



United Nations Capital Development Fund

TERMS OF REFERENCE

Title:	Local Government Planning and Climate Change Adaptation Specialist (Up to 5 positions required)
Type of Contract:	Individual Contract <u>on a retainer basis</u>
Duration :	1 February – 31 December 2012 (Up to 190 work days)
Country of Assignment:	UNCDF programme countries in Asia & Pacific (currently Bangladesh, Bhutan, Cambodia, Lao PDR, Nepal, Solomon Islands, and Timor Leste)

1. Background

UNCDF is supporting an expanding portfolio of programmes in Asia that provide capital resources to local governance processes to enable them to meet the challenges of poverty reduction, the Millennium Development Goals, and Climate Change. These programmes promote local level public financial management and decentralized governance responses to these challenges. The programmes and the in country programme teams all require regular technical guidance and support from the UNCDF regional team.

Through this contract UNCDF will supplement the capacity of the its regional office by engaging a specialist in one of the key technical areas: Local government planning and climate change adaptation. Support in these areas is required for a number of programmes in the region and for regional and thematic activities related to these.

Strengthening and reform of local governance institutions and systems in developing countries may need to consider multiple goals and policy objectives that include the role of local government in political representation, infrastructure and service delivery and other development and governance functions. UNCDF works with local and central government institutions to improve the capacity of local governance institutions in planning, public expenditure management, procurement and delivery management and other areas related to the application of development capital and other resources. A new and growing area is the role of local governance in climate change adaptation. This can include a regulatory role (such as in building standards and regulations, early warning systems and disaster risk reduction), an expenditure role (such as in climate proofing public infrastructure and re-routing roads), and a revenue role (including creating financial incentives for climate sensitive activities).

2. Objectives of the Assignment

The objective of this consultancy is to support the UNCDF regional portfolio of projects and provide assistance to beneficiary countries in the following areas:

- Support the strengthening and reform of appropriate institutional and governance systems that enable both best practice and best value in climate change adaptation to be applied at local level and mainstreamed into the local development plans in a sustainable fashion within the local capacity constraints.
- Support governments in the development of alternative local governance arrangements for climate change adaptation that follow best practice but that allow local (or community) level planning, budgeting and ownership whilst financial management, procurement and contract management services may be carried out by a different level of government.

- Support UNCDF with substantive technical input to its knowledge products and with input to its participation in discussions, conferences and meetings with development partners, private sector agencies and government on the issue of local development planning, climate change adaptation as well as corresponding strengthening and empowering of local level institutions.

3. Scope of Work

Working under the direct supervision of the UNCDF regional Technical Advisor for local development and in close collaboration with the government and UNCDF country team the consultant will be responsible for:

- Assessing capacity and needs of key local and national stakeholders involved in the local development planning and climate change adaptation process in relation to the requirements of each UNCDF programme
- Providing technical support to these programmes as required including carrying out of scoping missions to selected countries in the Asia-Pacific region focused on assessment of climate change vulnerabilities as well as corresponding design of systems, tools and approaches best suited for effective application of UNCDF programmes methodology
- Preparation of proposed climate change adaptation projects implementation workplans and corresponding monitoring and evaluation systems
- Developing and / or contributing to climate changes adaptation awareness campaigns for local government officials, climate change vulnerabilities assessment manuals, climate change adaptation planning guidelines , manuals and best practice guides. Presenting material on local development planning and climate change adaptation at technical meetings and seminars
- Developing of cross country studies, indicators and systems that can monitor and compare the best practices and best value results from central and local level climate change adaptation.
- Carrying out other relevant tasks as assigned by the Regional Technical Advisor

4. Duration of Assignment, Duty Station and Expected Place of Travel

Duration of the assignment: Up to 190 working days between February 1st and December 31st 2012

The schedule of travel will be negotiated with the incumbent according to the requirements of each programme country.

A separate ToR with clear deliverables, budget and timelines will be prepared and agreed prior to each mission within the terms of this ToR

5. Deliverables/Output

A descriptive and analytical back to the office report following each assignment that provides full details of the mission schedule, copies of substantive inputs produced and recommendations for follow up action.

Substantive reports and other inputs as requested by the UNCDF Regional Technical Advisor

6. Provision of Monitoring and Progress Control

A schedule of days worked, outputs produced and costs incurred will be monitored by the Technical Advisor and Programme Officer in each country office and then reported to Regional Operation Analyst at UNCDF regional office. Payments within each mission ToR will be phased and payment will be made against key deliverables. Payments will be authorized by the Regional Technical Advisor following requests by the Programme Officer in the country office.

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7. Degree of Expertise and Qualifications

The consultant will have the following qualifications and experience:

- Postgraduate degree in Public Financial Management, Public Accounts, Public Management Political / Social sciences or other related field.
- At least 10 years of professional experience working on issues related to public administration, decentralization and local governance reforms in developing countries with specific emphasis on local level public financial management
- Experience in local level capacity development in developing countries, ideally in the context of decentralization processes
- Experience of working with other development partners, especially in the area of public financial management.
- Strong analytical and writing skills and track record in producing relevant reports and other material
- High level of communication and interpersonal skills and experience in working effectively in a multi cultural environment
- Ability to work in a tropical climate where appropriate infrastructure and systems are not well established
- Sensitivity to diverse opinions and difficulties arising from differing social and cultural perceptions
- Ability to contribute towards conflict resolution in the workplace
- Fluency in English is required
- Knowledge of one or more of the UNCDF programme countries would be an asset
- Localisation in Asia would be an advantage

Please visit <http://www.undp.or.th/aboutus/jobs.html> to see full job descriptions. Interested persons should submit a detailed resume, and UN Personal History Form (P11) with a cover

letter clearly stating the position title by **31 December 2011**. Women candidates are encouraged to apply. Kindly send the application to:

Procurement Unit

G.P.O Box 618, Bangkok 10501 or email to: rcb.procurement.th@undp.org

Only shortlisted candidates will be notified