

# In-country technical assistance partners contributing to the implementation of the *NDC Action Project* in Bangladesh (The National Technical Institution: NTI)

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## 1. Background

Bangladesh has officially confirmed and is in the process of finalizing its commitment towards the Paris Agreement through the submission of its updated Nationally Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change (UNFCCC) in 2021. Bangladesh's updated NDC contains more ambitious goals and commitments to address climate change at the national and local level. These goals are to:

- ✓ Already committed to reduce Bangladesh's Green House Gas Emissions by 5% (unconditional) compared to the business as usual scenario by 2030 and 15% with international support.
- ✓ Adapt to climate change effects increasing resilience and reducing risk exposure and vulnerabilities.
- ✓ Mainstream adaptation into development planning and implementation process through Annual Development Programme

These commitments are reflected in several climate adaptation goals and measures distributed across sectors and territories. The Government has identified several short-term needs and enabling conditions to translate Bangladesh's NDC goals into actions at the national and subnational level. Some of these requirements are being incurred by the government but others need financial support from external sources such as private and international funds.

In the light of supporting Bangladesh and nine other partner countries to translate their NDCs into concrete actions, the United Nations Environment Program (UNEP) in partnership with the Denmark Technical University (UNEP DTU Partnership -UDP) joined efforts into a project called NDC Action. The *NDC Action project aims at facilitating implementation of climate-resilient and low-carbon development aligned with national and global goals*. 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 NDC Action 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 the development of a portfolio of sectoral policies and programmes for one adaptation-related priority sector 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 Project is coordinated by UNEP's Economy Division, UNEP Regional Office for Asia and the Pacific and implemented with UDP providing technical support and expertise. UDP will work directly with National Technical Institutions (NTI) in guiding their work on the identified priority sectors and activities and will provide technical assistance on policies and programme development. Technical assistance delivered jointly with national technical partners will i) strengthen the institutions responsible for implementing NDCs, ii) help engage the private sector and local financial institutions, iii) translate NDCs into a portfolio of policies and programmes for two priority sectors selected by each country, iv) develop investment plans in these sectors, and v) share 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 partners to work on delivering the country level outputs in the identified adaptation-related priority sector 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 Institutions will strengthen the overall

technical work at country level engaging the different stakeholders in charge of contributing to implementing the country NDC and other climate policies and instruments.

In Bangladesh, the NTI will contribute to the project through implementing the country workplan approved by the Department of Environment (DoE) under the Ministry of Environment, Forest, and Climate Change (MoEFCC) in the first half of 2021. The workplan includes both overarching activities to strengthen multi-stakeholder and cross-ministries coordination on NDC implementation, as well as specific policy and financing related analytical and proposal development work in the selected priority sector – to build low-cost housing to strengthen resilience in coastal regions. A detailed annual workplan with activity level budget will be drawn upon by the NTI once the selection process concludes.

## **2. Objective**

The objective of this consultancy is to provide on demand specialist technical expertise towards identifying policies, investments and financial solutions and build capacities required in the prioritized sector of Low Cost Climate-Proofed Housing in Coastal Areas. The NTI also supports the Department of Environment to articulate policies and finance strategies to accelerate the implementation of Bangladesh's updated NDC. The NTI ensures that the counterpart of the project at the Government of Bangladesh and relevant stakeholders can access through the *NDC Action project* 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 achieve the above objective, the NTI, working in complementarity with the in-country National Project Coordinator (NPC), 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, including an estimation of hours of expert demanded to accomplish the identified activities.

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

## **4. Supervision**

UNEP-DTU will be in charge of providing technical feedback to the products, supervising and approving the work of the NTI, in consultation with the Country Focal point at the Department of Environment (DoE) of the Ministry of Environment, Forest and Climate Change (MoEFCC), UNEP-ROAP and UNEP-Paris representatives.

## **5. Roles and responsibilities**

### **a) The National Technical Institution:**

The NTI will contribute to the NDC Action project:

- 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.

