



**TERMS OF REFERENCE
FOR PROVISION OF PROFESSIONAL SERVICES**

Service description:	Developing guidelines on mainstreaming climate change concept into the agriculture policy.
Project title :	“EU4Climate”
Duration:	6-month period (July 2021 –December 2021)
Location:	Baku, Azerbaijan

1. BACKGROUND

EU4Climate Project helps governments in the six EU Eastern Partner countries - Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova and Ukraine - to take action against climate change. It supports countries in implementing the Paris Climate Agreement and improving climate policies and legislation. Its ambition is to limit climate change impact on citizens lives and make them more resilient to it. EU4Climate is funded by the European Union (EU) and implemented by the United Nations Development Programme (UNDP).

The objective of the project is to support the development and implementation of climate-related policies by the Eastern Partnership countries that contribute to their low emission and climate resilient development and their commitments to the Paris Agreement on Climate Change. It identifies key actions and results in line with the Paris Agreement, the "20 Deliverables for 2020", and the key global policy goals set by the UN 2030 Agenda for Sustainable Development. The project will also translate into action priorities outlined in the Eastern Partnership Ministerial Declaration on Environment and Climate Change of October 2016. The project will be implemented in 2019-2022.

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

In the scope of the project the UNDP Country Office in Azerbaijan will contract the services of the company to assist the project team with developing guidelines on mainstreaming climate change concept into the agriculture policy based on the report developed by the project in 2020 on integration of climate into the main sectors of the country, including the activities suggested on the reduction of the GHG emissions in line with strategic documents/roadmaps of the country.

Implementation of the work will be conducted under overall supervision of the National Coordinator of the project.

3. SCOPE OF PROFESSIONAL SERVICES

1. Analysis of the situation on climate change in the agricultural sector in the country
2. Preparation of proposals on adaptation and mitigation plans of the agricultural sector
3. Identification of gaps based on the current state of water use
4. Development of new management technics and use schemes for the integration of climate change into water use
5. Development of climate scenarios taking into account possible future changes (with maps and other graphical data)
6. Development of proposals on rules for climate change in the agricultural sector
7. Prepare a package of proposals on climate change and submit it to government agencies

Material and technical support, information and their analysis must be provided by the company offering the required assignment.

4. Expected deliverables and timelines

Under the overall supervision of National Coordinator, the incumbent will be responsible for the following activities:

#	Deliverable	Timeline:
1.	Analyzing situation on climate change in the agriculture sector and prepare suggestions on adaptation and mitigation strategies. Identification of gaps in water use and Development of new technics for the integration of climate change into water use.	August 2021
2.	Development of climate scenarios and proposals on rules for climate change in the agricultural sector and it's submission to government agencies	December 2021

Work conducted by the experts and the reports must be provided by e-mail in Azerbaijani or English.

The UNDP reserves a right to terminate the contract at any phase, if the requirements as per the TOR are not met, including in the case when the selected Consultancy is not able to ensure the participation in the project of the initially designated staff.

5. Professional Requirements towards the Consultancy

The applicant organization/company must meet the following criteria:

- Experience in climate change sectors' policy assessment, design, monitoring and evaluation for all the concerned sectors (by individual experts proposed for each sector).
- Experience in the assessment of the abatement potential in the concerned sectors, Marginal Abatement Cost analysis and/or other tools that should be presented in the application.

- Research experience in all the relevant sectors, including the ability to collect data, analyze data series, use the projection models.
- Experience in designing sectoral strategies/policy documents, programmes and/or projects in the concerned sectors (agriculture, water)
- Experience in cooperation with public administration, state governance bodies, research institutions and other stakeholders
- Experience in organizing and conducting workshops and webinars, interactive online work in groups

6. Professional Requirements for the key staff of the Consultancy

Applicant organization/company must demonstrate that it is able to delegate experienced professional staff to each of the outlined tasks throughout the implementation of the project. For the implementation of all the deliverables, the following experts should be provided by the contracted Consultancy:

- Team Leader
- Lead expert on Agriculture sector
- Lead expert on Water sector

The roles of the experts may be combined, provided experts should have demonstrable experience in more than one of the above fields of work. In particular, this provision applies to the roles of Team Leader and Economic or Sectoral experts.

