

**TERMS OF REFERENCE**  
**For Institutional Contract**

Section:	WASH	Date:	8 November 2019
Title:	Research on climate, energy and environment issues and child rights	Duty station:	Beirut
Reporting to:	Chief of WASH	Contract type:	Institutional Contract
Duration:	60 days (during a period of 3 months)	Start date:	November 2019

Section	Content
<b>Background</b>	<p>For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations, and governments.</p> <p>Climate change, energy access and environmental degradation are equity issues, with children and young people often being the most vulnerable and affected. Addressing climate change, energy access and environmental degradation is therefore vital for building a more sustainable future for children. In addition, it is imperative that we integrate our actions on the SDGs and our humanitarian responses. Each of the seven Outcomes Areas of the UNICEF Strategic Plan 2014 – 2017 – health, nutrition, HIV, water and sanitation, child protection, social inclusion and education - is affected in some way by climate change and/or environmental degradation. Fortunately, each stream of UNICEF work also presents opportunities to take action on climate, energy and/or the environment in order to deliver more sustainable results. There are major implications of climate change, lack of energy access and environmental degradation for children and UNICEF has strong potential to strengthen the response to these issues. Climate and environment issues have also been integrated in one of the five main outcome areas of the draft of the new strategic plan (2018-21). This decision has been solidified by the Executive Board members in February 2017 by their adoption of the roadmap for the new strategic plan which uses the SDGs as a long-term framework.</p> <p>UNICEF Lebanon is planning to conduct a Climate Landscape Analysis for Children, examining the baseline situation of climate, energy and environment-related issues affecting children and how they relate to UNICEF's priorities. The report looks at stakeholders, government policies and relevant programmes in Lebanon. It will also provide recommendations on how UNICEF Lebanon could further incorporate and strengthen work on climate, energy and environment-related issues in its country programme</p>
<b>Purpose and Objectives</b>	<p>The objective is to support the Chief of WASH in producing a Climate Landscape Analysis for Children (CLAC) for Lebanon with the responsibility of collecting, compiling and reviewing key resources and coordinating the information gathering and review processes. In addition, the contractor will also provide overall support in preparing the study by researching specific issues and drafting individual sections. The contractor will also liaise with the climate, energy and environment team in HQ/NY.</p>

Scope of work	<ol style="list-style-type: none"> <li><b>1. Compile and systematize evidence and research related to energy, environment and climate change issues in Lebanon</b> <ul style="list-style-type: none"> <li>• Review guidance materials and previous CLACs prepared in other UNICEF offices</li> <li>• Compile and systematize literature related to climate change, energy and environment issues affecting children in Lebanon</li> <li>• Compile and systematize key policy documents related to climate, energy and environment and UNICEF's corporate priorities</li> <li>• Identify and compile information on ongoing programmes and active stakeholders related to energy, environment and climate change in Lebanon</li> <li>• Collect information and reports from different sections in UNICEF Lebanon about the office's work and linkages to climate, energy and environment</li> <li>• Collect available information and reports from development partners</li> <li>• Identify and collect data and information gaps related to children, environment and energy issues to be filled through interviews and/or in subsequent studies</li> </ul> </li>   <li><b>2. Research and writing support</b> <ul style="list-style-type: none"> <li>• Support the desk review of the collected information</li> <li>• Summarize research and draft individual sections of the CLAC</li> <li>• Support the preparation of interviews and meetings with stakeholders by drafting questions and presentations as needed</li> <li>• Conduct additional research to fill data gaps and answer specific questions as needed</li> <li>• Support the Emergency and DRR officer in ensuring that the quality of the documents meets that of previous CLACs</li> </ul> </li>   <li><b>3. Overall editorial support</b> <ul style="list-style-type: none"> <li>• Fact checking, editing and checking of references as needed</li> <li>• Coordinate the internal and external review process and the incorporation of comments</li> </ul> </li>   <li><b>4. Administrative and planning support</b> <ul style="list-style-type: none"> <li>• Support the organization of stakeholder meetings as needed</li> <li>• Support the facilitation of a mission from HQ</li> </ul> </li>   <li><b>5. Identification of Climate adaptation funding opportunities</b> <ul style="list-style-type: none"> <li>• Provide a holistic spectrum of funding availabilities that can apply to Lebanon to mitigate the impact of climate change in the country</li> <li>• Advice on the identification of the donor the most likely to fund any UNICEF initiative on climate adaptation</li> <li>• In collaboration with Lebanon WASH section, prepare a proposal following the identified donor's requirements.</li> </ul> </li>   <li><b>6. Support positioning on climate change in the CPD 2022-26</b> <ul style="list-style-type: none"> <li>• Review the SitAn 2020 template through the lens of CEE adapted to Lebanon.</li> <li>• Based on recommendation from the CLAC and potential funding opportunities, develop a comprehensive document aiming at strategically place UNICEF in complementarity with other UN Agencies on mitigating climate change in the framework of the next CPD 2022-26</li> </ul> </li> </ol>
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<b>Deliverables and Schedules</b>	Tasks/Milestone:	Deliverables/Outputs	Timeline	Estimate Budget	
	Compile and systematize evidence and research related to energy, environment and climate change issues in Lebanon	List of stakeholders active in the fields of climate change, energy and environment in Lebanon with those directly addressing children's issues separately highlighted	6	12000 /27%	
		List of ongoing programmes climate change, energy and environment in Lebanon	3		
		Document/table listing data and research gaps regarding children and climate, energy and environment issues affecting them	2		
		Internal and external review processes coordinated and comments addressed	1		
		Drafted sections of the available reports	4		
		Literature list for the CLAC & review of guidance documents	20		15000 / 33%
		Overall administrative support: Mission coordinated Stakeholder meetings organized	1		
		The formatted and referenced report, based on stakeholders and CO comments, and accepted by CO	3		
	Support UNICEF positioning on climate change in the CPD 2022-26	-Review CEE component of the SitAn 2020	2	10000 / 22%	
		-Provide the strategic document to drive UNICEF positioning on climate change adaptation in the CPD 2020-26, final document after integration of comments from stakeholder and CO	5		
	Identification of Climate adaptation funding opportunities	-Identification of potential donor	3	8000 / 18%	
		-Preparation of a proposal, final document after integration of comments from stakeholder and CO	10		
	<b>Timing</b>	Duration of assignment: 60 days (within a period of 3 months). Start date: November 2019			
<b>Reporting Requirements</b>	The institution will report to UNICEF Chief of WASH				

