



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

ADVERTISEMENT

Date: August 26, 2014

Country: CAPE VERDE

Description of the assignment: International Consultant - Integrating climate change risks and opportunities into national country programming: Food Security and Agriculture Plans

Project name: Building Adaptive Capacity and Resilience to Climate Change in the Water Sector in Cape Verde. UNDP/CIDA Fast Start Climate Change Facility

Period of assignment/services: 25 working days. Home based, with one mission to Cabo Verde

Proposal should be submitted to the following address, by the individual:

The **Joint Office of UNDP, UNFPA and UNICEF, Av. OUA, PO Box 62 - Praia Cape Verde** or by email to procurement.cv@cv.jo.un.org no later than **September 17 2014, 23:58Hrs Cape Verde Time**. Please write "Application for Consultancy: **Integrating climate change risks and opportunities into national country programming: Food Security and Agriculture Plans**" in the subject line of the email.

Any request for clarification must be sent in writing to the address indicated above, or by standard electronic communication iria.touzon@cv.jo.un.org and pedro.gomes@cv.jo.un.org . UN Cape Verde 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

Climate change impacts pose significant threats to national development policies and practices and the achievement of Millennium Development Goals. The analysis of the future agro-climatic development indicates that, under the anticipated conditions of increasing aridity resulting from decreasing rainfall (-10 to -20%) and under increasing temperature (up to 3.5^o), the amount of food Cabo Verde will be able to produce as a percentage of its requirements will drop dramatically, thereby exposing a large portion of the population to food deficits and food insecurity by 2020. (*Cabo Verde NAPA report*). In order to respond to these challenge, Cabo Verde's NAPA delineated three main objectives: 1) Promoting integrated water resources management in order to guarantee water for the people, for the production of food, for the ecosystems and for the tourism industry; 2) Developing the adaptability of the agro-silvo-pastoral production systems in order to ensure and improve

national food production; 3) Protecting and preventing degradation of the coastal zones, caused by climatic aggressions and by tourism.

Cabo Verde is a country with high food-import dependence, in particular for cereals, and very vulnerable to the international context, a situation which is aggravated by the country's insular and archipelago condition. These contribute to the country's extreme vulnerability in terms of food, agro-climatic change, as well as global market fluctuations. Two levels of food insecurity can be identified in Cabo Verde. The first one concerns the structural deficit in domestic food production, chiefly cereals (the basis of the diet) and the strong dependency on the international market in order to fulfill food needs. The second, related to access, due to the socio-economic situation of a significant proportion of the population, holding a low income level (27% of population is poor).

Food security has thus been, for the above mentioned reasons, one of the priorities contemplated by successive governments within the broad political orientations for the country's development. In 2014, the country approved its second National Food Security and Nutrition Strategy for 2014-2017 (ENSAN) in view of alleviating food insecurity and establishing conditions for sustainable food security. The National Food Security Strategy takes into account the Growth and Poverty Reduction Strategy Paper and establishes links with other important programs, whose actions impact on food security. The strategy took into account the Rural Development Strategic Plan (PEDA 2004-2015) and the National Agricultural Investment Plan (PNIA 2011-2015). In this context, agriculture policies have to address simultaneously three intertwined challenges: ensuring food security through increased productivity and income, adapting to climate change and contributing to climate change mitigation.

Notwithstanding the progresses achieved, several challenges persist in guarantying food and nutritional security for the country and its population. Cabo Verde's climatic vulnerability, resulting from its insular condition and geographic location, impacts on the country's food security, mainly in respect to agricultural, livestock and fisheries production. Scenarios established for the agro-climatic future of the country warn that a significant percentage of the population may possibly be exposed to food insecurity until 2020 due to the effects of climate change. Adaptation and resilience measures are being implemented to respond to these challenges. In 2009, the Government of Cabo Verde, in partnership with the Global Environment Facility (GEF)- and UNDP, initiated the project "Building adaptive capacity and resilience to climate change in the water sector in Cape Verde", funded through the GEF least developed countries (GEF-LDCF), based on the priorities identified by the NAPA (National Climate Change Adaptation Plan). In 2013, a second phase of this project was funded by the Canadian International Development Agency (CIDA), through its mechanism for funding adaptation initiatives, the "Fast Start Climate Change Funds", with food security at the heart of intervention.

