



NATIONAL INDIVIDUAL CONSULTANCY

National Individual Consultant to develop Strategic Plan and Action Plan for the National Framework for Climate Services (NFCS) of Rwanda.

<i>Job Title:</i>	<i>National consultant</i>
<i>Category:</i>	<i>Environment & Meteorology</i>
<i>Duty Station:</i>	<i>Kigali, Rwanda</i>
<i>Type of contract:</i>	<i>Individual contract</i>
<i>Expected starting date:</i>	<i>1st July 2019</i>
<i>Duration of assignment:</i>	<i>30 working days; Delivered within 180 days</i>

1. Background

The Project entitled “Strengthening National and Local Disaster Risk Management (DRM) Capacity, Resilience and Enhancing Preparedness and Early Warning System (EWS) in Rwanda” is a 5 year Project initiated in 2019, and expected to end by June 2023. The project intends to align with the 4 priority areas of the Sendai Framework for DRR and aims to achieve the outcome ‘reduce risks and build the resilience of the population to climate change and natural disasters’ by strengthening the technical capacities of institutions on better disaster risk management both in the long term, and short-term emergency preparedness at all levels and build disaster resilience of the population. This 5 y

ear project is aligned with the government development Strategy as Disaster risk management (DRM) is one of the cross-cutting areas identified in the National Strategy for Transformation (NST 2017-2024), which also prioritizes improved coordination between ministries and better mainstreaming in all sector policies and programmes for enhanced resilience. The project brought together 2 government implementing partners – the Ministry in charge of Emergency Management and the Rwanda Meteorology Agency.

The Rwanda Meteorology Agency (Meteo Rwanda) is a public institution with a mission to support Rwanda’s vision to become a knowledge-based economy through the provision of accurate and timely weather and climate information and advisories. Meteo Rwanda is also mandated to collect, manage and provide weather and climate-related products and information for better planning and decision making. Through the project, Meteo Rwanda aims to achieve enhanced multi-hazard early warning systems to enable effective preparedness, response, and recovery.

In line with the efforts to facilitate the establishment and implementation of Frameworks for climate services at national level, WMO has supported the NMHSs of several countries (Burkina Faso, Benin, Cameroun, Chad, Côte d’Ivoire, Congo, Mali, Niger, Rwanda, Senegal) in conducting initial national consultations involving key stakeholders to identify major gaps, needs and priorities for the development and application of climate services in each country. With the exceptions of Congo and Rwanda that have just conducted their national consultations, in the other countries the outputs of these consultations were roadmaps outlining key actions each country has identified that would facilitate the development of the Framework at the national level.

To build on the national consultation conducted in Rwanda towards the establishment of a National Framework for Climate Services in the country and the corresponding National Strategic Plan and Action Plan, a consultant is required to support WMO in working with the Director and senior management of the Meteo Rwanda to develop the Strategic and Action plan with activities, timelines, costs and key outcomes in consultation with key stakeholders, including those present at the consultation meeting.

The costed Action Plan document would be used as the basis to inform investments of stakeholders interested in supporting climate services in the country as well as for resource mobilization efforts in an integrated way to ensure that priority activities to address the identified gaps are funded.

2. The Purpose of the Assignment

The purpose of the assignment is to (1) identify the challenges imposed by climate change and variability in the country (including statistics on major hazards and impacts of disasters caused by hydro meteorological hazards); (2) identify the potential benefits of application of climate services in the country, given the challenges imposed by climate change and variability, building from global to national efforts (3) provide a full description of the objectives and goals the plan aims to contribute towards including detailed description of specific objective(s) the plan aims to achieve.

3. Objective, Scope of Work and Responsibilities

The development of National Framework for Climate Service (NFCS) of Rwanda shall follow to:

- (a) Provide a detailed presentation and analysis of the problems. In particular:
 - Gaps on the provision and application of climate services in the initial five priority areas of the Global Framework for climate Services (GFCS), namely agriculture and food security, water, health, energy and disaster risk reduction in the country;
 - Needs for climate services in the climate-sensitive sectors with focus on the five initial priority areas of the GFCS (including reference to current climate services provided in these areas and current mechanisms of interaction between providers and users of climate services - formal and informal);
 - Opportunities for the development and application of climate services in the country
- b) Provide a detailed analysis or description of key stakeholders and the target groups and/or final beneficiaries.

