself as the most suitable for the assignment;
4. Financial Proposal that indicates the all-inclusive fixed total contract price. The term “all-inclusive” means that it has to include the international travels, fees, insurance, living allowance (for 50 working days of in-country missions), in-town transportation, and others related costs. The Lump Sum Amount should not include if necessary costs related to in-country travels. The Financial Proposal has to be supported by a breakdown of costs, as per template provided. Preferred Currency of Offer: United States Dollars (US\$). If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP
5. Technical Proposal, including the planned methodology in accordance with the present ToR

*Incomplete applications will be excluded from further consideration.*

Any request for clarification must be sent in writing, or by standard electronic communication to [humanresources.cv@cv.jo.un.org](mailto:humanresources.cv@cv.jo.un.org). A response in writing or by standard electronic mail will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

#### **Statement of Medical Fitness for Work**

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

#### **Inoculations/Vaccinations**

There are currently no required vaccines at the entrance to Cabo Verde, unless one comes from West Africa. However, immunization against yellow fever, tetanus and polio, as well as hepatitis A, is recommended.

## J. CRITERIA FOR SELECTION OF THE BEST OFFER

Offers will be evaluated according to the Combined Scoring method, where the technical criteria will be weighted a max. of 70% (70 points, on a total amount of 100 points), and combined with the price offer which will be weighted a max. of 30% (30 points on a total amount of 100 points).

Applicants obtaining 49 points (70% of available points) or more of the total technical evaluation points will be considered for financial evaluation.

Financial evaluation score (max. 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

| <b>Selection Criteria</b>  | <b>Weight</b> | <b>Max. Points</b> |
|--|---------------|--------------------|
| <b>Technical evaluation</b>  |               | <b>70 points</b>   |
| Hold an advanced degree (Master or PhD) in environmental studies, natural resource management, energy, water and sanitation management, development studies, climate change, social and economic development, international cooperation or related areas | <b>70%</b>    | 15 points          |
| At least 10 years of relevant professional experience in research and expertise in WASH, child rights and climate/environment-related issues desirable   |               | 15 points          |
| Previous experience with the UNICEF in climate-resilient WASH services and/or UNICEF climate landscape for children assessment will be a strong asset;   |               | 15 points          |
| Sound understanding of the Convention on the Rights of the Child (CRC)   |               | 10 points          |
| Excellent writing skills, research skills, information analysis, indicators and quantitative data;   |               | 5 points           |
| Strong communication, coordination and negotiation skills  |               | 5 points           |
| Fluency in English language; Good knowledge of Portuguese or Spanish will be a strong asset  |               | 5 points           |
| <b>Financial evaluation</b>  |               | <b>30%</b>         |

**K. Approval**

**This TOR is approved by :** *[indicate name of Approving Manager]*

Signature *Maria Celeste Fortes Benchimal*

and Designation Head of Environment and DRR Unit

Date of Signing 28/ juin/2018