

## TERMS OF REFERENCE

### LESSONS LEARNED AND BEST PRACTICES CONSULTANCY, GRENADA

#### **Background:**

The Programme on Integrated Climate Change Adaptation Strategies (ICCAS) is being co-implemented by the United National Development Programme (UNDP) and the German Development Cooperation (GIZ) through the Environment Division of the Ministry of Agriculture, Lands, Forestry, Fisheries and the Environment (MOALFFE) in Grenada. Funding for this project is provided by the German Federal Ministry of the Environment, Nature Conservation, Building and Nuclear Safety (BMUB), International Climate Initiative (IKI).

The overarching objective of the ICCAS Programme is to increase resilience of vulnerable communities and ecosystems to climate change risks in Grenada through integrated adaptation approaches. The Programme targets government, including its sectorial agencies, and communities already being impacted by climate change. These sectors and communities suffer from droughts and other extreme events associated with climate change. Communities will also benefit from improved services associated with stronger national institutions and service providers.

The ICCAS project uses a comprehensive, integrated approach for analyzing and implementing adaptation strategies. This model, it is hoped, can serve as a role model for other countries in the region. ICCAS is divided in several components to pilot adaptation strategies that, when successful, could be scaled up to larger projects and that prepares Grenada to receive grants for larger projects. It also aimed to support the local communities to implement projects to adapt to immediate climate change challenges and raise the awareness of Grenadians about climate change.

The complete ICCAS Programme has four Components:

**Component 1:** Strengthened capacity of the Government of Grenada to mainstream adaptation considerations into national development planning (at various scales), supporting inter-sectoral mechanisms for climate change adaptation also including the private sector.

**Component 2:** Improved planning, management and efficient use of the water and coastal zone resources through the establishment of integrated water resource management approaches and the formulation of CZM policies and management plans.

**Component 3:** Increased adaptive capacity of communities through the implementation of concrete community-based adaptation activities and incentives in the islands of Grenada, Carriacou and Petit Martinique.

**Component 4:** Capacity to access climate finance and knowledge management:

Output 4.1: Enabled access to public (bilateral and multilateral) and private funding for climate change measures.

*Output 4.2: Strengthened understanding and awareness of climate change risks and adaptation measures (adaptation plan) and disseminate lessons learned and best practices at the local, national, regional and international levels.*

The information produced and gathered from all components of the ICCAS project will form the basis for generating systemized lessons learned and best practices within component 4.2. A Community Climate Change Adaptation Fund (CCCAF) has been operationalized through a small-grants mechanism and 27 community projects are being implemented. These lessons learned and best practices will feed into the development of diverse knowledge products for dissemination at the local, regional and international levels and could also take the form of recommendations derived from ICCAS climate change initiatives at the national level, e.g. development of the Grenada National Adaptation Plan (NAP). Already produced through the ICCAS project is a number of knowledge products and materials including policy and legislation, planning tools, success stories, photo essays, fact sheets, website content, Facebook page content and adaptation videos which this consultancy will draw from.

**Objective of the Consultancy**

This consultancy is a short term assignment to extract and document the lessons learned and best practices of the ICCAS experience and develop a range of knowledge products for diverse channel and means (guidelines, reports, publications, media and other materials) for assisting the Government of Grenada within the process of using and sharing the acquired knowledge and information of the ICCAS programme for achieving their adaptation objectives and dissemination locally, regionally and international about the lessons learnt and best practices . These could include:

- A set of case studies focusing on good practices from a representative selection of projects implemented by ICCAS.
- A set of thematic reports from Component 2 and 3 of ICCAS, summarizing techniques, good practices and lessons learnt from projects addressing similar climate issues and adaptation areas i.e. water, coastal management, climate smart agriculture, environment and health, policies, environment protection and education and awareness.

And other knowledge products from assessing the ICCAS project initiatives and interventions, including:

- The “unique” ICCAS approach: What is special about it? How can it inform programming of adaptation project in future climate related processes in Grenada and other SIDS? What are the success factors?

