

TERMS of REFERENCE FOR

The National Technical Institution (NTI) for the NDC Action Project - Kingdom of Jordan

Position: National Technical Institution(s)

Project Title: NDC Action Project

Duration: 1 year (renewable based on performance and budget availability for 3 more years)

Application deadline: 22 March 2021

1. BACKGROUND

The project: *NDC Action – Facilitating implementation of climate-resilient and low-carbon development aligned with national and global goals* supports efforts by 10 partner countries including Jordan, to translate NDCs into strategies and actions ready for financing and implementation. It builds on three core principles: country ownership, balanced focus between adaptation and mitigation, and integration with national development and climate change priorities. Aligning with partner countries' own NDC priorities, the project will:

- secure a multi-stakeholder and high-level engagement;
- provide the technical support to strengthen the capacity of institutions responsible for NDC implementation; support development of a portfolio of sectoral policies and programmes for two priority sectors selected in each country;
- support development of investment plans in these sectors; and facilitate experience-sharing, both among the partner countries and with others.

The envisaged long-term impact of the project is that countries implement increasingly more ambitious nationally determined adaptation and mitigation contributions that are aligned with the long-term climate change goals agreed under the UNFCCC, and that they do so in a manner that is compatible with and supports national development priorities. As such, the project will contribute to the efforts of the country for a more comprehensive, practical and effective NDC implementation at country level.

The Project is coordinated by UNEP's Economy Division and implemented with the UNEP DTU Partnership (UDP) providing technical and expert support. UDP will directly work with National Technical institutions in guiding their work on the identified priority sectors (water for agricultural use and solid waste management) and activities and will provide technical assistance on policies and programme development.

Locally, the project is conducted under the technical and political guidance of the Ministry of Environment (MoE) and the Ministry of Planning and International Cooperation (MOPIC), with MoE being the Lead Project Focal Government entity in Jordan. Further, the project will engage relevant ministries for the two identified priority sectors as well as organizations and stakeholders considered key for accelerating Jordan's NDC implementation and supporting the creation of enabling environment for increasingly ambitious NDCs.

Technical assistance delivered jointly by international experts together with national technical partners within this project will aim at:

1. Strengthening the institutions responsible for revision/implementation of the NDC;
2. Helping engage the private sector and local financial institutions;
3. Translating the NDC into a portfolio of policies and programmes for the two prioritized sectors (i.e. water for agricultural use and solid waste management);
4. Developing investment plans in these sectors; and;
v) sharing lessons learned so NDC priorities are considered in complementarity across sectors to maximize climate and socioeconomic benefits.

The project will identify and contract National Technical institution(s) as in-country Technical assistance partner/partners to work on delivering the country level outputs in the identified priority sectors in close coordination with government bodies responsible for implementation of NDC actions in those sectors.

Tailored local expertise brought to the project by the National Technical Institution(s) will strengthen the overall technical work at country level and additionally engage with the different stakeholders involved in the implementation of the country's NDC and other climate policies and instruments.

In Jordan, the NTI will contribute to the project through the provision of technical assistance requested by the project team of UDP/UNEP and the implementation of annual (12 month) programmes, including a variety of activities and deliverables relevant to the project, as indicated by the country during that period.

2. OBJECTIVE

The objective of this consultancy is to provide on demand specialist technical expertise towards establishing a baseline of NDC implementation investments, gaps and investment areas to build on in line with the prioritized sectors of water for agricultural use and solid waste management. It is also to ensure that the counterpart of the project at the Government of Jordan and relevant stakeholders can access through the *NDC Action project* to appropriate knowledge and skills and benefit from the expertise and experience of local and international experts by the NTI and UNEP-DTU respectively.

3. SCOPE OF WORK

To help in achieving the above objective, the NTI, working in complementarity with the in-country National Project Coordinator, can expect a series of assignments each governed by a ToR specifying activities and deliverables, up to the amount of resources agreed to be spent for each assignment. These specific ToRs will be provided to the NTI by UDP during the period of implementation of this consultancy agreement.

