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| **TERMS OF REFERENCE** | |
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| Project Name | UNDP'S CLIMATE PROMISE: ENHANCING NDCs BY 2020  Policy action for climate security in Central Asia  PID: 00108562 | |
| Short title of Assignment: | Project Coordinator Policy action for climate security in Central Asia | |
| Duty station: | Bishkek Kyrgyzstan | |
| Type of Contract: | Individual Consultant | |
| Duration of Contract: | 80 effective days within December 2020 – March 2021 | |

# **Background**

Policy action for climate security in Central Asia project funded by UK Conflict Stability and Security Fund aims to enhance policy action for climate security in Central Asia through supporting more robust and coherent climate change action and increasing public awareness. It targets Kyrgyzstan, Tajikistan and Uzbekistan and will be spearheaded by UNDP Kyrgyzstan, which will work closely with Foreign, Commonwealth and Development Office.

Countries are at various stages of action to implement the Paris Agreement agenda; Kyrgyzstan, Tajikistan and Uzbekistan ratified the Paris agreement respectively in 2019, 2017 and 2018, and similarly to other Central Asian states have not been active in climate advocacy or in gaining skills and experience in renewable energy potential. The three countries will strengthen their Nationally Determined Contributions and National Adaptation Plans in 2020 and early 2021 and are drawing on global NDC support programmes and the EU-funded sub-regional project ‘Climate Change and Resilience in Central Asia’.

The project will contribute to enhanced climate change policies, to be reflected in the countries’ commitments under the UNFCCC at COP26, which will reduce conflict, promote energy/food and climate security, stability and resilience to climate change risks. Key outputs of the project will be enhanced technical, political economy and climate risk/ sensitivity analyses and scientific data available to national climate change decision makers; and target countries step up engagement in COP 26 and advocate for more coherent, risk informed climate change policies and increased public awareness and advocacy for locally appropriate, climate change actions.

The project will enhance policy action for climate security in Central Asia through supporting more robust and coherent climate change action and increasing public awareness. It will contribute to stronger UNFCCC COP26 commitments. Enhanced climate change policies will reduce conflict, promote energy/food and climate security, stability and resilience to climate change risks. Key outputs of the project will be enhanced technical, political economy and climate risk sensitivity analysis and scientific data available to national climate change decision makers; and target countries step up engagement in COP 26 and advocate for more coherent, risk informed climate change policies and increased public awareness and advocacy for locally appropriate, climate change actions.

The project will actively engage national stakeholders and build their capacities in developing research, policy and advocacy field. This will ensure building national knowledge and know-how. The project will also enable a rapid acceleration of efforts in the run-up to COP 26 and will lay the foundation for further government funded action and regional cooperation as required by Kyrgyzstan, Tajikistan and Uzbekistan’s commitments to Paris Agreement implementation. Actions will be further complemented by the NAP, GCF Readiness and Climate Promise initiatives currently on-going in the countries.

# **Objective and scope of the assignment**

Overall objective of the assignment is to provide management of the project, including oversight of national-level activities led through the UNDP COs in Tajikistan and Uzbekistan, and direct management of project activities implemented regionally and in Kyrgyzstan in order to support enhanced understanding of climate change and information available to decision-makers for robust climate policy-making, improved climate diplomacy skills in preparation for the UNFCCC COP26, and to increase public awareness and advocacy for climate change action in the region. The role will also include donor reporting, stakeholder liaison, oversight of logistics, and oversight of financial management and M&E.

The Regional Coordinator will work in close cooperation with the UNDP COs in Kyrgyzstan, Tajikistan and Uzbekistan, the International Climate Change Policy Adviser, International UN Volunteer, the UNDP IRH NCE unit and FCDO in Central Asia and will coordinate external inputs into the project (local & UK universities / think tanks / civil society groups).

The Regional Coordinator will report to UNDP CO Kyrgyzstan and UNDP IRH NCE.

To meet the objective, the Regional Coordinator will:

Provide overall project management, including:

* Oversight of activities conducted by UNDP COs in Tajikistan and Uzbekistan;
* Directly management of regional activities and activities in Kyrgyzstan;
* Lead donor liaison and reporting;
* Lead stakeholder engagement;
* Provide oversight of financial management and M&E;

Ensure the timely delivery of project outputs and activities, including:

* Coordinate and support coordination of events with national and regional stakeholders at national and regional-level conferences and events (online and offline, where possible);
* Facilitate creation of national climate policy dialogue platforms nationally and within the region;
* Coordinate climate diplomacy workshops for government stakeholders;
* Facilitate a regional conference on climate resilience and energy security;
* Delivery of analysis, assessments, policy briefs, and other products produced under the project;

Facilitate and support expert inputs into the project to deliver project outputs and activities:

* Facilitate external inputs into the project by relevant local & UK universities and think tanks around climate change and climate impact research, climate risk sensitivity analysis, and political economy analysis;
* Support expert inputs into the project and facilitate collaboration with government and other relevant stakeholders to collaboratively produce concepts for Central Asia side-events;
* Facilitate the production of position papers/policy briefs on climate action to be presented to participating governments;

Support engagement of the public and youth around mobilising for action on climate change, including:

* Oversee implementation of mass media campaigns promoting climate action in Kyrgyzstan, Tajikistan and Uzbekistan;
* Oversee engagement with civil society in all three countries and engagement of youth in mobilising around climate action through innovative actions.