- The lessons learnt from the NAP process and Grenada's mainstreaming entry-points/ experience, e.g. with the use of the CCORAL tool.
- The experience with access to climate finance (e.g. GCF and GCF Readiness) and/ or proposal development
- The CCCAF – selection process, involvement of NGOs/CBOs, support during implementation, M&E, institutionalization
- Community awareness campaigns products and activities – Facebook, website, climate change walk, radio/TV public service announcements etc.

### **Scope of Works:**

Under direct supervision of the ICCAS Team the consultant will design mechanisms for gathering lessons learned, compile and systematize these lessons learned into knowledge reports and studies, in order for the project team to disseminate them as knowledge products for different media.

To achieve this objective, the consultant will engage the Environment Division of the MOALFFE, GIZ and UNDP ICCAS, and National Climate Change Committee (NCCC), Community Climate Change Adaptation Fund (CCCAF) groups, Other Divisions within Ministry of Agriculture, other government agencies and stakeholders of the ICCAS project.

To achieve the expected result and deliverables, the Consultant will perform the duties with detailed scope of work as follow:

**1. Desk Review:** Conduct desk review over the existing documentation on the preselected thematic lines that provide information on the current project status. Documents to be reviewed might include but not limited to:

- a) ICCAS Project Documents;
- b) Products generated from the ICCAS project: Coastal Zone Policy and Legislation; National Adaptation Plan (NAP), CCORAL Tool, Factsheets, M&E Framework for the CCCAF project;
- c) CCCAF project documents including Operations Manual, proposals, reports and awareness materials (news releases, publications, videos and factsheets).
- d) Communications and knowledge products developed by the ICCAS by consulting ICCAS website <http://www.iccas.gd/> and Facebook page [www.iccas.facebook.com/iccasgrenada](http://www.iccas.facebook.com/iccasgrenada)
- e) ICCAS projects evaluation and review documents.
- f) ICCAS project reports.

**2. Interviews:** To obtain more detailed information in order to generate lessons learned and best practices, conduct focus interviews with Government Officials, NCCC, key individuals/community groups involved with Community projects, and hold meetings with a wider cross section of stakeholders, including with:

- a) ICCAS Team;
- b) Environment Division;
- c) NCCC

- d) Ministry of Agriculture and other government agencies, e.g. Finance, Works
- e) Beneficiaries (Community groups)
- f) Other relevant partners (GEF SGP, IICA, MNIB, etc)

**3. Compilation of results:** The results of the lessons learned and best practices generated based on the information gathered from desk review, interviews and community interaction will then be presented in a meeting/workshop of key stakeholders to facilitate the selection/determination of the case studies and thematic reports as knowledge products.

**4. Reports:** A) Produce a range of lessons learned and best practices write up using a standard format generated and agreed upon. B) Produce the case studies (6-8) and thematic reports (6-8) as knowledge products for dissemination for local, regional and international audiences. These products would be agreed on and expected to cover the thematic areas cover by the ICCAS project .i.e. water, coastal management, climate smart agriculture, environment protection and education and awareness.

#### **Deliverables:**

- An inception report explaining the approaches, schedule of the detailed activities and expected time of delivery of the assignment;
- One day workshop on what are lessons learned and best practices and recommended methods to capture these practices in the project cycle based on the ICCAS project experience. Venue and meals for this workshop will be covered by UNDP ICCAS.
- Recommendations of additional knowledge management products/systems that can be designed, compiled and use to disseminate lessons learned to assist the Government of Grenada in acquiring knowledge and information of the ICCAS programme for achieving their adaptation objectives.
- Produce case studies (7-8); thematic reports (7-8) and other knowledge products as agreed by the ICCAS Team as lessons learned and best practices based on a format generated and agreed upon. These write-ups should be no longer than 5 to 10 pages. NB: Dissemination of knowledge products will be the responsibility of the ICCAS project.
- Final Report will reflect a compilation of the information collected, results produced and recommendations.

#### **Required Skills and Experience**

- Minimum Master's degree in public administration, public policy, climate change or related environmental/natural resources management studies, or other relevant field
- Minimum 5 years of experience in preparation of technical reports and studies, or other knowledge products, related to projects and their management.
- Language Requirements: Proficient in English language, spoken and written.