- c) Identify clearly the specific problems to be addressed by the project and the perceived needs and constraints of the target groups.
- d) Demonstrate the relevance of the strategic and action plan to the needs and constraints in general of the country and the target groups/final beneficiary groups in particular and how the project will provide the desired solutions, in particular for the targeted beneficiaries and population (indicate the potential link of this project to the Global Framework for Climate Service).
- e) Demonstrate the relevance of the strategic and action plan to the priorities and major strategies and development plans of the country, including National Programmes of Action (NAPs), National Communications to UNFCCC, Nationally Determined Contributions (NDC) and other country level strategies and priorities.

4. Deliverables

Under the guidance of the GFCS Office. In consultation with the Director General and senior staff of Meteo Rwanda and key stakeholders, the consultant will be responsible for the development of the following activities:

The NFCS development will start with a baseline survey, to be carried out from in July 2019 to identify the current status of the climate services for the selected sectors in terms of:

1. Identifying the stakeholders in the climate services value chain (stakeholder matrix).
2. Establishing the range of climate services available and in use.
3. How the climate information is collected, analyzed, developed and shared (packaging, dissemination).
4. Identifying the gaps in the current climate services value chain
 - a. Observation network
 - b. products (accuracy/ adequacy, completeness/ comprehensiveness/usability),
 - c. communication channels (relevance/appropriateness)
 - d. feedback mechanisms (relevance/appropriateness)
 - e. financial and human capacity (funding opportunities, staffing including competencies, equipment and linkages with other like institutions locally, regionally and abroad)
5. Identifying the already existing user interface platforms and sustainability issues
 - a. Establishing overall sector needs and gaps in climate services provision for the different sectors.
 - b. Possible sector specific weather and climate products.
6. Identifying the climate indigenous knowledge status
 - a. What are they using in term of weather forecasting and climate prediction
 - b. How reliable they are?
 - c. How it is disseminated in the communities?
 - d. How it is used and disseminate?
 - e. How to mix it/to build complementary actions (a bridge) with climate applied sciences?
7. Identifying the status on climate policy (climates services governance)
 - a. At national level, what are the policies that driving climate services development?
 - b. What are the gaps? How to fill them
8. Identifying the gender matters link to climate services

- a. climate services and rural women organization
 - b. climate services and most vulnerable people
9. Identifying Climate services related initiatives in the country
- a. What are the current or future initiatives related to climate services in the country?
 - b. In which priority area, GFCS component these initiatives are focusing on?

Activities to be covered under the Baseline Study

1. Design and develop data collection templates in consultation with the Technical Committee.
2. Conduct interviews with key institutions in the five (5) priority areas at national, provincial, district and include Academia, Rural District Councils, municipalities, private sector, women organization, civil society organization, gender organization
3. Carry out interviews with relevant sectorial committees of the five priority sectors such as the Disaster Committees and Food and Nutrition Security Committees, water supplying committees, health promotion committee, renewable energy organizations, disasters recovering associations, at national, provincial, district and ward levels.
4. Carry out focus group discussions in selected wards.
5. Review other relevant data sources
6. Data collection to be carried out in two months (August-September 2019) with data analysis and report writing assigned two to three weeks
7. Produce draft baseline report
8. Present draft report to Technical Committee
9. Hold a national validation workshop on the draft baseline report
10. Incorporate input from national consultation for finalization of report

More specifically, this consultant is expected to produce:

- **5-year integrated strategic plan for a National Framework for Climate Services in Rwanda**
- **A fully costed and phased action plan for the implementation of a National Framework for Climate Services in Rwanda**

The consultant will deliver the following documents:

- **Inception report** for both assignment including a detailed Work Plan, methodology, table of contents, strategy, description of activities, timeline, stakeholders to be consulted, etc.
- **Draft report** for both assignment including specified plan, expected results, monitoring and evaluation, risks, and sustainability

A. Components or elements of the plan

- Identify and describe the components of the plan. (Standard guidelines have been provided in annex).
- Identify and describe in detail each activity to be undertaken to produce the expected results under each component, justifying the choice of the activities (include clear rationale and justification for them).