Annex 1 of ToR shows outputs, work packages, and activities required to implement *Jordan's NDC Action project*. The contract is signed on an annual basis and renewed based on budget availability and performance. However, it is important to notice that one of the initial tasks by the NTI is to provide a workplan for the overall duration of the project (even if that means such a workplan be refined over time).

4. SUPERVISION

The UNEP-DTU Partnership and the Ministry of Environment (MoE) will jointly supervise and approve the work of the NTI. Additionally, UNEP-DTU will be providing technical feedback in consultation with the Country Focal points (MoE, MOPIC) and UNEP representatives.

5. ROLES AND RESPONSABILITIES

The NTI(s) appoint(s) a project lead who will be the key communication point for UDP.

The project Lead will:

- (i) Work under the direct supervision of UDP's Regional Coordinator in providing all the outputs related to the project.
- (ii) Work in close coordination with the Climate Change Department of the MoE and MOPIC as well as the other ministries and relevant government bodies responsible for selected project priority areas and finance, and the NDC Action Project National Focal Person/National Project Coordinator located within the Climate Change Department, and update them regularly on progress made, lessons learned, and challenges met.
- (iii) Organize regular phone calls with UDP's Regional Coordinator, the NDC Action National Project Coordinator, and other relevant counterparts of the project as appropriate to ensure sharing all necessary information. A summary of the call with main results and action points shall be prepared and distributed to the UDP's Regional Coordinator and other relevant counterparts by the project lead within three business days of each call.

The NTI provides technical expertise and general support for the implementation of the NDC Action project in the country, specifically

- General
 - Providing necessary technical supports requested by UDP's regional coordinator.
 - Responding to UDP as well as country demands in a timely manner as appropriate.
 - Based on the NDC Action project general work packages (as approved by the donor and annexed to these TORs), developing, in collaboration with the UDP's Regional Coordinator and under the guidance of the MoE and MOPIC NDC Action project Focal Points, a multi-year work plan tailored to the specific needs of Jordan for realizing the outcomes of the project. As the project advances, the work plan will be updated on a yearly basis.
 - Submitting a progress report every 4 months to UDP's Regional Coordinator.
 - Providing administrative and logistic support for organizing national events and meetings, liaising with the NDC Action National Project Coordinator and other relevant counterparts of the project as appropriate.
 - Assisting the project team of UDP/UNEP in preparing and arranging meetings and working sessions with government institutions and local stakeholders.
 - Organising and participating in the national training workshop.
 - Developing training materials and knowledge products as requested by UDP's regional coordinator.
 - Preparing and submitting workshop and meeting reports.
 - Preparing and submitting a final synthesis report of the technical assistance delivered as part of the NDC Action project.
 - Providing support to other ad hoc requests by the UDP's regional coordinator deemed necessary for the implementation of the project.

- Multi-year work plan and implementation support:

- Identifying, in consultation with the National Project Coordinator, key stakeholders for NDC implementation and enhancement, and proposing when needed an engagement strategy.
- Contributing to a project high-level launch event.
- Participating, when needed in-project meetings.
- Contributing to the strengthening of NDC multi-stakeholder consultation and coordination mechanisms in Jordan through:
 - Contributing to mapping the stakeholders relevant for the revision and implementation of the NDC,
 - Analysis of institutional arrangements and regulatory frameworks for NDC implementation including those applicable to the financial sector
 - Taking stock of the current stakeholders consultation processes for NDC preparation and revision as well as those of relevant similar processes and analyzing them to come up with lessons learned with regard to what works well and possible areas for improvement.
 - Proposing a multi-stakeholder consultation mechanism for the revision/implantation of the NDC relevant and taking in to account the specific circumstances of Jordan.