# **Expected Deliverables and Outputs**

The Regional Coordinator will deliver the following items; all items will be validated through a consultation and review process, and with final approval from respective UNDP Country and Regional Offices and governments interested in taking part in the initiative. The following deliverables shall be produced:

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| **No** | **Deliverables and outputs** | **Target due dates** | **% of payment** | **Review and approvals** |
| 1 | Inception report;  Detailed overall project workplan, including detailed action and activity plans developed in coordination with UNDP COs;  Detailed M&E plan for the project and UNDP COs;  Development of relevant TORs for engaging relevant project staff/experts;  Development of TORs for external groups (local and UK universities, think tanks) for political economy analysis, climate risk sensitivity analysis;  Development of TOR/s for engaging company driving mass media campaign;  Timely delivery of project activities according to the workplan;  Deliver project inception/kick-off event;  Oversee completion of the capacity-building needs assessment around climate diplomacy skills;  Initial government stakeholder consultation and liaison;  Facilitate finalisation of youth engagement concept; | By the end of the 1st months after start of assignment | 20% | UNDP Kyrgyzstan |
| 2 | Timely delivery of project activities according to the workplan;  Finalise contracting of national teams and all relevant experts and companies;  Deliver concept and agenda for national dialogue on climate diplomacy in collaboration with government stakeholders and UNDP COs;  Where necessary, facilitate and support ongoing research and analysis activities and support relationship between local institutions and UK universities/think tanks;  Contract company to deliver climate diplomacy workshops;  Facilitate ongoing stakeholder meetings and consultation;  Finalise concept of regional conference;  Finalize contracting of company providing climate diplomacy workshops in 3 countries;  Oversee the launch of the mass media campaign in 3 countries and facilitate development of visualisation materials;  Deliver and support delivery of open consultation with government, academic and civil society on national positions on climate change in 3 countries; | By the end of the 2nd month after start of assignment | 20% | UNDP Kyrgyzstan |
| 3 | Timely delivery of project activities according to the workplan;  Where necessary, facilitate and support ongoing research and analysis activities and support relationship between local institutions and UK universities/think tanks;  Facilitate ongoing stakeholder meetings and consultation;  Oversee the progress of the mass media campaign in 3 countries;  Ensure and oversee the timely delivery of drafts from political economy analysis, climate risk sensitivity analysis, and technical and scientific analyses;  Oversee delivery of draft analyses to stakeholders, UNDP and FCDO for comments and feedback;  Deliver and oversee delivery of first national-level dialogue meetings on climate diplomacy with national-level government stakeholders in 3 countries;  Oversee and facilitate presentation of position paper/policy briefs on climate action to government and stakeholders in 3 countries;  Deliver and oversee delivery of national Youth debates on climate action at sub-regional levels in 3 countries; | By the end 3rd  month after start of assignment | 20% | UNDP Kyrgyzstan |
| 4 | Timely delivery of project activities according to the workplan;  Facilitate ongoing stakeholder meetings and consultation;  Oversee the progress of the mass media campaign in 3 countries;  Oversee and facilitate delivery of results of research and analysis, development of policy briefs and informational materials for public outreach;  Coordinate and oversee implementation of presentation of results of research and analysis (virtually, if needed);  Ensure timely delivery of policy brief on political economy analysis to decision-makers in 3 countries;  Facilitate nomination of national delegates from 3 countries to participate in regional climate diplomacy dialogue;  Delivery of regional climate diplomacy dialogue (virtual);  Oversee and ensure timely delivery of concept for side-events to project partners and stakeholders for feedback;  Deliver online training course for government officials on climate diplomacy;  Support and oversee finalization of position papers on climate action in 3 countries;  Deliver regional Central Asian Youth Climate Action debates (virtually) | By the end 4th months after start of assignment | 20% | UNDP Kyrgyzstan |
| 5 | Final project report;  Timely delivery of project activities according to the workplan;  Facilitate ongoing stakeholder meetings and consultation;  Oversee the progress of the mass media campaign in 3 countries;  Oversee development of video materials for media campaign;  Oversee delivery of joint Central Asian Youth statement on climate action for COP26;  Finalise stakeholder inputs and feedback;  Oversee final project reporting and M&E. | By the end of 5th month after start of assignment | 20% | UNDP Kyrgyzstan |

**REPORTING REQUIREMENTS**

* The Certifying Officer of this assignment from UNDP is the Climate Change Policy Analyst/CC and DRM Team Leader;
* All information and reports should be provided in electronic versions in English language;
* The Contractor shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used;
* The Contractor will be submitting the reports based on the results achieved to be approved by the Climate Change Policy Analyst/CC and DRM Team Leader which will serve as justification for payments;
* All materials produced by the Contractor are the property of UNDP, and before its publication can only be used in coordination with the UNDP office.

# **Qualifications of the the successful individual contractor**

* At least a Master’s Degree in international development, public administration, public management, economics, business administration, or a related field
* A minimum of five years of project management and coordination with multiple stakeholders
* Experience organizing and facilitating large regional events in Central Asia with a variety of stakeholders;
* Fluency in English language, knowledge of Russian is desirable.

**TRAVEL REQUIREMENTS**

No travels are envisaged.

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 and daily allowance exceeding UNDP rates. 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.

The Individual Contractor under the terms of this Contract, includes his/her travel to and from the Duty Station to the following selected municipalities

**SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

**Contracts based on lump-sum**

The financial proposal shall specify installments and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Preferred Currency of Offer: United States Dollar (USD). For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

The financial proposal shall specify a total 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).

**UNDP CONTRIBUTION**

UNDP will provide the Contractor with the following, needed for effective and timely implementation of the assignment

* Project related documentation
* Contact details of stakeholders;
* Corporate forms and templates;
* Conference facilities at the UNDP PMU office premises for working meetings.