- Where the activities are a prolongation of previous initiatives, demonstrate how the proposed activities under this plan intend to build on the results of previous initiatives;
 - Where the activities are part of a larger programme, explain how this plan fits or is coordinated with the larger programme or any other eventual planned initiatives (specify the potential synergies with other initiatives);
 - Identify the role and participation in the activities of various actors and stakeholders (partner agencies, technical agencies, target groups, etc.) in the design, development and delivery of proposed activities;
- Describe the implementation structure and methodology for the strategic and action plan and reason(s) for the proposed choice.
- Provide detailed costing for each activity and the overall cost for the components of the strategic and action plan.
- Provide detailed timelines and milestone to be achieved (measurable).
- Provide the costing for each activity and summaries for the components of the strategic and action plan.

B. Expected results

- Specify the results that will be derived from implementation of the activities contained in the strategic and action plan and how these will improve the situation of the target groups/beneficiaries, technical and management capacities of the target groups/beneficiaries and the country as a whole.

C. Monitoring and Evaluation

- Provide clear indicators for monitoring and evaluating progress and success of the strategic and action plan

D. Risks

- Carry out risk analysis (including implementation, political and economic risks) and mitigation strategies

E. Sustainability

- Identify elements that will ensure or hamper the sustainability of the activities in the strategic and action plan.
- Identify current and planned initiatives that could be leveraged to ensure sustainability of the activities in the strategic and action plan.

- Provide an analysis of current funding streams and opportunities for support of the present strategic and action plan.
- **Final report** for both assignmentt including specified plan, expected results, monitoring and evaluation, risks, and sustainability

5. Required Skills, Experience and Competencies

The Individual consultant should have the following skills/competencies and characteristics:

Technical Qualifications

- A Masters’ degree in climate science, meteorology, environmental sciences, development and climate adaptation or a discipline relevant to one of the five areas of GFCS (disaster risk reduction, water management, health, energy, agriculture and food security), a PhD is an added advantage;
- Strong project management and coordination skills;
- Strong leadership skills, able to coordinate multiple stakeholders and guide a process at national level;
- A good network, and effective experience working with climate information and services at different sectors;
- Strong track-record of achievements organizing national level multi-stakeholder processes;
- Good Diplomacy skills;
- An effective English communicator, both oral and written, French is an added advantage
- Experienced with Reporting, Monitoring & Evaluation.

Expertise Experience skills

- Proven record of achievement and demonstrated professional experience in conducting research in the field;
- At least 5 years of professional work/field work in the sector;
- Extensive field experience in at least one of the areas of GFCS;
- Ability to assess country’s climate service needs, climate change adaptation information, vulnerabilities and risks;
- Experience building a bridge between the national meteorological service and users a strong asset;
- Knowledge of the country, and a good network of contacts from various and diverse national organizations;
- Proven analytical and writing skills;
- Ability to anticipate and understand different actor’s needs, formulate clear strategic plans, prioritize interventions, and determine resources needs according to priorities.

6. Duration of the Contract

The planned duration of the assignment is 180 days. The consultant is expected to spend time working on-site in Kigali, Rwanda Meteorology Agency (Meteo Rwanda). The consultant will include the following phases with their respective time frame.

Table 2: Consultancy Time frame

<i>No</i>		<i>Calendar days</i>	<i>Deliverables</i>
<i>1</i>	<i>Inception Report</i>	<i>45 days</i>	Inception report including Work Plan, methodology, table of contents, strategy, description of activities, timeline, stakeholders to be consulted, etc.
<i>2</i>	<i>Draft plans</i>	<i>45 days</i>	Submission of draft strategic plan and action plan;
<i>3</i>	<i>Design of Strategic Plan and Action Plan</i>	<i>90 days</i>	Submission of all final documents
<i>Total number of days</i>		<i>180 days</i>	

7. Institutional Arrangement

This section describes the organizational and management structure for the consultant and outlays the roles, key responsibilities and lines of authority of all parties involved in the evaluation process. Implementation arrangements are intended to clarify expectations, eliminate ambiguities, and facilitate an efficient and effective evaluation process.

