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Individual Consulting Service as Project Coordinator for the Execution of the Activities of “Climate Transparency of the Dominican Republic, Second Phase” under the Initiative for Climate Action Transparency - Adaptation, ICAT-A, led by the National Council for Climate Change and Clean Development Mechanism (CNCCMDL).

**TERMS OF REFERENCE ICAT-A PROJECT DOMINICAN REPUBLIC  
SECOND PHASE**

BACKGROUND

The National Council for Climate Change and Clean Development Mechanism (CNCCMDL), created by Presidential Decree 601-08, on September 20, 2008, has the objective of articulating and joining forces from the different institutions that integrate the development sectors of the country, to combat the global problem of Climate Change. Its main function consists of formulating, designing and executing the necessary public policies for the prevention and mitigation of Greenhouse Gas (GHG) emissions, adaptation to the adverse effects of Climate Change and promoting the development of programs, projects and climate action strategies related to the fulfillment of the commitments assumed by the Dominican Republic under the United Nations Framework Convention on Climate Change (UNFCCC) and its derivative instruments. The Paris Agreement's Enhanced Transparency Framework, has led to a need for strengthening the capacity of developing countries to implement, monitor and evaluate effective and efficient climate actions in a transparent manner. The Initiative for Climate Action Transparency (ICAT) was established by a number of donors to address this need.

The United Nations Office for Project Services (UNOPS), in Copenhagen, Denmark, houses the administrative and governance structures for ICAT. Four donors, two philanthropic organizations and two bilateral agencies, have joined forces, committing to contribute more than $ 16 million over a period of more than four years. These organizations include the Children's Investment Fund Foundation (CIFF), the German Federal Ministry for the Environment, Nature Conservation, Construction and Nuclear Safety (BMUB), the Italian Ministry of the Environment and the Foundation Climate Works. The initiative is implemented by the United Nations Environment Program, in partnership with the Technical University of Denmark (UNEP DTU Partnership - UDP). in 2019 ICAT launched a pilot project focused on adaptation, implemented in 5 countries: Bangladesh, India, Kenya, South Africa and the Dominican Republic (hereafter referred to as ICAT-A.

In the Dominican Republic, ICAT-A began its execution under the leadership of the CNCCMDL with a first phase in 2019, in response to the need to build capacities and provide methodological support to improve the Monitoring and Evaluation (M+E) systems, as well as learning about adaptation to climate change at the national level. ICAT-A was structured in two pillars: 1. Develop a methodological framework to assess the impacts of climate policies and actions and 2. Strengthen national M+E capacity. This initiative was carried out through a participatory process, in which government agencies and partner institutions worked closely together to ensure alignment with the country's adaptation objectives and priorities.

The prioritized sector for phase I was agricultural activity (specifically the Banana subsector), considering that:

* It is a priority sector for the Nationally Determined Contributions (NDC) implementation,
* It has a great relevance for the growth of the economy as a promoter of jobs and food security, with high impact within macroeconomic indicators,
* The sector has a strong regulatory framework (laws, policies, strategies and plans) supporting project objectives,
* Its highly vulnerable to climate change impacts, and
* It has ongoing projects on climate change adaptation.

As a result of the first phase, a specific methodological framework has been developed for monitoring and follow-up for the Banana subsector in the Dominican Republic, as well as a series of guidance documents that will serve as the basis for developing and testing specific and generic methodologies, tools, training materials, and analytical products at a later stage. The outputs included a basic national methodology for the agricultural sector with focus on the Banana agrosystem, a definition of key indicators and parameters for the monitoring for the Banana subsector (such as water behavior, soil conditions, incidence of pests and diseases, productivity, greenhouse gas emissions / absorptions) as well as a report on capacity building needs assessment.

It is expected that this methodological framework will serve as a starting point to measure progress regarding other climate change adaptation initiatives in the country, creating the conditions to comply with international commitments under the UNFCCC, and increasing the transparency and reliability of the reports issued under the Paris agreement (including compliance with its NDC for climate action) while enabling a consistent practice of data collection to inform national public policy makers and advise their implementation.

The first phase of ICAT-A concluded in early 2020.