In this context, the present consultancy aims at contributing to further develop capacities for mainstreaming climate change risks in development policies. Analysis of the entry points for adaptation measures and risks identified in the first revision will be further developed in view of developing concrete tools that will allow for the translation of these risk assessments and identified adaptation alternatives into budgeting process and investment planning. Climate-proofing of policy and strategic documents will be scaled up to target Rural Development sector planning, especially Agriculture investment planning and the Food Security Strategy. Currently the National Food Security Strategy acknowledges the existence of climate vulnerabilities of the agriculture sector but hardly identifies adaptation strategies and explores further risk analysis.

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

Under the direct supervision of the Project Coordination (Ministry of Rural Development), and liaising closely with the Head of Environmental, Energy & Natural Disaster Prevention Unit, in Cabo Verde, the International Consultant will be responsible for undertaking the climate risks and opportunities analysis and mainstreaming into **national country programming on Food Security and agriculture plans (ESAN and PNIA)**.

Summary of Key Functions:

- A. Conduct climate change risk screening of on national food security and agriculture plans, strategy or programme, and propose entry points to manage/mitigate climate change risks and identify and realize opportunities;
- B. Develop climate screening concrete and ready-to-use tools for sector planning and implementation (to the level of programs, plans and budgets)
- C. Provide training, reference manuals and guidelines targeted to planners representatives of national institutions; and
- D. Elaborate a final report where lessons learned are capitalized and best practices captured

The following principles will apply to the assignment:

- The analysis should be done using UNDP Quality Standards for the Integration of Adaptation to Climate Change into Development Programming and others best international methodologies and tools;
- The analysis should assess 'likely' climate change impacts in the country, using the latest National Communication to UNFCCC, most recent available climate change projections and scenarios, IPCC guidelines and any other relevant scientific data within and beyond the timeframe of the plan, strategy or programme;
- The analysis should be done in a way that encourages stakeholder involvement, i.e. indicating where particular input is needed to fully apply to the national context. The training session can be an excellent opportunity to collect these information;
- The report should be explicit in its analysis so that decision-makers and government technical staff may be able to understand and use the document when revising their plans, strategies, programmes and budgets.

III. Functions and Key Responsibilities

The International Consultant will have the following functions and responsibilities:

A. Conduct climate change risk detailed screening and propose adjustments/entry points and adaptation measures

- Undertake a risk and sector/policy/program sensitivity and vulnerability assessment of two (2) plans/strategy, which is to include the following:
 - Identify how and where risks and opportunities are already considered and addressed into the strategic document, and propose improvements if necessary;
 - Identify risks of mal-adaptation and propose alternatives for redesigning programs or policies to reduce mal-adaptation risk.
 - Identify additional climate risks and adaptation mainstreaming opportunities;

- Propose adaptation measures and/or entry points to better manage climate change risks and realize the opportunities, and propose a set of priority actions to be implemented by the national entity;
- Conduct a costing exercise (cost-benefit analysis) on the adaptation measures proposed
- Propose and apply tools for prioritizing and selecting adaptation measures
- Obtain comments from participants on the above draft findings during the capacity development workshop.
- Identify challenges experienced by sector planners, decision-makers and technical staff in conducting climate change mainstreaming exercises and realizing a practical integration at the time of program implementation and budgeting.
- Refine the findings based on these comments and propose actions to address the challenges identified and overcome capacity gaps for mainstreaming climate change risk at the implementation phase.