- Assessing the institutional and human capacity of relevant stakeholders for steering NDC implementation in the selected priority sectors.
- Developing in collaboration with UDP experts targeted training programmes to address capacity needs.
- Organising and (co-)delivering (with UDP experts as appropriate) national training workshops, and reviewing the results to see which capacities of the relevant stakeholders are improved.
- Supporting the organization of multi-stakeholder consultation meetings on current revision/implementation and options for more ambitious action in future NDCs.
- Preparing analytical reports on policies and programmes that will drive NDC implementation in the agreed priority sectors, including prerequisites, potential barriers, and means of overcoming barriers.
- Developing an initial portfolio of policies and programmes based on gap assessment. This portfolio should be updated on a yearly basis.
- Defining conditions necessary for an enabling environment for more ambitious NDC and help to build its implementation.
- Assessing the engagement level of private sector for the implementation of the NDC and suggesting how to enhance it.
- Raising awareness among private sector actors about the opportunities they could seize by getting involved in / developing climate projects contributing to NDC implementation.
- Assessing financial institutions 'level of engagement in the implementation of the NDC and in climate finance activities overall.
- Supporting the design of climate-friendly investment plans:
 - Identify and analyse financial instruments that support and/or accelerate sector specific NDC implementation
 - Facilitate and provide input to the development of government-led climate-friendly investment plans.
- Facilitating the development of draft proposals for climate funds:
 - Conduct trainings for, and facilitate consultations among, national and/or local governments, national financial institutions, companies and Civil Society Organizations (CSOs) most active in the selected priority sectors, and project developers
 - Support project developers in drafting and submitting proposals to national, regional, and/or global financial institutions and/or funding mechanisms.

- Reaching out to and engaging international and national financial institutions, including commercial banks, community level cooperatives, and microfinance institutions, to design innovative climate finance mechanisms, market climate finance products, and commit climate investments at national and community levels.
- Sharing lessons of project outputs and implementation with other institutions of the NTI's network across the MENA region and project countries.
- Engage ground actors in the two selected sectors to ensure mobilisation of empirical data for feedback to inform practical NDC implementation investment policies and trajectories
- Supporting MoE to distil relevant knowledge and lessons learned from the project and feed it into the global stocktaking process with the aim of encouraging the global community to enhance ambition in future NDCs.
- Responding to any other request from the UDP's Regional Coordinator deemed relevant to the project implementation.

6. SPECIFICATION OF THE TEAM

The tenderer must be a Jordanian organization.

The tenderer must present CVs for a Project Lead and a pool of specialists drawn from internal resources to accomplish the activities and deliverables defined and to develop the different elements of the annual programme.

a) Project lead

General Qualifications:

- Higher academic degree in engineering, science, environment, economics, climate or a related field;
- At least 10 years of expertise in: Climate Mitigation; or Climate Adaptation. However, expertise in both Climate Mitigation and Adaptation is preferable.

Adequacy for the Assignment:

- A profile with significant technical assistance, capacity development and project management experience, including management of short-term specialist inputs on a demand basis;
- Experience in monitoring projects, results-based management, and reporting;
- Professional experience with one or more of the areas outlined in Annex 1 of these ToR;
- Deep familiarity with international and Jordanian experience in these areas, in particular the area of finance applied to mitigation and adaptation and implementation of climate projects.

b) Pool of NTIs

The work by NTI in the project would be performance or results based. Furthermore, the NTI should reflect all the themes and competencies described under each area of expertise included in Annex 1. The NTI experts should possess strong knowledge and expertise on the subject matter of the prioritized sectors of water for agricultural use and solid waste management.

The tenderer is free to associate with sub-contractors including local consultants, research centers and others - provided full responsibility is maintained with the NTI.

Language Proficiency required for the NTI:

- Full Proficiency in Arabic.
- Proficiency in spoken and written English, by all members in the NTI involved with the project.

The tenderer shall include an initial explanation describing how they plan to undertake and accomplish the technical aspects of the work as defined in the annual programme.

7. LENGTH OF THE CONTRACT

12 months initial contract with possibility of extension subject to performance of NTI and budget availability.