SECOND PHASE ICAT-A – DOMINICAN REPUBLIC

In response to the request of the Dominican government to the ICAT secretariat, and considering the successful results of the execution of the project linked to it, it was decided to extend cooperation in the country for the development of a second phase of ICAT-A, in order to give continuity to the progress made. In this sense, it is proposed to implement a project for the Execution of the Activities of “Climate Transparency of the Dominican Republic, Second Phase”. The implementation will be led by CNCCMDL, together with a global partner (UDP) and national partners in the other pilot countries (The Energy Research Institute (TERI), International Center for Climate Change and Development (ICCCAD), Council for Scientific and Industrial Research (CSIR) and the International Centre for Tropical Agriculture (CIAT).

The global objective of this second phase is to strengthen the capacity of the countries to plan, implement, monitor and evaluate effective and efficient climate change action. In this sense, the establishment of transparent and flexible systems for monitoring and evaluation (M+E) of adaptation actions in each country is essential to achieve this end. Therefore, the project will develop and test tools, indicators and methodologies that will allow pilot countries to evaluate actions and policies in the matter of adaptation, and to achieve their implementation and adoption through national dialogue and training.

For the second phase, it is intended to extend the project to the tourism sector, which has also been identified as one of the priority areas in the country’s adaptation needs. This given its vulnerability to climate change impacts, its contribution to the economic development and the consequent social impact, the existence of initiatives for the evaluation of climate appropriate technologies and the availability of sectorial information.

To achieve its general objective, the project aims at the following specific objectives:

1. Increased national access to state-of-the-art tools and methodologies for enhanced transparency in adaptation M+E, through the development of a set of specific tools for the agriculture and tourism sectors, in line with Dominican Republic’s needs and priorities,
2. Improved efficiency in the monitoring and evaluation of adaptation measures in the prioritized sectors, including the appraisal of their costs and benefits, also in synergy with broader sustainable development and mitigation efforts, to assess their efficiency,
3. Enhanced ability to track the effectiveness of adaptation interventions and finance in accomplishing desired outcomes,
4. Improved understanding of effective national and global practices and the relevant circumstances leading to their success; and
5. Enhanced transparency and accountability by providing support for the legitimacy of public policies and of public and private spending on adaptation through improved M+E.

The expected results are as follows:

1. The country and stakeholders demonstrate enhanced capability to track and measure adaptation gaps and progress at the national level, increasing the transparency of their reports under the Paris Agreement.
2. The country increases the efficiency and effectiveness of adaptation actions and results, through the use of tools and methodologies developed under ICAT.

GENERAL ACTIVITIES AND DELIVERABLES OF THE PROJECT

**Activity 1:** Development of tools and methodologies to increase the transparency of monitoring and evaluating adaptation policies and measures in the agriculture and tourism sectors.

**Task 1.1.** Framing of a second set of basic methodologies for addressing gaps in the identified sectors in the Dominican Republic.

Output 1.1: A second set of basic tools and methodologies for the Dominican Republic. Following the approach taken in phase I, a second set of tools and methodologies will be identified and developed. These may be in a different sector or address additional gaps within the previously identified priority area (agricultural sector and tourism sector). Enhancing the scope of activities will build on the work that has already been done and allow these methodologies to be developed in parallel with those started in phase I.

Deliverable 1.1: Second set of basic national methodology(ies) for agriculture and tourism in the Dominican Republic.

**Task 1.2.** Iterative refinement of tools and methodologies

Output 1.2: Set of refined tools and methodologies based on lessons learned in pilot tests. The basic tools and methodologies developed during phase I and phase II will be continuously refined to ensure that stakeholders are able to articulate feedback via the national engagement platforms (activity 2). Revisions of the methodologies and tools will be carried out through the testing and verification by national stakeholders, as well as by peer review and feedback from experts in adaptation M+E.

Deliverable 1.2.1: Refined national methodology (ies) for agriculture and tourism in the Dominican Republic.  
Deliverable 1.2.2: Report on the development of indicators for M+E in Adaptation.

**Task 1.3.** Translation of important documents

Output 1.3: Documents considered important for national engagement in the project will be translated from English to Spanish. Additionally, important deliverables prepared in any language other than English will be translated into English to ensure their access to the wider ICAT consortium.

Deliverable 1.3: Translated documents

**Activity 2:** Testing and uptake of the tools and methodologies through platforms for national engagement.

**Task 2.1.** National stakeholder mappings for second set of basic methodologies.

Output 2.1: Stakeholder mapping reports for second set of priority areas.

