**FEDERAL MINISTRY OF ENVIRONMENT**

**DEPARTMENT OF CLIMATE CHANGE**

**TERMS OF REFERENCE FOR CONSULTANCY SERVICES MAINSTREAMING CLIMATE CHANGE INTO NATIONAL DEVELOPMENT PLANNING**

1. **BACKGROUND**

Climate Change is a reality in Nigeria, as it is elsewhere and it manifests in various ways ranging from increasing severity and frequency of extreme events such as floods, droughts and heat waves to increase in temperature amongst others. The impacts have resulted in loss of life and property including severe damages of socio-economic infrastructures and ecological systems. Undertaking national developmental activities must be done with climate change perspective because its impacts will be here with us for a long time to come.

A number of measures need to be put in place to deal with the effects of Climate Change both as mitigating and adapting measures. Climate change should be mainstreamed into plans and policies of the government across all levels of governance. These plans and policies should focus on sustainably developing a resilient economy. Previously, the project had focused on creating awareness and building the capacity of policymakers, planners, and other stakeholders on climate risk and adaptation strategies. This phase proposes focusing on developing indicators to track climate integration into national planning and establishing a monitoring framework for climate-related programmes.

**2.0 OBJECTIVE**

The overall objective of this project is to integrate climate considerations into policies, programmes and projects across all sectors.

**3.0 SCOPE OF ACTIVITIES**

In close consultation with the Department of Climate Change, the Consultant will carry out the following tasks:

**Preliminaries**

1. Prepare a detailed work plan for stakeholder consultations.
2. Prepare an inception report outlining the methodology and approach to work and explaining how the deliverables of the consultancy will be achieved.

**Activities**

**Indicator Framework Development**

* Define thematic areas for climate integration (e.g., adaptation, mitigation, finance, governance).
* Engage stakeholders (government, private sector, civil society, academia) to define priorities
* Develop a logical framework linking climate objectives with measurable indicators.
* Ensure indicators align with existing national reporting frameworks (e.g., NDCs, NAPs).
* Differentiate between input, output, outcome, and impact indicators.

**4.0 EXPECTED OUTCOMES AND DELIVERABLES**

* Inception report
* Need Assessment Report
* Developed Indicator framework
* Draft report on stakeholder engagement
* Final report on project implementation.

**5.0 INSTITUTIONAL ARRANGEMENT**:

The consultant will work closely with the Department of Climate Change and the Federal Ministry of Environment; DCC will be responsible for the overall supervision of the consulting services. A work plan and programme for the assignment developed in line with the present TORs and agreed with the Proponent, shall be included in the inception report by the consultant(s). The work plan should also include the consultation and participatory activities of the Department of Climate Change. The performance of the lead consultant will then be monitored, regularly updated, and reviewed by the Department of Climate Change, Federal Ministry of Environment. Relevant stakeholders on Climate Change will have an oversight of the assignment.

**6.0 CORE COMPETENCIES:**

* Understanding of fundamental concepts of Climate Change issues (e.g., mitigation, Awareness Campaign, adaptation, means of implementation, MRV, etc.);
* Solid understanding of advanced issues related to Adaptation like vulnerability assessment & mapping
* Technical skills related to the monitoring of climate change actions and adaptation activities.
* Strong knowledge of or experience with bilateral and/or multilateral negotiations; and ability and interest in keeping abreast of new developments related to the UNFCCC negotiations.

**7.0 QUALIFICATIONS, EXPERIENCE AND COMPOSITION OF THE TEAM**

The Consultancy will be undertaken by either a consulting firm or individual. The project team should consist of a Team Leader, and at least four (4) DCC Staff. The Consultant must have specializations in the following areas:

* Phd or master’s degree in environmental science, economics, energies, international relations, or a closely related field.
* A minimum of 7 years’ relevant work experience on climate change, adaptation, mitigation, GHG inventories and/or renewable energies and/or environmental activities, policy work;
* Excellent knowledge of a range of climate change thematic areas (mitigation, technology transfer, renewable energies adaptation and financing, GHG inventories);
* In-depth knowledge of the UNFCCC, the COP, and its subsidiary bodies.
* Substantive experience in collaborating with and consulting for governments on climate change issues.
* Fluency in English is required, including excellent oral and written communications skills.

