

Terms of Reference

Project:	Enhancing Capacity, Knowledge and Technology Support to Build Climate Resilience of Vulnerable Developing Countries
Job Description:	Baseline Study and Verification of Indicators and Targets
Duty station:	Home-based with travels to three pilot countries
Duration of Assignment:	3 months
Type of Contract:	Part-time
Tentative starting date:	As soon as possible

Background

The negative effects of climate change are being experienced by local communities within a wide range of economic sectors in developing countries across Africa and Asia-Pacific. Multiple factors make these countries particularly vulnerable to observed and expected climate change impacts. These include: i) poverty; ii) dependence on rain-fed agriculture; iii) wide-spread ecosystem degradation; iv) limited technical capacity of regional and national institutions to plan and implement adaptation technologies; v) limited knowledge of cost-effective adaptation technology options; and vi) limited pre-investment by developing countries in adaptation technologies.

An SCCF project has been developed by China NDRC and UNEP to address those vulnerabilities to climate change. The project “*Enhancing Capacity, Knowledge and Technology Support to Build Climate Resilience of Vulnerable Developing Countries*” will build resilience in vulnerable developing countries using an ecosystem management approach by increasing institutional capacity, mobilizing knowledge and transferring appropriate best-practice adaptation technologies. The project will transfer EBA technologies from China to 3 pilot countries: Mauritania, Nepal and Seychelles. The project has three main components:

1. Capacity building

Strengthen capacity building at local, national and regional levels in the pilot countries to plan and implement climate change adaptation technologies.

2. Knowledge sharing

Increased availability of information and improved public awareness on best-practices for implementing and financing adaptation technologies and support inter-regional knowledge management.

3. Technology transfer

Support technology transfer and know-how on best-practice adaptation technologies through the integration and demonstration of concrete on-the-ground activities to build the climate resilience of vulnerable communities in the pilot countries.

The project will build on the significant steps that have been taken towards assisting African and Asia-Pacific countries to adapt to climate change impacts. These include projects and programmes funded through multilateral and bilateral funds implemented by various institutions, entities and UN agencies including UNEP who is playing a leading role in promoting EBA through its EBA flagship programme.

The achievement of the SCCF project's main activities in pilot countries will increase the climate resilience of ecosystem services and thus local communities to climate change impacts.

The SCCF project is seeking to contract a suitably qualified consultant or firm to verify/develop indicators and targets of the project and undertake a baseline study. Working with the project management team, the main objectives of this position are to: i) assess the suitability of the project's indicators and targets; ii) Overarching M&E analysis, including proposing and developing additional indicators and targets, if necessary; and iii) collect baseline information for the indicators, in line with the long-term research aims of the project.

Duties and Responsibilities

The specific tasks of the consultant/firm undertaking the baseline study are:

- Become familiar with the project documents, including the project logframe, budget and work plans;
- Conduct a desktop review of national/sectoral strategies, plans and policy documents related to planning, climate change, restoration, forestry, desertification, wetlands, poverty reduction and other topics relevant to the determination of project indicators and baselines;
- Assess and describe each of the indicators and targets for each outcome and output in the project document according to the adaptation results the project is aiming to achieve;
- Consider whether the current indicators and targets are achievable and, if necessary, propose and develop alternative indicators and targets;
- Ensure that all indicators and targets are SMART (Specific, Measurable, Achievable, Results-based and Time-bound), gender-sensitive, easily measurable and cost-effective;
- Undertake GIS-based mapping of project sites for the determination of certain indicators (e.g. area of mangrove planted);
- Consult with the relevant local scientists to ensure that indicators are aligned with the long-term research aims of the project;
- Finalise the set of project indicators and targets, in consultation with project management, researchers and relevant national stakeholders;
- Collect baseline data for the established project indicators in a scientifically rigorous manner, such that it may be included in international, peer-reviewed publications;
- Ensure that the collection of baseline data is aligned with the long-term research aims of the project;
- Establish baseline values for each indicator using the data collected;
- Identify gaps in the baseline data, and develop methods to fill these gaps in consultation with project management and relevant national stakeholders;
- Develop a sampling protocol and data management procedure. This sampling protocol should provide a detailed description of the methodology so that the measured values of each indicator can be reproduced independently by an external evaluator; and
- Collaborate with other consultants working on the SCCF project, particularly those involved with national baseline research and those developing the intervention protocols.