<b>Profile Requirements</b>	<p>It is required that the institution has the following requirements:</p> <ul style="list-style-type: none"> <li>•Team leader holds an advanced university degree in geography, environmental science, natural resource management, meteorology, social and economic development, climate change, or related areas. Alternatively, a degree in communications or journalism with demonstrated expertise on environment-related issues can also be considered.</li> <li>•Team leader has preferably at least 10 years of relevant professional experience in research and expertise in WASH, child rights and climate/environment-related issues.</li> <li>•Excellent writing skills required</li> <li>•Excellent research skills required</li> <li>•Demonstrated expertise in child rights or any of UNICEF’s main areas of work (health, WASH, nutrition, child protection, social policy, education, gender, HIV/AIDS) is considered an asset.</li> <li>•Previous experience with the UNICEF in climate-resilient WASH services and/or UNICEF climate landscape for children assessment will be a strong asset.</li> </ul>		
<b>Evaluation Process and Method</b>	<p>Technical Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>• <i>Service Providers are encouraged to ensure they meet the below requested evaluation and qualification criteria;</i></li> <li>• <i>Technical evaluation is composed of 70 points;</i></li> <li>• <i>Minimum successful score for the technical evaluation is 55 points.</i></li> </ul>		
	<b>Evaluation criteria</b>		
<b>Criteria</b>	<b>Marks</b>	<b>Benchmarks</b>	<b>Comments</b>
Overall concord between the Request for Proposal and the submission, with clear methodology and approach based on understanding of UNICEF requirements	15	Briefly outline the proposed methodology for the assignment - for meeting the assignment deliverables	
Experience of the team leader meeting the requirements	15	Provide resume of the team leader	
Experience of the institution in multi-stakeholder research and programming on the subject of climate/environment-related issues	20	Provide reports of previous assignments in the field of multi-stakeholder research and analysis (10 points per report up to 20 points)	
Previous experience with UN agencies, and governmental and non-governmental organizations on WASH, child rights and climate/environment-related issues	10	Provide reference letters (5 points per letter of reference, up to 10 points)	
Time line for completion of all the work within the shortest possible period including submission of a critical path plan (10 points) Note that the shortest reasonable duration, based on a logical and accurate critical path network will receive maximum 10 points	10		
<b>Total</b>	<b>70</b>		

	<p>Financial evaluation Criteria:  <i>Only bidders obtaining the minimum pass mark in the technical evaluation (55 points) will be considered for the financial evaluation;</i>  <i>Financial evaluation is composed of 30 points. The lowest financial offer will obtain 30 points.</i></p>
<p><b>Administrative Issues &amp; Logistical Activity</b></p>	<p><u>Administrative issues:</u></p> <ul style="list-style-type: none"> <li>• The overall review process will be led by the UNICEF LCO.</li> <li>• The research team will be working directly with UNICEF LCO and report to this organization for technical guidance and approval of draft and final products.</li> <li>• The institution should have a team leader who will closely coordinate with the Chief of WASH at UNICEF LCO.</li> <li>• Assignment to be a combination of office/desk work and field work; with frequent consultations, meetings and site visits throughout Beirut and the rest of Lebanon.</li> <li>• The Contractor is expected to be able to work independently to ensure the smooth running of the assignment.</li> <li>• The Contractor will need to organize its logistics for meetings, workshops and FGDs, as well as transport means needed for the field visits and local level consultations.</li> <li>• The Contractor is required to provide his/her own computer and communications equipment (laptops, telephones, etc.).</li> <li>• The Contractor is not entitled to payment of overtime. All remuneration must be within the contract agreement.</li> <li>• No contract may commence unless the contract is signed by both UNICEF and the Contractor.</li> </ul> <p><u>Logistical Activity:</u></p> <p>Any travels shall be included in the costed proposal, data collection related or others. The unit cost for each travel shall be stated in the financial proposal.</p> <p>All the meetings, consultations and interviews shall be organized by the Contractor and included in the costed proposal. UNICEF Lebanon will be responsible for organizing and coordinating the meeting for the presentation of the findings at the end of the process.</p>
<p><b>Budget*</b></p>	<p>This Project falls under UNICEF's WASH Programme and is funded by BPRM And the Global thematic.</p> <p>Contract is budgeted based on a consultancy team comprising three to four individuals, with professional levels with more than 7-9 years of experience.</p> <p>Payment will be made as follows:</p> <ul style="list-style-type: none"> <li>• 27% of total fee upon submission of the <b>initial inception report, report on findings of scoping mission.</b></li> <li>• 33% of total fee upon submission of the <b>final version of the programme and the presentation of the product to UNICEF and other relevant stakeholders.</b></li> <li>• 22% of total fee upon submission of the final version of the strategic document to drive UNICEF positioning on climate change adaptation in the CPD 2020-26</li> <li>• 18% of total fee upon submission of the final version including the funding proposal document, final document</li> </ul>