

Terms of Reference (ToR)

for the Consultant to support the project “Integration of Climate Variability and Change into National Strategies to Implement the ICZM Protocol” and develop the draft Climate Adaptation Framework

Request for: Consultant Individual contractor

Organizational Unit: Coordinating Unit for the Mediterranean Action Plan – MedPartnership project Management Unit (PMU)

Background

The Strategic Partnership for the Mediterranean Sea Large Marine Ecosystem (“MedPartnership”) was launched by the Mediterranean countries in partnership with UNEP/MAP and the World Bank, co-funded by the GEF and involving other relevant agencies, IFIs and bilateral and multilateral donors, with the objective to serve as a catalyst in leveraging policy/legal/institutional reforms as well as additional investments for reversing degradation of the Mediterranean Sea Basin, with its coastal habitats and marine living resources. The Regional Component (Regional Project) of the MedPartnership was endorsed by the GEF CEO in April 2008.

The UNEP GEF project “Integration of Climate Variability and Change into National Strategies to Implement the ICZM Protocol in the Mediterranean” (the Climate Variability project) was approved by the GEF CEO in January 2012 and the UNEP DEPI and MAP Internal Cooperation agreement (ICA) was signed in June 2012. The Inception phase of the project was extended to make useful revisions to project activities and two significant developments in the process are the proposal to build upon the draft Climate Adaptation Framework from 2011 (which was never finalized) for the next Contracting Parties in 2015, and to create a climate variability data platform, that would not just act as a meta-data portal, but would also host data using spatial data infrastructure (SDI) whereby all national institutions would provide agreed upon data from their own servers to a regional platform.

The Climate Variability project uses the same management and coordination as the MedPartnership. This means that the project is managed by the MedPartnership PMU, supported by the MedPartnership Communication Strategy and holds its yearly meetings back-to-back with the MedPartnership Steering Committee meetings. This project whilst with a smaller budget than the MedPartnership, is still an innovative and challenging project, and therefore the budget was also developed to include consultancy support to help UNEP/MAP deliver key activities.

1. Purpose (justification for request)

1.1 Explain the requirement for a consultant

The Consultant will act under the direct supervision of the MedPartnership Project Manager. The Consultant in consultation with the MedPartnership PMU, executing partners will support UNEP/MAP and co-executing partners of the Climate Variability project on a number of concrete activities in particular for the establishing of a climate variability and ICZM data sharing network whereby each country and key institution would commit to provide data on a local server that would link to a regional platform, where data will be interrogated, visualized and available to download (subject to level of protection of data that each institution will control). Secondly the consultant will support UNEP/MAP in the first phase of development of the Climate Adaptation Framework, through review of existing information, and the draft 2011 version, consultations etc, and to propose a clear plan on the finalization of the document, how to address gaps, consultations with regional and national experts etc.

1.2 Qualifications / special skills or knowledge

- Advanced university degree (Master's degree or equivalent) in environmental/marine science;
- Experience in projects and/or research related to the environmental and socioeconomic impacts of climate change to the coast, ideally within the Mediterranean;
- Knowledge of integrated coastal zone management and adaptation to climate change;
- Good communication skills and proven ability to write clearly;
- Good knowledge in office automation software (Word, Excel, Power Point) required;
- Fluency in oral and written English is required and knowledge of French is desirable.

1.3 Ultimate result of services

- i) Draft contents based on available information, detailed schedule of meetings/consultations and list of additional gaps and how to address them for the Climate Change Adaptation Framework for the Mediterranean.
- ii) Technical contents of the data sharing policy to be presented for adoption by all participating countries.
- iii) Text on the project for a brochure on the Climate Variability project, text for the revision of the ipad application and for the web-site
- iv) Other support detailed below.

1.4 Legislative authority reference

The activities detailed in the project document of the Strategic Partnership for the Mediterranean Large Marine Ecosystem, approved by GEF in April 2008, and the Integration of climatic variability and change into national strategies to implement the ICZM Protocol in the Mediterranean approved by GEF on the 17 January 2012.

1.5 Title and identification number of programme / project

Integration of climatic variability and change into national strategies to implement the ICZM Protocol in the Mediterranean - Overall budget – GFL-2322-4B32-2731

1.6 Duration

The contract will be for 3.5 man/months spread over the period of six months starting from the date of signature

2. Funding

2.1 Source of Funds Regular Budget Extra-budgetary

GFL-2322-4B32-2731

2.2 Allotment Account / Budget Line:

GFL-2322-4B32-2731-1201

2.3 Indicative level of remuneration: P2

The Consultant will be paid at P2 level for the assignment and will receive an additional amount to cover any travel related needs relative to his outputs. The consultant will be paid in four installments upon satisfactory completion and delivery of work and related deliverables and upon submission and approval of the respective reports.

The fee is payable under the individual Special Service Agreement (SSA) of the consultant and any travel related expenses (ticket/per diem) will be addressed by the Consultant.

The duration of the contract is for 3.5 man/months over the period of 6 months, starting from the date of signature.

3. Travel involved

The Consultant is required to be stationed at MEDU for 3.5 man/month

Travel will be organized by Substantive Office Selected candidate

Travel will be undertaken at the direction of UNEP/MAP as indicated below and upon written approval (authorization) by UNEP/MAP. The consultant will follow the UNEP travel guidelines for travel arrangements (where the cheapest Economy class and most direct option should be adopted).