- Deriving from the NDC Action project general work packages (as approved by the donor), developing in collaboration with the UDP's Regional Coordinator and under the guidance of Department of Environment's NDC Action project Operation Focal Points an annual work plan, based on the multi-year country workplan, tailored to the needs of Bangladesh for promoting the project and implementing the updated NDC.
- Preparing and distributing a progress report every six months to UDP's Regional Coordinator, the NDC Action National Project Coordinator and other relevant counterparts of the project as appropriate.
- Providing administrative and logistic support for organizing national events and meetings, liaising with the UDP's Regional Coordinator, 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.
- Preparing and submitting a final annual 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.

▪ Implementation support:

*Area 1. Engage key stakeholders to drive NDC implementation and more ambitious NDC target setting*

- Identifying, in consultation with the National Project Coordinator, key stakeholders for NDC implementation, and proposing when needed an engagement strategy.
- Assessing the institutional and human capacity of potential stakeholders for steering NDC implementation, in particular in Low Cost Climate-Proofed Housing in Coastal Areas interventions.
- Contributing to the strengthening of NDC multi-stakeholder consultation and coordination mechanisms in Bangladesh and supporting the organization of multi-stakeholder consultation meetings on current NDC implementation and options for more ambitious action in future NDCs.
- Supporting, as deemed necessary, awareness raising activities on the urgency of climate change and the need for more ambitious action.
- Supporting the Department of Environment 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.

*Area 2. Identify policies and programmes required for effective sub-sector level NDC implementation*

- Preparing analytical reports on policies and programmes that will drive NDC implementation in Low Cost Climate-Proofed Housing in Coastal Areas, including prerequisites, potential barriers, and means of overcoming barriers.
- Securing agreement of the identified policies and programmes through multi-stakeholder consultation meetings.

*Area 3. Identify financing and investment needs and solutions for sub-sector implementation and develop proposals to seek funding*

- Identifying financial needs and supporting the design of climate-friendly investment plans in the two prioritized sub-sectors.
- 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.
- Raising awareness and dialoguing national financial institutions about the opportunities they could seize by getting involved in / developing climate projects contributing to NDC implementation.

*Area 4. Promote knowledge, experience and lessons sharing within and across countries*

- Contributing to the development of training materials and other relevant knowledge products for the implementation of the project.
- Sharing lessons of project outputs and outcomes with other institutions of the NTI's network across the Asian continent.

*Area 5. General project management*

- Participating, when needed, in project meetings called by the Department of Environment, NDC Action project Operation Focal Points or the NDC Action National Project Coordinator.
- Responding to any other request from the UDP's Regional Coordinator deemed relevant to the project implementation.

**b) The Project Lead:**

The NTI appoints within its organisation, a Project Lead who will be the key communication point for UDP and 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 NDC Action National Project Focal Point and the National Project Coordinator both located within the Department of Environment, 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 will 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.

## **6. Specification of the team**

The tenderer must be a Bangladeshi 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, alongside the number of hours for each specialist available for the project that can be allocated 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 Adaptation, and ideally experience working in coastal community's resilience building.

Adequacy for the Assignment:

- Demonstrate at least 7 years of experience on public and/or climate finance and policy design issues with national governments and international organizations on international and national development in the context of climate change and sustainable development;
- 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.

#### **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 Low Cost Climate-Proofed Housing in Coastal Areas interventions.

In addition to in-house experts, the tenderer is free to associate with sub-contractors, research institutions and other experts, should that help to run the activities of the NTI under this project. The tenderer is free to form a consortium with other institutions- provided full responsibility is maintained by the NTI. If a consortium is proposed in the application, NTI should specify how to ensure the collective work of consortium members as one team to deliver project outputs during the period of implementation of this consultancy agreement.

#### **Language Proficiency required for the NTI:**

- Full Proficiency in local languages (with NTI preferably comprising of local experts with proficiency in the major local languages in the country).
- Proficiency in spoken and written English, by all members in the NTI.
- All reports and materials should be written and submitted in English.

Additional to the definition of hours available for this job, it is also expected that the tenderer will 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. Other resources**

Since it is expected that the organization of a range of activities will be borne by the NTI, including hosting meetings and training activities, the tenderer must also identify which internal resources (meeting rooms, rooms for seminars) can be offered to be used as a part of the project.

### **8. Length of the contract**

Up to 21 months initial contract with possibility of extension subject to performance of the NTI and budget availability. Payment will be made based on deliverables.