- Ability to write, review, and edit reports; prepare and conduct presentations.
- Familiarity in-depth interview techniques
- Experience in working with government agencies, civil society organizations and international organizations is an asset.
- Ability to work efficiently and independently under pressure, handle multi-tasking situations with strong delivery orientation
- Excellent time management skills, with an ability to deliver high-quality outputs on time.
- Proficient in the required computer skills.

**Timetable:**

This consultancy will be implemented during the period November 2017 to February 2018. An inception report will be due on November 30th, 2017, the list of lessons learned and best practices will be due on January 31, and a final report will be due on February 28, 2018. The level of effort will require a total of 30-40 consultant days.

**Requirements for submission of applications:**

- a) All interested and qualified candidates should submit applications (TECHNICAL AND FINANCIAL PROPOSALS SEPARATELY, but within the same email) by November 19, 2017, 2359 Hrs (Grenada Time) to [applytoiccas@undp.org](mailto:applytoiccas@undp.org) . ICCAS Lesson Learned must be in the subject line.
- b) The detailed financial offer must include lump sum offer with clear cost breakdown (international travel, consultancy fee and DSA)

**The UNDP ICCAS will only accept applications submitted on-line.**

**Evaluation of proposals:**

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) based on the below evaluation criteria.

**Evaluation criteria:**

The price proposal of all consultants, who have attained minimum 70% of the total score (i.e. 70 points) in the technical evaluation, will be compared. **The contract will be awarded to the individual offering the lowest financial technically responsive offer.**

Sample: Technical Proposal Evaluation Form		Points obtainable	Name of Consultant		
			Name 1	Name 2	Name 3
	<b>Administrative Compliance:</b>				
	Was submission made within the established timeframe and outlined method of delivery as stated in published TOR?	Y / N			
	Does the submission comprised of all required documents as stated in published TOR (Technical Proposal, CV and Financial Proposal)?	Y / N			
1.	<b>Experience and Qualifications of consultant:</b>	<b>Max 30 points</b>			
Sub criteria	1.1 <u>Experience in international projects of comparable size, complexity and technical specialty</u>  <ul style="list-style-type: none"> <li>• Less than two projects – (03 points)</li> <li>• Two to three projects – (07 points)</li> <li>• Five to ten projects - (10 points)</li> </ul>	10			
	1.2 <u>Experience in developing countries (esp. the country and region) under comparable conditions</u>  <ul style="list-style-type: none"> <li>• From 1 to 2 countries (03 points)</li> <li>• From 3 to 5 countries (07 points)</li> <li>• 6 and above countries (10 points)</li> </ul>	10			
	1.3 <u>Experience in managing as well as developing environment or climate change adaptation fund.</u>  <ul style="list-style-type: none"> <li>• From 1 to 2 yrs (3 points)</li> <li>• From 3 to 5 yrs (7 points)</li> </ul>	10			

	<ul style="list-style-type: none"> <li>More than 6 yrs (10 points)</li> </ul>				
2.	<b>Technical Proposal:</b>	<b>Max 50 points</b>			
Sub criteria	2.1 Are the important aspects of the objectives (strategic understanding, focus on capturing and disseminating lessons learned and best practices) visible in the Technical Proposal submitted?	20			
	2.2 Are the details of the scope of work (all operational aspects mentioned in TOR) sufficiently visible through the Technical Proposal submitted?	20			
	2.3 Is the presentation of the Technical Proposal clear, consistent and establishes a logical framework for implementation?	10			
	Sub total	50			
3.	<b>Financial Proposal</b>	<b>Max 20 points</b>			
		<b>Overall 100 points</b>			
	<b>Financial offer (lump sum)</b>				

Note: Please note that only short-listed candidates will be notified. Qualified female candidates are strongly encouraged to apply.

1. For further information on key and specific deliverables of this positions, please visit the following link: <http://www.gov.gd/contract-notices.html> or [www.bb.undp.org](http://www.bb.undp.org) or request full TOR by emailing [applytoiccas@undp.org](mailto:applytoiccas@undp.org). All applications should be submitted no later than November 19, 2017. Only suitable applicants will be contacted.