Annex 1: Outputs, work packages, and activities
(as approved by the donor, BMU Germany)

1. First Annual Programme and Deliverables

Each annual programme includes a variety of work packages to be conducted and activities to be prepared within the consultancy agreement. In this annual programme, these have been clustered into 4 typologies as follows:

1. Preparation of technical documents
2. Multi-stakeholder and high-level engagement
3. Support the development of a portfolio of sectoral policies and programs and climate-friendly investment plans for the two priority sectors.
4. Support drafting a funding proposal to submit potential funders/investors.

Output 1: Partner institutions are leading NDC implementation and driving more ambitious NDCs with the engagement and support of relevant national stakeholders

Work Package 1.1: Securing support for project concept and implementation from relevant national stakeholders

Activity 1.1.1: Organize a high-level launch event for government officials and relevant stakeholders

Activity 1.1.2: Hold meetings with officials to get a high-level endorsement for the project in Jordan.

Work Package 1.2: Establishment and/or strengthening of a multi-stakeholder consultation mechanism and process

Activity 1.2.1: Map stakeholders and organize exchange/collaboration fora to exchange ideas and share experiences relevant for NDC implementation in Jordan.

Activity 1.2.2: Establish or reform a multi-stakeholder consultation mechanism and process to facilitate decision-makings in Jordan.

Work Package 1.3: Capacities of relevant stakeholders for steering NDC implementation and the ambition cycle are increased

Activity 1.3.1: Assess the institutional and human capacity of potential stakeholders for steering NDC implementation in the selected priority sectors

Activity 1.3.2: Develop targeted training programmes to address any capacity needs

Activity 1.3.3: Hold training and workshops to enhance capacities of relevant stakeholders

Work Package 1.4: Creation of an enabling environment for increasingly ambitious NDCs

Activity 1.4.1: Organize multi-stakeholder consultation meetings on current implementation and options for more ambitious action in future NDCs

Activity 1.4.2: Support broader national awareness raising activities on the urgency of climate change and the need for more ambitious action

Output 2: Relevant actors have the knowledge on policies and programmes at hand needed to drive NDC implementation in the priority mitigation and/or adaptation sectors

Work Package 2.1: Selection of priority sectors is facilitated

Activity 2.1.1: Convene multi-stakeholder meetings to obtain agreement on priority sectors

Activity 2.1.2: Confirm selected priority sectors with partner governments

Work Package 2.2: Preparation of a portfolio of policies and programmes in the selected priority sectors that will drive NDC implementation

Activity 2.2.1: Prepare analytical reports on policies and programmes that will drive NDC implementation in the agreed priority sectors, including prerequisites, potential barriers, and means of overcoming barriers

Activity 2.2.2: Secure agreement of the identified policies and programmes through multi-stakeholder consultation meetings

Output 3: Financial institutions at the national (and possibly regional, and global) levels are engaged in the development of climate-friendly investment plans led by governments, and show commitment to make climate investments that support NDC implementation

Work Package 3.1: Development of investment plans is supported

Activity 3.1.1: Identify and analyse financial instruments that support and/or accelerate sector-specific NDC implementation

Activity 3.1.2: Facilitate and provide input to the development of government-led climate-friendly investment plans

Work Package 3.2: Development of draft proposals for climate funds is facilitated

Activity 3.2.1: Conduct trainings for, and facilitate consultations among, national and/or local governments, national financial institutions, companies and Civil Society Organizations (CSOs) most active in the selected priority sectors, and project developers

Activity 3.2.2: Support project developers in drafting and submitting proposals to national, regional, and/or global financial institutions and/or funding mechanisms

Output 4: Experiences and lessons learned are shared among partner countries (including Jordan) and beyond, creating a foundation for enhanced ambition

Work Package 4.1: Sharing of knowledge and best practices is supported

Activity 4.1.1: Develop and implement a knowledge-sharing and outreach strategy that supports better information flow

