

**Individual Consultant**

**TERMS OF REFERENCES and PROCUREMENT NOTICE**

Date: 15.07.2022

**Country:** Republic of Azerbaijan

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

**Description of the assignment:** National Climate Finance Expert

**Period of the assignment/services**: 120 working days

Proposal should be submitted by email to [procurement.aze@undp.org](mailto:procurement.aze@undp.org) no later than 22 July 2022, 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 resources, **agriculture**, and coastal areas.

The NAP readiness support objective is to increase capacity on climate resilience and adaptation in these 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.

The focus of this assignment is to support the vulnerability assessment and adaptation research, improved data collection and capacity building needs.

**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 a national expert to provide consultancy servcies for the assessment of climate change impacts on agriculture sector and agrilcutural policy .

S/he will be responsible for providing support to the project management in co-operation with stakeholder ministries on environment and climate change related to agriculture sector vulnerability and adaptation issues. 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:

* Compile the existing guidelines, practices and processes in place to assess fiscal impacts of climate change as part of state and/or private investments in Azerbaijan;
* Identify the financing gap(s) to the implementation of climate change adaptation and mitigation projects and programme
* Assess the financing needs compared to the climate action programme, in particular,Climate Change Adaptation
* Support international expert to develop the guidance for the government agencies and private entities to assess fiscal impacts of climate change on public investments, and other project activities
* The identification of key stakeholders within the ministries, departments and agencies of the Government involved in the development of climate policy, implementation of projects and programmes that have an impact on climate action and/or climate national targets
* Support the Project Team in developing the technical guidance for the government agencies to assess fiscal impacts of climate change on public investments on three priority areas (agriculture, water resources management and coastal zones);
* Support for preparation of a manual to appraise adaptation options using economic and financial data to measure adaptation costs and benefists;
* Provide a cost-benefit analysis of state and/or private invesments into key priority areas (agriculture, water resources and coastal zones) from CCA perspective;
* Raise awareness among national stakeholders on climate sensitive management of public finances in Azerbaijan with a focus on priority sectors (agriculture, water resources management and coastal zones);
* Support to conduct validation workshops on manual to appraise adaptation options using economic and financial data through workshops and meetings;
* Integrate technical guidelines to assess fiscal impacts of climate change on public investments into capacity building and training materials designed by the Project;
* Participate in the capacity building events organized by the Project.

**3. EXPECTED DELIVERABLES AND TIMETABLE**

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| **Deliverable** | **Timetable** |
| Advance Payment | **June 2022** |
| Comprehensive analysis of the existing guidelines, practices and processes in place to assess fiscal impacts of climate change as part of state and/or private investments in Azerbaijan | **July 2022** |
| Report with recommendations to improve existing guidelines to assess fiscal impacts of climate change as part of state and private investments | **September 2022** |
| Manual for appraising adaptation options using economic and financial data | **December 2022** |
| Draft Technical guidance for the government agencies and private entities to assess fiscal impacts of climate change on public investments | **February 2023** |
| Concept Note of national workshop to validate the technical guidance to assess fiscal impacts of climate change on public investments and manual appraise adaptation options | **May 2023** |
| Final Report | **July 2023** |

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

**Travels**: No international and local travels are envisaged at this point. However, if required, it will be covered seperately.

**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.

**4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| * Advanced University Degree (Master’s degree or equivalent; PhD an asset) in Economics,   Public Financial Management, Environmental Science or other relevant fields;   * A minimum of 4 years of progressively responsible relevant experience in Climate Finance, Climate Investment, Climate Change Adaptation measures, Sustainable development institutional issues * At least 2 years of experience working with government stakeholders in national and/or regional policy in related areas * Proven experience in development of documents on Climate Change impacts on economy/finance. * Experience with UNDP climate change related projects is an asset. * Fluency English is required * Working Experience in Azerbaijan would be considered as 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:**  Given the duration and continuous nature of the assignment, the national consultant will be paid on a monthly basis established by a daily rate in the proposal of the consultant. |

**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 candidates being 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 component  The technical component, which has a total possible value of 70 points, will be evaluated using the following criteria:  **International will be hired if he or she meets the following requirements:**   * Advanced University Degree (Master’s degree or equivalent; PhD an asset) in Economics,   Public Financial Management, Environmental Science or another relevant field- 15   * A minimum of 4 years of progressively responsible relevant experience in Climate Finance, Climate Investment, Climate Change Adaptation measures - 20 * At least 2 years of experience working with government stakeholders in national and/or regional policy in related areas - 15 * Approach to work - 20   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 |

**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