Procedure:

Before each mission, the consultant needs to communicate the requested itinerary to the Project Manager (or OiC):

-The consultant shall provide minimum three itineraries to the Project Manager well in advance to demonstrate the alternatives from which the cheapest and most direct option shall be selected. Invoice shall be submitted.

- The per diem and relative entitlements, approved for the mission in reference, will be communicated from the Project Manager to the consultant before the mission takes place.

-Upon conclusion of the respective mission in reference, the consultant shall submit a Travel Claim report to the Project Manager (within 2 weeks after conclusion of the mission) indicating actual dates spent during the mission, original boarding passes of the itinerary, the original invoice of the ticket as well as the 3 options at the time of the purchase which will demonstrate that the selected option was the cheapest (as per the UNEP rules and regulations on Travel) at the time of the purchase. This report will be cleared from UNEP/MAP administration and the final amount approved will be communicated to the consultant (this will be offset against the advanced travel amount) and will be kept in record during the contract's duration.

-Any balances from the Advanced Travel Amount will be offset against the final contractual payment of the consultant's fees.

-In the case that a mission occurs and which diverts from the travel plan below and in the case that additional resources are needed to cover that travel, this will need to be authorized and addressed separately by UNEP/MAP.

4. Work-plan

4.1 Objectives, output expectations and performance indicators

The following outputs will be completed (to be all approved by the MedPartnership Project Manager or its OiC.

i Support to the PMU to prepare the list of indicators, December 2013

	data requirements and data sharing policy which will provide data for the Climate Variability platform under development .	(approx 15 days)
ii	Text for the Climate Variability project brochure and text for the revision of the MedPartnership ipad application and web-site	December 2013 (approx 10 days)
iii	Support for the preparation of the 2014 work-plan of the Climate Variability project for approval at the 2014 Steering Committee meeting, including request for no-cost extension until end of 2015	December 2013 to January 2014 (approx 10 days)
iv	Detailed schedule of consultations/meetings for the Climate Adaptation Framework development, including the establishment of a virtual no-cost advisory panel of leading experts in the region. Table of contents of the Climate Adaptation Framework. First draft of Climate Adaptation Framework based on existing information (i.e. regional and national reports and 2011 earlier draft of the Framework). Information gaps identified for completion of the report.	January to March 2014 (approx 25 days)
v	Support for the preparation of additional documentation (as requested) for the Steering Committee meeting, participation in the meeting, presentation on the status of the project, and draft report on the climate variability segment of the meeting.	February/March 2014 (approx 10 days)
vi	The consultant will in addition provide additional support to executing partners (PAP/RAC, GWP-Med and Plan Bleu) through the review of their plans and documents as requested, until June 2013 (ongoing). Other ad-hoc reports as requested. May include development of a proposal for twinning with one other UNEP GEF project on climate change adaptation.	December to June 2013 (approx 10 days)

4.2 Specific tasks and responsibilities

- A. Data Sharing Policy and standard indicators. The revised data platform agreed during the Inception Phase of the project will be developed by UNEP GRID Geneva in close cooperation with Plan Bleu and UNEP/MAP. UNEP/MAP however will be responsible for ensuring that agreements are reached with each participating country that key institutions will provide data to the regional platform through local servers. The consultant will assist the PMU, Plan Bleu and UNEP GRID Geneva in formulating the indicators and data requirements, including relevant indicators from EcAp and the ICZM process, as well as Mediterranean indicators for climate change, and will provide support on the technical elements of the data sharing agreements to be signed with each participating country.
- B. Brochure/ipad/web-site text. The consultant will prepare under the guidance of the PMU text for a brochure on the Climate Variability project, along with new text for the MedPartnership web-site and MedPartnership ipad application.
- C. 2014 Work-plan and support to the 4th Steering Committee meeting. The consultant, using the standard format will coordinate the preparation of the 2014 work-plan and list of meetings, for approval at the 2014 Steering Committee meeting in February. The consultant will assist if required the PMU in any other Climate Variability documentation, will participate in the meeting (with possible presentation) and assist in preparing the section of the report related to the Climate Variability project.
- D. Climate Change Adaptation Framework. A draft Climate Change Adaptation for the Mediterranean was prepared by a UNEP/MAP consultant in 2011 and was presented at the 2011 Mediterranean Commission on Sustainable Development (MCSD) where extensive comments were made for its finalization. Due to fund available at the time, the Framework was not finalized for presentation at the 2011 Contracting Parties of the Barcelona Convention. Therefore during the Inception Phase of the Climate Variability it was proposed to integrate the results of the project towards the finalization of the Climate Change Adaptation Framework. As a first step the consultant will bring review the existing draft Framework, in light of recent reports prepared for the Climate Variability project, and others, and propose a table of contents and execution plan (as well as gaps to be filled) for the drafting of the revised Framework, consultations and finalization. This would include using existing regional meetings in particular the next MCSD meeting. Final Framework documents once all consultations, review's considered for adoption at the 2013 Contracting Parties of the Barcelona Convention.

4.3 Reporting lines

The consultant will report to the MedPartnership Project Manager in close consultation with the MedPartnership PMU.

To apply, please submit the following documents on or before 8 December 2013, by email to sylvie.fortin@unepmap.gr with cc to Shelley.farrington@unepmap.gr

1. **CV in the United Nations standard form – [Personal History Form - P11](#) (and [Employment Record Supplementary sheet](#), if needed),**
2. **academic certificates,**
3. **the completed ["Fields of Expertise" form](#),**
4. **any other document which is relevant**

All applications will be treated with the strictest confidentiality.