Expected deliverables:

The following deliverables are expected:

First draft report which should contain at least the following information on:

- Description of the baseline survey methodology and vulnerability assessment for local communities at the project sites;
- Evaluation of methodology and recommended indicators, targets and their baselines;
- Overarching M&E analysis across all three pilot countries
- Recommended methods that will be used to measure and track indicators during project implementation;
- Updated version of the logical framework with validated and proposed indicators, baselines, targets, sources of verification and risks assessments;

- Recommended strategies for monitoring project indicators during project implementation;
- Annexes including *inter alia*: documentation of interviews, surveys made, list of people involved/consulted, references; and
- Data collection tools and data set.

Final report which should incorporate all comments from stakeholders.

Reporting

The consultant/firm undertaking the baseline study will report to the Senior Advisor (SA). The consultant/firm will collaborate with project management and national stakeholders to ensure consensus on the choice of indicators and targets. Prior to the start of work, following the consultancy offer, the consultant/firm will prepare a detailed work plan with clear milestones, subject to approval by the SA and UNEP Task Manager.

Terms of Payment

The consultant/firm undertaking the baseline study is expected to be paid a lump sum which will be the equivalent of 90 person working days over 3 months including 3 trips to pilot countries (1 visit per pilot country). Travel cost for the trips will be included additional to this amount.

Travel

The consultant will travel to each pilot country (Seychelles, Nepal and Mauritania) on at least 1 occasion during the course of the consultancy to collect baseline information.

Time-frame

The verification/development of indicators and the collection of baseline information should be completed within 3 months. If a firm is contracted, this time-frame will be reduced because it is anticipated that several staff will work full time on the study. If an individual is contracted, it will be a pre-condition to prioritise the order of the work tasks to prevent bottlenecks for project implementation.

Required Skills and Competencies

- A relevant post-graduate degree at or above MSc level in climate change adaptation or a related discipline;
- At least five years of professional experience in the environmental sector, of which at least four are at the international level, and four are in climate change adaptation;
- Thorough understanding of ecosystem management approaches to climate change adaptation and their application;
- Demonstrated experience working on GEF-funded adaptation projects;
- Demonstrated experience conducting baseline studies for GEF-funded projects;
- Previous experience in the development of project log-frames and SMART-based indicators;
- Demonstrated experience in the appraisal of project log-frame indicators and participatory appraisal techniques;
- Clear understanding of research methodologies and experience using a range of research tools and techniques with regards to climate change adaptation;
- Proven skills in data analysis and statistics;
- Demonstrated experience in adaptation project design and/or implementation;
- Strong skills in monitoring and evaluation;
- Experience in adaptation projects within Mauritania, Nepal or Seychelles is necessary;
- Understanding of donor-funded international climate change programmes and projects;
- Good communication and computer skills;
- Fluent in spoken and written English; and
- Ability to speak and write French would be an advantage.

Application Procedure

- Please send your CV and cover letter to info@unep-iemp.org. Quote “GEF Baseline Study position” as the email subject.
- Application deadline: **19 Nov, 2013**

Disclaimer:

- The successful applicant shall not be a staff member of the United Nations or UNEP and will sign a contract with the Institute of Geographic Sciences and Natural Resources Research (IGSNRR) – the executing agency for this GEF Project.
- The applicant will abide by the rules and procedures of the IGSNRR and the laws of the People’s Republic of China.
- The United Nations or UNEP shall neither be responsible nor liable for any claims which may arise from this employment. IGSNRR shall take full responsibility in this regard.