### Annex: NTI's Tasks and Deliverables<sup>1</sup> in Bangladesh

Based on the comprehensive country workplan, the NTI will lead the implementation of the following activities and produce a set of written deliverables over a period of 21 months.

Work Package	Activity	Deliverables
1. Develop a timeline and approach for the assignment	1.1 Detailed workplan and schedule with identified methodological approach for the assignment	Inception Report
2. Build capacities of relevant stakeholders for steering NDC implementation and increase the ambition cycle for the next NDC	2.1 Arrange a launching workshop in partnership with Mitigation NTI (under the process of selection) and in coordination with national focal point and NPC. 2.2 Assess the institutional and human capacity of potential stakeholders for steering NDC implementation in the selected priority sector 2.3 Develop target training programmes to address any capacity needs 2.4 Hold training workshops to enhance capacities of relevant stakeholders	Launching Workshop; Report on capacity needs assessment Training materials Training programmes Training Report
3. Prepare a portfolio of policies and programmes in the selected priority sector that will drive NDC implementation	3.1 Prepare analytical reports on policies and programmes that will drive NDC implementation in the agreed priority sector, including prerequisites, potential barriers, and means of overcoming barriers. 3.2 Secure agreement of the identified policies and programmes through multi-stakeholder consultation meetings. 3.3 Construct two demonstration housing sites for awareness raising and build local support	Policy analysis and recommendations report.
4. Conduct financial assessment and develop financing and investment plans in the priority sector	4.1 Identify and analyse financial instruments that support and/or accelerate sector specific NDC implementation 4.2 Facilitate and provide input to the development of government-led climate-friendly investment plans 4.3 Engage and strengthen the awareness and commitment of a financial institution to contribute to NDC implementation	Financial assessment and investment planning report

<sup>1</sup> The selected priority sector is i) Low Cost Climate-Proofed Housing in Coastal Areas.

	4.4 Engage at least 1 domestic financial institution in financing climate resilient housing.	
5.Support project developers in drafting and submitting proposals to national, regional, and/or global financial institutions and/or funding mechanisms	5.1 Based on the results from work package 3 and 4 above to prepare a funding concept note for sector intervention. Present the concept notes to different development partners and stakeholders (e.g. GCF, ADB, and WB) for discussion and turn one concept note into a more complete funding proposal.	Project concept notes for the selected sector  One advanced proposal based on the concept note for the sector
6.Support building enabling environment for increasingly ambitious NDCs <sup>2</sup>	6.1 Organizing multi-stakeholder consultation meetings in partnership with Mitigation-focused NTI under the guidance of the government focal point on current implementation and options for more ambitious action in future NDCs 6.2 Support broader national awareness raising activities on the urgency of climate change and the need for more ambitious action.	Consultative events  Written communication on more ambitious actions
7.Develop a framework to help coordinate actions and monitor progress	7.1 Develop a framework to help the selected sector strengthen coordination capacity through collecting and analysing data and information on progress made towards NDC implementation	Report on establishing such framework for monitoring progress in the sector to support better coordination and effective NDC implementation
8.Promote knowledge sharing	8.1 Develop and implement a knowledge-sharing and outreach strategy and plan that supports better information flow. 8.2 Present the finding in national final workshop	Report on key lessons learned in implementing the NDC Action Project; Workshop report

<sup>2</sup> Work packages 6 and 9 will require the collaboration and joint use of resources between adaptation and mitigation NTIs, to organize the events required as deliverables. Each NTI will lead the respective discussion for adaptation and mitigation.



<p>9. Contribute to UNFCCC's Global Stocktake in 2023</p>	<p>9.1 In partnership with Mitigation-focused NTI, Provide feedback to the Department of Environment under the Ministry of Environment, Forest, and Climate Change on lessons learned from the NDC Action project for the Global NDC Stocktake process (GST)</p> <p>9.2 In partnership with Mitigation-focused NTI, Prepare necessary knowledge and lessons learned from the projects and feed it into the global stocktaking process with the aim of encouraging the global community to enhance ambition in future NDCs</p>	<p>Written feedback from key in-country stakeholders</p> <p>Brief note as country input to the GST</p> <p>Presentation for country to present at GST</p>