

**Individual Consultant**

**TERMS OF REFERENCES and PROCUREMENT NOTICE**

Date: 19.11.2021

**Country:** Republic of Azerbaijan

**Project name:** National Adaptation Plan (NAP) Support Project for adaptation planning and implementation in Azerbaijan

**Description of the assignment:** Local consultant on capacity needs assessment and training for local communities

**Period of the assignment/services**: 150 days (December 2021 – July 2022)

Proposal should be submitted by email to [procurement.aze@undp.org](mailto:procurement.aze@undp.org) no later than November 30, 2021, 18:00 by local time, Azerbaijan

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP in Azerbaijan will respond 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 shortlisted consultants.

**1. BACKGROUND**

Financed by Green Climate Fund (GCF) this project will support the Government of Azerbaijan to facilitate the development of the National Adaptation Plan (NAP) and improve climate change adaptation (CCA) actions in three priority sectors identified by the Ministry of Ecology and Natural Resources (MENR) of the Republic of Azerbaijan through stakeholder consultations: water, agriculture and coastal areas.

The NAP readiness support objective is to increase capacity on climate resilience and adaptation in those three sectors through the implementation of actions and activities that will reduce or eliminate barriers for an effective adaptation process at both the national and local levels.

**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 Local consultant to assist the National Project Manager in assessing the capacity building needs of local communities in the regions and designing capacity-building training plan based on the needs assessment.

S/he will work closely with the project national consultants, under overall supervision of the National Project Manager.

**Duties and Responsibilities**

Specifically his/her responsibilities will include but are not limited to the following:

* Map existing technical expertise on climate change adaptation in national government entities, non-government organizations and private sector
* Analyze capacity of technical experts to understand and mainstream climate change adaptation into design and implementation of sectoral policies;
* Based on the analysis prepare capacity gap assessment report for technical experts on mainstreaming climate change adaptation into their institutional programs;
* Based on the capacity gap assessment report and issue briefs develop gender-sensitive training materials for selected technical expert on climate change adaptation;
* Participate in the delivery of the training for technical experts;
* Conevene regular meetings and roundtables with UNDP, Ministry of Ecology and Natural Resource and Ministry of Education on brainstorm on the ideas of integrating climate change adaptation studies into the national curriculum;
* Prepare a comprehensive roadmap with recommendations for integrating climate change adaptation studies into the curriculum of civil service education and specialized courses in univerisities/vocational schools in coordination with the Ministry of Education;

**3. EXPECTED DELIVERABLES AND TIMETABLE**

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| **Deliverable** | **Timetable** |
| Mapping document on CCA regional (rayon level) expertise | **December 2021** |
| Conduct surveys in the regions and preparation of Capacity Gap Assessment Report for regional (rayon level) trainings needs | **February 2022** |
| Multi-year training strategy and package | **March 2022** |
| Finalized TORs segment of regional (rayon level) training services | **May 2022** |
| Final report | **June 2022** |

**Location:** The assignment will be based in Baku, Azerbaijan.

**Travels**: Local travel costs will be covered seperately by UNDP Project.

**Reporting**:

S/he will be reporting to the National Project Manager. The consultant must ensure timely fulfillment of his/her assisting and support actions, including reporting, thus making timely and sufficient contribution to the timely preparation and submission of the project implementation and procurement plan as well. The local consultant should closely collaborate with the National Project Manager in order to complete the above-mentioned deliverables with high quality. The language of the report should be discussed with the National Coordinator priorly after finalizing the contracting process and shall be submitted in English or Azeri.

**4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| * Master Degree in environmental sciences, climate change, education, social sciences, public affairs or related field; * At least 5 years of experience in education, environmental management, social sciences, capacity-building with a focus on climate change; * Excellent presentation and training skills with a proven track record of conducting independent trainings; * Past experience in working with local communities in the regions, particularly climate change related assignments * Excellent knowledge of Azeri and English, knowledge of Russian will be an asset; |

**5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

* Offeror’s letter to UNDP conforming interest and availability for the Individual Contractor (IC) Assignment
* CV or duly filled out and signed P11 Form
* Description of Approach to Work
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

If any of the above-mentioned documents is missing UNDP holds the right to reject the respective proposal altogether.

**6. FINANCIAL PROPOSAL**

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| **Contract Payment:**   * **Lump sum contracts**   The payments will be made in 2 tranches in accordance with the deliverables in the attached TOR. In the financial proposals, candidates should show the total amount expected for this work. The payment will be done due to the following schedule:   1. 1st installment - 30% of the total amount upon completion of deliverable #1; 2. 2nd installment - 20 % of the total amount upon completion of deliverable #2; 3. 3rd installment - 20 % of the total amount upon completion of deliverable #3; 4. 4th installment - 20 % of the total amount upon completion of deliverable #4; 5. 5th installment – 10% of the total amount upon completion of deliverable #5; |

**7. EVALUATION**

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| Experts will be evaluated based on the following methodologies:  Cumulative evaluation that takes into account both financial offer and the technical expertise of the potential candidatesbeing reviewed and compared. The Price Component will be reviewed only for those individuals whose Technical Component meets the requirements for the assignment. The total number of points which individual may obtain for both components is 100. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price componentThe technical component, which has a total possible value of 70 points, will be evaluated using the following criteria:  * *Master Degree in environmental sciences, climate change, education, social sciences, public affairs or related field - 10* * *At least 5 years of experience in education, environmental management, social sciences, capacity-building with a focus on climate change- 15* * *Past experience in working with local communities in the regions, particularly climate change related assignments - 5* * *Excellent presentation and training skills with a proven track record of conducting independent trainings or preparation of training materials - 10* * *Approach to work - 30*   If the substantive presentation of a technical proposal achieves the minimum of 49 points, the competitiveness of the offered consultancy expenses will be taken into account in the following manner:  The total amount of points for the fees component is 30. The maximum number of points shall be allotted to the lowest fees proposed that is compared among those invited individuals which obtain the threshold points in the evaluation of the technical proposal. All other proposals shall receive points in inverse proportion to the lowest fees; e.g;  [30 Points] x [US$ lowest]/[US$ other] = points for other proposer’s fees  **Note:** Having reviewed applications received, UNDP may invite the top 3 shortlisted candidates for an interview, if needed. |

**8. MONITORING**

The monitoring of fulfillment of the assignment by the consultant will be conducted by the National Coordinator.

**9. ATTACHMENTS:**

* Project Document
* UNDP General Conditions of Contracts for the services of individual contractors
* Template for confirmation of interest