Deliverable 2.1: A stakeholder mapping report delivered in a specific template developed in phase I

**Task 2.2.** Establish and maintain policy-practitioner-expert dialogue platforms

Output 2.2:Ongoing national and cross-national stakeholder consultations. The dialogue platforms established in phase I will continue in the form of 1-2 national consultations with relevant national stakeholders to ensure stakeholder engagement in, and co-ownership of the processes and results of both the iterative refinement of tools and methodologies developed in phase I (task 1.2) and the second set of tools to be developed in task 1.1 and task 1.2. Where necessary, dialogue platforms for the second set of priority areas will be established, including the development of adaptation indicators, or additional stakeholders will be engaged into the existing platforms. One or two cross-national dialogues will also be arranged to facilitate learning and encourage cross-national dissemination and update of the tools and methodologies.

Deliverable 2.2: Meeting reports.

**Task 2.3.** Develop and test online work and dialogue platforms

Output 2.3:Develop and test a functional platform for online data collection, including the design of specific indicators for M+E of adaptation initiatives in the Dominican Republic. TERI will continue developing the prototype online dialogue platform and test it in the pilot countries using country-specific data. Under TERI's guidance, CNCCMDL will facilitate experiments with end users in the Dominican Republic using different formats of peer-to-peer and stakeholder engagement to identify a platform structure that is considered useful to developing, testing, sharing, and scaling up tools and methodologies for adaptation M+E.

Deliverable 2.3.1: Platform for online data collection.

Deliverable 2.3.2:Input of country specific data and end user feedback for the Dominican Republic on an ongoing basis as requested by TERI.

**Task 2.4.** Ongoing hands-on support in developing national reporting

Output 2.4:As needed and requested by relevant national stakeholders and within the budgetary limits, CNCCMDL will provide concrete ‘hands-on’ technical support to facilitate national reporting processes to the UNFCCC. Where relevant to or consistent with the work carried out in the ICAT adaptation project, support may also be provided in the context of other international agreements, such as the SDGs or the Sendai Framework for Disaster Risk Reduction.

Deliverable 2.4:Evidence of direct support, training or capacity building provided to the government of the Dominican Republic for their UNFCCC reporting using ICAT tools or methodologies.

**Activity 3: Building capacity for assessment and reporting on transparency of action across scales – local to global**

**Task 3.1.** Capacity building needs assessments for the second set of tools and methodologies

Output 3.1: Capacity building needs assessment reports for second set of priority areas.

Deliverable 3.1: Capacity building needs assessment report in a specific template developed in phase I.

**Task 3.2****.** Development of training materials for national stakeholders

Output 3.2: Training materials to build capacity in the priority areas of the Dominican Republic. Based on the results of the capacity building needs assessments, CNCCMDL will, with the support of ICCCAD, develop targeted training materials for each of the priority areas identified in the Dominican Republic. Training materials could provide necessary technical skills but could also address social or methodological skills required to achieve the results of the project.

Deliverable 3.2: Training materials for the identified priority areas in the Dominican Republic

**Task 3.3.** Training of national stakeholders and facilitation of technical training events

Output 3.3: With the support of ICCCAD, CNCCMDL will run targeted training events in the Dominican Republic to enhance the capacities of national stakeholders in relation to the priority areas. Feedback from the training sessions will feed into an improved set of training materials, which will complement the tools and methodologies developed in ICAT and will be made publicly available via the ICAT website. Training is extended to staff from priority area institutions as well as those responsible for compiling and coordinating national level reporting to the UNFCCC. Several training events will also be extended to a broader group of interested stakeholders across the pilot countries to facilitate cross-country peer-to-peer learning.

Deliverable 3.3: Delivery of the training and capacity building modules and a national capacity building report.

**Task 3.4.** Dissemination of the developed tools and methodologies to a global community of practice in adaptation transparency

Output 3.4: Based on the learning in the previous tasks, a webinar series will be developed to enable the global community of practice in adaptation transparency to benefit from the work in ICAT and make the presentations available online for future reference. Toward the end of the second phase, UDP will organize a major international conference on transparency in adaptation M+E to present the results of the work to a global community of practice and give stakeholders, scholars, and practitioners in the field an opportunity to engage with, contribute to, and learn from the ICAT Adaptation Project.

Deliverable 3.4: Evidence of active participation in webinars organized by UDP, as well as timely provision of relevant information and material needed for the preparation of these - as requested by UDP.

