



## Individual Consultant

### TERMS OF REFERENCES and PROCUREMENT NOTICE

Date: 04.12.2018

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**Country:** Republic of Azerbaijan

**Project name:** “Development of Azerbaijan’s Fourth National Communication to the UNFCCC and Second Biennial Reporting” Project

**Description of the assignment:** Expert on National Circumstances

**Period of the assignment/services:** December 2018 – April 2019 for the total number of 60 consultancy days.

Proposal should be submitted by email to [procurement.aze@undp.org](mailto:procurement.aze@undp.org) no later than December 11, 2018, 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 send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all shortlisted consultants.

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## 1. BACKGROUND

The overall goals of the project are: (1) Enabling Azerbaijan in preparing and submitting its Fourth National Communication and Second Biennial Update Report to the UNFCCC in accordance with its commitments as a non-Annex 1 Party to the Convention (as mandated by Articles 4 and 12); in doing so (2) support mainstreaming and integration of climate change into national and sectorial development policies through ensuring continuity of the institutional and technical capacity building, partly initiated and consequently sustained by reporting instruments under the UNFCCC; (3) institutionalize data collection, processing, interpretation and dissemination of GHG inventory and continue building on appropriate and well-informed basis for climate change mitigation, adaptation, education and awareness-raising strategies at local and national levels.

While the immediate objective of the project is to assist the country to fulfil its obligations under UNFCCC, consistent with the COP Decision1/CP.16 (paragraph 60) and Decision 2/CP.17 (paragraph 41), in the long term the project will allow the country to lay the foundations to strengthen the existing institutional arrangements and support the long term targets aimed at reversing the impacts of climate change.

### Objective of the assignment

The Expert on National Circumstances will work in consultation with and under the guidance and supervision of the Project Manager and will lead the data collection on national circumstances and institutional arrangements process and drafts the National circumstances chapter of FNC along with the respective part of executive summary. He/She will be responsible to provide updated information in national circumstances and other areas required under the UNFCCC (education, training, public

awareness, and technology transfer) prepared and all project-related information synthesized in the publication of the FNC. Scope of the work will also include research/systemic observation, technology transfer, education, public awareness, capacity building, constraints and gaps. He/she will also be responsible for analyses of national development objectives, priorities and circumstances, including the specific needs and concerns arising from the adverse effects of climate change, organization of the activities to update information on the national circumstances, update of the country characterization in terms of demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services, including the characterization of the specific sectors such as energy, agriculture, water and so on. Along with this, the expert will conduct assessment to get information on the institutional arrangements and the mechanisms for stakeholder's involvement relevant to the preparation of the FNC.

### **Technical assistance and supervision**

The work planned under this TOR will be conducted under the supervision of the Project Team. The planning process has to be performed on the basis of participatory approach.

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

### **Scope of Work**

The responsibilities of Expert on National Circumstances include but not limited to the following:

- Leads the data collection on national circumstances;
- Analyze national development objectives, priorities and circumstances, including the specific needs and concerns arising from the adverse effects of climate change;
- Organize activities to update information on the national circumstances provided in the Fourth National Communication (FNC) taking into account all new developments, studies, projects, programs and research developed since the preparation of the FNC;
- Organize activities to an update of the country characterization in terms of demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services, including the characterization of the specific sectors such as water resources, energy, waste, transport, agriculture;
- Conduct analyzes if the national circumstances that affect country's ability to deal with mitigating to climate change, especially paying attention to new information and data related to those sectors that are largest contributors to the GHG emissions;
- Collect information on measures aimed at integrating climate change into socio-economic and environmental policies in Azerbaijan;
- Incorporates comments received from the review process;
- Ensures the timely and effective management of the activities as scheduled;
- Drafts the National circumstances chapter of FNC along with the respective part of executive summary.

## **3. EXPECTED DELIVERABLES AND TIMETABLE**

<b><i>Deliverables</i></b>	<b><i>Time frame</i></b>	<b><i>Payment term</i></b>
<b><i>Advance payment</i></b>	December 2018	15% of the total amount
<b><i>Deliverable 1.</i></b> Draft Report in national circumstances within FNC	December 2018	30% of the total amount

<b>Deliverable 2.</b> Final Report (publication) in national circumstances within FNC	April 2019	55% of the total amount
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**Language:** The reports described in the deliverables should be submitted in Azerbaijani or in English.

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

**Travel:** No travel outside of Baku is expected within the contract duration.

**Reporting:**

The consultant will report against deliverables and in accordance with the deadlines, to the Project Team as well as to the UNDP Project Coordinator.

**4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

- An advanced degree in environmental or economic sciences or other field relevant to the project;
- A minimum of 5 years of working experience in the relevant area, mainly related to conduction of desk studies and assessments on national circumstances and institutional arrangements;
- Substantial involvement in the preparation of the National Communications or other development programs is highly preferred;
- Demonstrated ability of analytical and drafting work;
- Familiarity with computers and computer software;
- Strong command of English and Azeri is required. Knowledge of Russian is 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:

- Offer’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**

**Contract Payment:**

- **In accordance with the deliverables**

The payments will be made in 3 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. Prepayment – 15% of the total amount
2. 1<sup>st</sup> tranche – 30 % of the total amount
3. 2<sup>nd</sup> tranche – 55 % of the total amount

## 7. EVALUATION

Experts will be evaluated based on the following methodologies:

### 1. Lowest price and technically compliant offer

*When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:*

*a) responsive/compliant/acceptable, and*

*b) offering the lowest price/cost*

*“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.*

**Local consultant will be hired if he or she meets the following requirements:**

- An advanced degree in environmental or economic sciences or other field relevant to the project – **20 points**
- A minimum of 5 years of working experience in the relevant area, mainly related to conduction of desk studies and assessments on national circumstances – **20 points**
- Involvement in the preparation of the National Communications or other development programs – **20 points**
- Proposed methodology – **20 points**
- Demonstrated ability of analytical and drafting work – **10 points**
- Familiarity with computers and data processing – **10 points**

***The minimum threshold for technical component is 70% of the points in total.***

## 8. MONITORING

Monitoring and progress control will be conducted by the Project team in consultation with the UNDP Project Coordinator.

Format and deadlines will be done in accordance with the deliverables shown in TOR.

## 9. ATTACHMENTS:

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