UNDP

UNDP is responsible for the management of this consultancy and will contract independent consultant to undertake the consultancy work on behalf of the Government of Rwanda. UNDP will ensure that all issues pertaining to the contract with the consultant, including payments are completed on schedule and will be responsible for facilitating the work of the consultant.

Meteo Rwanda

Day-to-day management of the consultant will be provided by Meteo Rwanda with the support of UNDP Resident Representative or by his representative (Sustainable Growth Unit Team) overseeing the project. The Meteo Rwanda will be the government focal point for the evaluation and will facilitate the logistical requirements and provide technical assistance during all phases of the process. The Meteo Rwanda will provide all documentation to the team for the desk review, support the setting up of interview appointments and field visits and convene focus group meetings.

Technical Working group

A Technical working group led by UNDP composed of representatives of Meteo Rwanda and UNDP (Sustainable Growth Unit), will oversee the conduct of the evaluation at the technical level. The team will provide quality assurance and guidance to the consultancy to ensure that it meets quality criteria. The technical committee will oversee the implementation of the agreed schedule of consultation activities, ensure wide stakeholder consultations, will be in charge of verifying all facts in the report and oversee the production of the final reports and the drafting and implementation of follow up actions.

8. Duty Station

The duty station of the work is Kigali, Rwanda.

9. Payment Modality

The company shall be paid the consultancy fee upon completion of the following milestones:

- 20% after the submission and acceptance of the Inception Report.
- 40% after the submission and validation of the draft documents of all the deliverables.
- 40% after the submission and validation of the Final report, including specific inputs under the different sections to be inserted in the final document.

The remuneration stated above is subject to applicable taxes in accordance to the laws of the Republic of Rwanda.

10. Application Procedure

Interested companies should apply by presenting the following documents:

- Personal CV or P11, indicating education background/professional qualifications, all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidates and at least three (3) professional references;
- 3 portfolios in color indicating similar projects conducted from the past;
- Brief description of why the consultant considered herself/himself as the most suitable candidate for the assignment including a methodology on how they will approach and complete the assignment as well as a financial proposal of all breakdown costs for the assignment

11. Evaluation Criteria

The consultant will be evaluated against a combination of technical and financial criteria, using the Combined Scoring Method. Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. For each of the 3 profile candidates of the consultancy firm, the technical evaluation will include the following:

Table 3: Selection criteria technical evaluation

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<ul style="list-style-type: none"> • A Masters' degree in climate science, meteorology, environmental sciences, development and climate adaptation or a discipline relevant to one of the five areas of GFCS (disaster risk reduction, water management, health, energy, agriculture and food security), a PhD is an added advantage; 	10%	10
<ul style="list-style-type: none"> • At least 5 years of professional work/field work in the sector; 	25%	25
<ul style="list-style-type: none"> • Experience building a bridge between the national meteorological service and users a strong asset; • Knowledge of the country, and a good network of contacts from various and diverse national organizations; 	10%	10
<i>Overall Methodology (clear demonstration of evaluation methodology and understanding of the ToR)</i>	30%	30
A good network, and effective experience working with climate information and services in international organization.	15%	15
An effective English communicator, both oral and written, French is an added advantage	10%	10
TOTAL	100%	100

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated.

Annex:

Documents to Review are listed below, although not limited to:

- *WMO-No. 1206, Step-by-Step Guidelines for Establishing a National Framework for Climate Services.*
- *Rwanda Environment and Climate Change Policy*
- *EDPRS 2*
- *Countries' NFCS implementation documents (Liberia, Senegal, Burkina Faso, Niger and Tanzania)*

N.B: The consultant should review more publications related to GFCS