**Activity 4. Project coordination and management, engagement with national stakeholders and other ICAT activities, and global outreach and communication**

**Task 4.1.** Development of detailed project implementation plan.

Output 4.1: A detailed work and implementation plan for the second phase of the project will be developed. This deliverable is based on a template developed by UDP and forms a core element of the Terms of Reference to which it will be annexed.

Deliverable 4.1: Work and implementation plan in format provided by UDP.

**Task 4.2.** Maintain and extend engagement with partner country governments

Output 4.2: Sustained engagement with the national government of the Dominican Republic to secure their continued endorsement and buy-in of ICAT deliverables. This will include the endorsement or non-objection of the detailed implementation plan as well as an active advisory board (or similar body) which meets at regular intervals with the CNCCMDL to discuss progress and advise on activities. The task will also include supporting the national government through presentation of results achieved under phase I, highlighting the contributions to the international climate action transparency process.

Deliverable 4.2.1: Endorsement letter from the government to work on the second set of methodologies.

Deliverable 4.2.2: Meeting reports and a written TOR describing the advisory board's composition, main functions, its governance and timeline for meetings.

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RESPONSIBILITIES OF THE CONSULTANT

a) Develop the project implementation plan (4.1 above).

b) Responsible for leading and executing, in collaboration with CNCCMDL, all of the general activities and deliverables of the project described above.

c) Write ToRs and hire the specialists required for the correct formulation and delivery of each product.

d) Review of the documentation and instruments produced in the country, at the regional and / or global level related to the consultancy to be delivered to the institution in physical and digital formats.

e) Identification of information, products and/or processes necessary for the development and validation of each activity.

f) Organization and conduction of workshop(s) and meetings (context analysis, evaluation).

g) Coordination meetings with the CNCCMDL.

h) Coordinate any other necessary activities for the proper development of this consultancy.

i) Participation in national and international activities related to the consultancy.

j) Drafting of monthly and quarterly reports.

k) Preparation of the final report.

l) Any other activity linked to the good results of the consultancy.

CONSULTANT PROFILE (selection criteria)

1. Degree in engineering, legal, environmental, social, or economic sciences.
2. Master's degree in public policy, environment, economy, climate change or related disciplines.
3. Specialty in Climate Change Adaptation.
4. Experience in strategic planning processes, especially in the public sector, and in facilitating and formulating policies at the national level.
5. More than 5 years of experience within the field of climate change adaptation.
6. Knowledge of the reality and sectors of climate change and negotiations at the national and international level.
7. Experience related to the formulation of public policies, sector strategies or related processes.
8. Experience in facilitating dialogue and agreement processes between sectors.
9. Ability to provide services effectively in complex areas, respecting political, social and environmental sensitivities.
10. Preferably with experience in negotiations before the United Nations Framework Convention on Climate Change (UNFCCC), and Art. 13 and 7 of the Paris Agreement.
11. Availability to national and international travels.
12. Fluency in Spanish and English (spoken and written).
13. Be registered and updated in Public Procurement and Contracting (RPE) and have beneficiary registration.

PROGRESS REPORTS

Monthly reports must be submitted to the UNEP-DTU Partnership and the National Council for Climate Change and Clean Development Mechanism, with the following established format (in English and Spanish). Approval of progress reports and deliverables will be done by CNCCMDL

**Progress report template**

UNEP DTU Partnership Interim Progress Report

1. **Identification: [***I CAT- MITIGATION II***]**

Partners Name: Consejo Nacional para el Cambio Climático y Mecanismos de Desarrollo Limpio

Project number:

Amount: 200,000 USD

Output(s): [*please complete*]

Project starting date: DD/MM/YYYY

Reporting period: from DD/MM/YYYY to DD/MM/YYYY

1. **Summary of Status:**

*Brief description of the status of implementation of the project at the time of reporting and progress towards achieving project objective(s)*

1. **Activity delivery status**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Description of work undertaken during reporting period | Deliverables | Delivery date | Status of Activity (complete/ on-going/ delayed) | Comments - brief description of implementing challenges, strategy/actions which have been adopted to address these challenges and planned actions to mitigate any identified risks |
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1. **List of attached documents**

*(for example, publications, meeting reports, participants list, reports of workshops, etc.)*

|  |  |
| --- | --- |
| Name and title of ICAT focal point or any other competent authority: |  |
| Signature: …………………………………………………. Date: ……………………………… |  |