**9.0 DURATION**

The Consultant shall commence the Services from the day of the award of contract. The consultancy duration spans a period of six weeks.

**CONSULTANCY SERVICES FOR MAINSTREAMING CLIMATE CHANGE INTO NATIONAL DEVELOPMENT PLANNING**

**FINANCIAL PROPOSAL**

**TEAM COMPOSITION AND TASK ASSIGNMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Professional Staff | | | | |
| Name of Staff | Firm | Area of Expertise | Position Assigned | Task Assigned |
|  |  | Advanced degree in Environmental Studies, Education, Social Sciences, or a related field. | Team Lead | Oversees the project coordination, Policy research, design implementation Methodology etc,, |
|  |  | Masters degree in, Environmental science, Economics, energies, international relations and Proven experience in climate change education, sustainability programs, or environmental advocacy | Project Officer | Oversees the implementation in line with the Methodology, Align policies and design programmes of activities. |
|  |  | Bachelor degree in, Environmental science, Economics, energies, international relations, or a closely related field with relevant work experience on concepts of Climate Change related issues (e.g. mitigation, adaptation, vulnerability, in Nigeria | Admin Officer | Organize Events and Meetings related to the project implementation, Produce reports, carry out any other duties that may be assigned by the Team Lead and the Project Officer |

**BREAKDOWN OF STAFF REMUNERATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**1 | **Position**2 | **Staff-month Rate**3 | **Input**3  **(Staff-months)** |
| **Professional Staff** | | | |
|  | Team Lead | [*Head Office*] | 750,000.00 |
| [*Field*] | 600,000.00 |
|  | Consultant 1 | [*Head Office*] | - |
| [*Field*] | - |
|  | Consultant 2 | [*Head Office*] | - |
| [*Field*] | - |
|  | Project Officer | [*Head Office*] | 300,000.00 |
| [*Field*] | 350,000.00 |
| **Support (Other) Staff** |  |  |  |
|  | Admin Officer | [*Home*] | 250,000.00 |
| [*Field*] | 350,000.00 |

**2,600,000.00**

**BREAKDOWN OF REIMBURSABLE EXPENSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **N°** | **Description1** | **Unit** | **Unit Qty3** | **Cost2** |
|  | Project Administration & Supervision |  | 2,000,000 | 2,000,000.00 |
|  | Drafting, production & printing of reports including analysis and assessments to be conducted | 3 sets | 25,000 | 75,000.00 |
|  | **Indicator Framework Development**  Define thematic areas for climate integration (e.g., adaptation, mitigation, finance, governance).  Engage stakeholders (government, private sector, civil society, academia) to define priorities  Develop a logical framework linking climate objectives with measurable indicators. | Desktop Research on defining thematics areas for climate integration **(PS)**  **2 Days Engagement Meeting for 50 No of relevant stakeholders**  This cost shall include:  a. Renting of Hall, Projector and PA System  b. Provision of Coffee/Tea Break and Lunch  c. Drafting and production of Workshop Materials  d. Transport Allowances  Development of a logical framework linking climate objectives **(PS)** | 1,000,000.00  400,000 X 2 days  12,000 X 2days X 50 Participants  428,780.00  50,000 X 50 Participants  1,000,000.00 | 1,000,000.00  800,000.00  1,200,000.00  450,000.00  2,500,000.00  1,000,000.00 |

**COST COMPONENTS**

|  |  |  |
| --- | --- | --- |
| **S/N** | **ITEM/FORM NO** | **COST (N)** |
| **1** | DCC Oversight Function and Administrative Charges | 2,000,000.00 |
| 2 | Staff Remuneration Cost | 2,600,000.00 |
| 3. | Reimbursable Expenses | 8,025,000.00 |
| **Sub Total** | | **11,625,000** |
| 4. | Tax 7.5% (VAT) | 871,875.00 |
| **Grand Total** | | **12,496,875.00** |