Activity 4.1.2: Share any knowledge generated and lessons learned through both on- and off-line means

Work Package 4.2: Providing knowledge and lessons learned into the Global Stocktake is facilitated

Activity 4.2.1: Determine with partner countries the best approaches to feed the knowledge and lessons from the project into the Global Stocktake

Activity 4.2.2: Support partner countries to distil relevant knowledge and lessons learned from the project and feed it into the global stocktaking process with the aim of encouraging the global community to enhance ambition in future NDCs

Workpackages of the Annual Programme	Associated Deliverables	Delivery Date
1) Output 1		30.06.2021

1.1. Securing support for project concept and implementation from relevant national stakeholders	Organize a high-level launch event for government officials and relevant stakeholders	2Q 2021
	Hold meetings with officials to get a high-level endorsement for the country	2Q 2021
1.2. Establishment and/or strengthening of a multi-stakeholder consultation mechanism and process	Map stakeholders and organize exchange/collaboration fora to exchange ideas and share experiences relevant for NDC implementation in Jordan	2Q 2021
	Establish or reform a multi-stakeholder consultation mechanism and process to facilitate decision-makings in Jordan	2Q 2021
1.3. Capacities of relevant stakeholders for steering NDC implementation and the ambition cycle are increased	Assess the institutional and human capacity of potential stakeholders for steering NDC implementation in the selected priority sectors	2Q 2021
	Develop targeted training programmes to address any capacity needs	2Q 2021
	Hold training and workshops to enhance capacities of relevant stakeholders	2Q 2021
1.4. Creation of an enabling environment for increasingly ambitious NDCs	Organize multi-stakeholder/decision makers consultation meetings on current implementation and deliberate options that supports increased NDC ambitions (in support of Outputs 2.2 and 3.1 below)	2Q 2021
	Support broader national awareness raising activities on the urgency of climate change and the need	2Q 2021

	for more ambitious action	
2) Output 2		30.09.2021
2.1. Selection of priority sectors is facilitated	Convene multi-stakeholder meetings to obtain agreement on priority sectors. In the case that sectors have already been prioritized this activity will focus then on validation of the prioritized sectors via multi-stakeholder engagement.	3Q 2020
	Convene multi-stakeholder meetings as inputs to develop detailed workplan on the prioritized sectors.	3Q 2020
2.2. Preparation of a portfolio of policies and programmes in the selected priority sectors that will drive NDC implementation	Prepare analytical reports on policies and programmes that will drive NDC implementation in the agreed priority sectors, including prerequisites, potential barriers, and means of overcoming barriers.	3Q 2020
	Secure agreement of the identified policies and programmes through multi-stakeholder consultation meetings	3Q 2020
3) Output		31.12.2021
3.1. Development of investment plans is supported	Identify and analyse financial instruments that support and/or accelerate sector specific NDC implementation	4Q 2021
	Facilitate and provide input to the development of government-led climate-friendly investment plans	4Q 2021
3.2. Development of draft proposals for climate funds is facilitated	Conduct trainings for, and facilitate consultations among, national and/or local governments, national	4Q 2021

	financial institutions, companies and Civil Society Organizations (CSOs) most active in the selected priority sectors, and project developers	
	Support project developers in drafting and submitting proposals to national, regional, and/or global financial institutions and/or funding mechanisms	4Q 2021
4) Output 4		
31.03.2022		
4.1. Sharing of knowledge and best practices is supported	Develop and implement a knowledge-sharing and outreach strategy that supports better information flow	1Q 2022
	Share any knowledge generated and lessons learned through both on- and off-line means	1Q 2022
4.2. Support broader national awareness raising activities on the urgency of climate change and the need for more ambitious action	Determine with partner countries the best approaches to feed the knowledge and lessons from the project into the Global Stocktake	1Q 2022
	Support partner countries to distil relevant knowledge and lessons learned from the project and feed it into the global stocktaking process with the aim of encouraging the global community to enhance ambition in future NDCs	1Q 2022