FEES AND FORM OF PAYMENT

The fees corresponding to this consultancy are equivalent to a payment percentage according to the completion of the following milestones:

|  |  |  |
| --- | --- | --- |
| **Output** | **Deliverable** | **Deadline** |
| **Task 1.1. Framing of a second set of basic methodologies for addressing gaps in the identified sectors in the five partner countries** | | |
| 1.1. | A second set of basic tools and methodologies for the Dominican Republic. | 31 January, 2021 (draft tool/methodology) |
| **Task 1.2 Iterative refinement of tools and methodologies** | | |
| 1.2.1a | First set of refined tools and methodologies based on lessons learned in pilot testing. | 15 July, 2021 |
| 1.2.1b | Second set of refined tools and methodologies based on lessons learned in pilot testing. | 30 September, 2021 |
| 1.2.2 | Report on the development of indicators for M+E in Adaptation. | 01 June, 2021. |
| **Task 1.3 Translation of important documents** | | |
| 1.3 | Translated versions of documents considered important for national engagement in the project. | As needed |
| **Task 2.1 National stakeholder mappings for second set of basic methodologies** | | |
| 2.1 | Stakeholder mapping reports for second set of priority areas | 31 December, 2020 |
| **Task 2.2 Establish and maintain policy-practitioner-expert dialogue platforms** | | |
| 2.2 | Ongoing national and cross-national stakeholder consultations | Continually until 31 October, 2021  Update reports as an annex to the regular progress reporting |
| **Task 2.3 Develop and test online dialogue platform** | | |
| 2.3.1 | Platform for online data collection. | 30 August, 2021 |
| 2.3.2 | Development and test of online dialogue platform. | Continually until 31 October, 2021  Update reports as an annex to the regular progress reporting |
| **Task 2.4 Ongoing hands-on support in developing national reporting** | | |
| 2.4. | Evidence of direct support, training or capacity building provided to the government of the Dominican Republic for their UNFCCC reporting using ICAT tools or methodologies. | Continually until 31 October, 2021  Update reports as an annex to the regular progress reporting |
| **Task 3.1 Capacity building needs assessments for the second set of tools and methodologies** | | |
| 3.1. | Capacity building needs assessment report | 31 December, 2020 |
| **Task 3.2 Development of training materials for national stakeholders** | | |
| 3.2.1 | Training materials for the first priority area in the Dominican Republic | 31 January, 2021 for material related to the capacity building needs assessment of phase I |
| 3.2.2 | Training materials for the second priority area in the Dominican Republic | 31 March, 2021 for material based on the report developed under 3.1.3 |
| **Task 3.3 Training of national stakeholders and facilitation of technical training events** | | |
| 3.3.1 | A national capacity building report for the first priority area | 31 March, 2021 for training related to the capacity building needs assessment of phase I |
| 3.3.2 | A national capacity building report for the second priority area | 31 October, 2021 for training related to the capacity building identified in 3.1.3 |
| **Task 3.4 Dissemination of the developed tools and methodologies to a global community of practice in adaptation transparency** | | |
| 3.4 | Evidence of active participation in webinars organized by UDP, as well as timely provision of relevant information and material needed for the preparation of these - as requested by UDP | Continually until 31 October, 2021  Update reports as an annex to the regular progress reporting |
| **Task 4.1 Development of detailed project implementation plan** | | |
| 4.1 | A detailed work and implementation plan for the second phase of the project | November 30, 2020 |
| **Task 4.2 Maintain and extend engagement with partner country governments** | | |
| 4.2.1 | Endorsement letter from the government to work on the second set of methodologies | 31 December, 2020 |
| 4.2.2 | TOR describing the advisory board's composition, main functions, its governance and timeline for meetings  Meeting reports (taking place at least every 6 months)  CNCCMDL | 31 December, 2020  Update reports as an annex to the regular progress reporting |

DEPENDENCE LINE

The consultant will be under the coordination of the National Council for Climate Change and Clean Development Mechanism (CNCCMDL), through the Technical Director, Mr. Alan Ramírez.

PLACE OF WORK AND DEDICATION

The consultant will carry out their activities at the CNCCMDL facilities, during the entire term of the project, from 8:30 a.m. at 04:00 p.m Monday to Friday.

Interested parties please send CV, technical proposal and economic proposal to: [lachr@dtu.dk](mailto:lachr@dtu.dk).