B. Provide training to a selection of government decision-makers and technical staff

- Lead and facilitate sessions on the science of climate change, basic concepts (including vulnerability, adaptation, risks, and mal-adaptation), inter linkages between climate change adaptation, food security, agriculture and development, climate change mainstreaming, and the UNDP methodology;
- Collect and summarize best international practices on climate change risk integration and develop specific case studies relevant to the national context to test participants understanding and contents appropriation.
- Present, explain and critically review with the participants the screening and assessment tools to ensure full appropriation and understanding.
- Share methodologies for cost-benefit analysis on adaptation measures and train stakeholders on its use.
- Explain methodologies and tools for prioritizing adaptation measures.
- Facilitate a session to collect comments from the participants on the draft report;
- Facilitate a session to discuss and prioritize the proposed adaptation measures and identify funding mechanism for implementation

C. Contribute to lessons learned and develop climate screening concrete tools

- Prepare an analytical document on the lessons learned from the above experience and benchmark with other international or national best practices on climate change risk mainstreaming into development planning.
- Identify policy implications for agriculture and rural development sector strategic planning and other national key sectors planning process.
- Develop an annotated bibliography on main references and guidance materials and commented list on reference institutions and programs for climate change risk mainstreaming and adaptation.
- Develop climate screening concrete tools for agriculture and food security planning and implementation of interventions. These tools must to be very practical ,flexible and helpful for the daily planning and implementation of interventions;

IV. Expected Outputs

The main products expected from this consultancy are:

- A high-quality risk and opportunities screening report relevant to the context of Cape Verde;
- Revised training materials;

- A complete and user-friendly tool-kit of climate screening tools (in Portuguese) for planning, budgeting and program implementation (monitoring and evaluation)
- Developed capacity of a group of government stakeholders;
- A validated final risk screening report relevant to the context of Cabo Verde; and
- A partial report tracking technical contributions, comments and lessons learned by the International Consultant.

For detailed information, please refer to Annex 1- Terms of Reference.

1. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Advanced university degree (Master’s or PhD level) in development planning, environment or climate change adaptation or a closely related field;
- A minimum of 7 years of relevant work experience in the field of environmental governance;
- Experience conducting research/analytical studies combined with capacity development efforts;
- Experience in climate risk management and mainstreaming climate change in development assistance;
- Experience in the development and application of climate risk screening and integration tools for planning and implementation
- Experience and knowledge in Food Security and Agriculture planning;
- Demonstrated skills drafting reports and the ability to work efficiently under pressure;
- A strong client focus and the ability to respond positively to feedback;
- Strong interpersonal and communication skills;
- Strong cultural sensitivity and ability to work in multi-cultural environments;
- Fluency in both Portuguese and English (written and spoken).

Competencies:

Functional Competencies:

- Familiarity with the challenges developing countries face in adapting to climate change;
- Excellent in human relations, coordination, planning and team work;
- Excellent feedback-giving skills and culture sensitiveness;
- Demonstrate ability to assess complex situations, succinctly distils critical issues, and draw forward-looking conclusions and recommendations;

Corporate competencies:

- Demonstrates commitment to UNDP’s mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. The Curriculum of the consultant, containing well detailed qualifications, experience and skills and UN P11 form, and at least 3 references;
2. Introduction of the consultant, with a brief note explaining why they are most suitable for the work;
3. Proposed methodology and work plan;
4. A financial proposal, which should include all expenses (fees, travel, mission costs).
5. Sample of executive summary of a report led by the applicant
6. Offerror's Letter to UNDP Confirming interest and availability for Individual Contractor (IC) Assignment (*attached*)
- 7.

Proposals must include all six documents. Proposals not meeting this requirement will be rejected.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

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 resources.

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.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Cumulative analysis

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]

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
Criteria A: educational background		10
Criteria B: experience on similar assignments		15
Criteria C: quality of the technical proposal – Adequacy with the Terms of reference, methodological approach, including the work plan		45
<u>Financial</u>	30%	30
<u>Total</u>	100%	100

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation

The financial score for the financial proposal will be calculated in the following manner:

$S_f = 100 \times F_m/F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

(Total Financial Maximum points = 100 points)

Total Score

The technical score attained at by each proposal will be used in determining the Total score as follows:

The weights given to the technical and financial proposals are: $T = 0.7$, $F = 0.3$

The Total score will be calculated by formula: $TS = S_t \times 0.7 + S_f \times 0.3$

TS - Is the total score of the proposal under consideration?

S_t - is technical score of the proposal under consideration.

S_f - is financial score of the proposal under consideration.

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (ToR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - TEMPLATE FOR CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 4 - P11 MODIFIED FOR SCs AND ICs