Team Leader:

Team Leader will be responsible for managing all the activities envisaged under this contract, assessing the quality of the reports submitted and communicating progress achieved during the implementation of the activities on a regular basis. Team Leader should report on progress and each deliverable directly to the National Project Coordinator.

Education and professional/personal skills:

- University degree in project and business management, MBA, Economics or in any other relevant field.
- At least 5 years of experience in the environment, climate change and any other relevant field.
- Fluent in written and oral communication in English and Azeri, knowledge of Russian will be an asset.
- Strong management and communication skills.

Lead Expert on Agriculture sector

Education and professional/personal skills:

- University degree in agriculture, engineering, climate/environment, or any other relevant field.
- At least 5 years of experience in relevant sector.
- Extensive knowledge of the land-use/agriculture sector, national priorities, and programs on agriculture-sector development.
- Experience in an analysis of the abatement potential in agriculture and in cost-benefit analysis.

- Familiarity with international climate change policies/developments and experience in developing and implementing projects, programmes or NAMAs in agriculture will be an asset.
- Fluent in written and oral communication in English and Azeri.

Lead expert on Water sector

- University degree in natural resources/water management, environment, or any other relevant field.
- At least 5 years of experience in relevant sector.
- Extensive knowledge of the land-use/water sector, national priorities, and programs on water-sector development.
- Experience in an analysis of the abatement potential in water and in cost-benefit analysis.
- Fluent in written and oral communication in English and Azeri.

7. Package to Submit

Contestant organizations/companies' application packages must include the following documents:

- a) Description of the company profile presenting the nature of business, fields of expertise and at least 3 years of previous experience in the relevant fields;
- b) Business licenses - Registration papers, Tax payment certification, etc.;
- c) Track Record – list of clients for similar services as those required by the UNDP;
- d) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List;
- e) Two Reference letters for similar type of projects implemented in the past 3 years;
- f) Certificates or any awards received by the bidder, if available;
- g) All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution, if already concluded;
- h) Acceptance of General Terms Conditions;
- i) Description of the proposed methodology for the completion of services, demonstrating understanding of the TOR;
- j) Names and qualifications of the key personnel that will perform the services indicating roles within the proposed team;
- k) CVs of experts to be involved within the assignment;

8. Payment Terms

No	Outputs	Percentage	Timing	Condition for Payment Release
1.	Inception report	40%	September 2021	Within fifteen (15) days from the date of meeting the following conditions:
2.	Final report	60%	December 2021	a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.

Criteria for the Assessment of Proposal

The technical component, which has a total possible value of 100 points (70% of the total 100%), will be evaluated using the following criteria:

- Reputation of Organization and Staff Credibility / Reliability / Industry Standing **(20 points)**;
- Relevance of specialized knowledge and experience on similar engagements done in the region/country **(20points)**;
- Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference **(20 points)**;
- Qualification of Key Personnel **(20 points)**;
- Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract **(10 points)**;
- Quality assurance procedures and risk mitigation measures **(10 points)**;

The points accumulated according to the schedule above will be multiplied then, by 0.70 to calculate total percentage for technical proposal.

If the substantive presentation of a technical proposal achieves the minimum of 49 points, the competitiveness of the offered amounts will be taken into account in the following manner:

The total percentage for the financial component is 30%. The maximum percentage is allotted to the lowest price proposed. All other proposals shall receive percentage in inverse proportion to the lowest fees; e.g.

$$[30 \%] \times [\text{US\$ lowest}]/[\text{US\$other}] = \text{percentage for other proposer's fees}$$