

## Terms of Reference

### **For the selection of an implementing partner in Honduras for the NAP Project “Enabling environments to effectively plan, implement, monitor and report strategic National Adaptation Processes in Honduras”**

#### Foreword

The Secretariat of State for Energy, Natural Resources, Environment and Mining of Honduras (MiAmbiente) and the United Nations Environment Programme (UNEP) are implementing the NAP Project “[Enabling environments to effectively plan, implement, monitor and report strategic National Adaptation Processes in Honduras](#)” funded by the Green Climate Fund (GCF) for a 3-year period between 2019-2022. With the aim to streamline and accelerate project execution and with the vision to strengthen national capacity for the execution of climate change projects, UNEP and MiAmbiente are seeking an eligible and qualified local implementing partner for the delivery of specific outputs of the above-mentioned project.

The aim of these terms of reference is to call for interested organizations to present their candidacy following the specific requirements described below, in order to identify and select a local implementing partner capable of providing the goods and/or services expected for this project.

Interested organizations must send their candidacy with all supporting documentation no later than **December 13th, 2020**. Responses must be submitted by electronic mail at the following addresses: [alba.ruizarias@un.org](mailto:alba.ruizarias@un.org) and [jose.gonzalezlopez@un.org](mailto:jose.gonzalezlopez@un.org). The response mail must carry the subject line “*Enabling environments to effectively plan, implement, monitor and report strategic National Adaptation Processes in Honduras*”.

## Document's content

Foreword.....	1
I. Project description .....	3
a. General context .....	3
b. Implementation arrangements.....	4
II. Description of requested services and associated products .....	4
a. Organization's participation in the project. ....	4
b. Overview of project's activities and deliverables.....	5
III. Documents required to participate to the selection process and evaluation criteria .....	9
a. List of documents* .....	9
b. Description of annexes .....	9
c. Evaluation criteria .....	9
Annex 1. Organisation response form.....	11
Annex 2. Due diligence.....	12
Annex 3. Organization's portfolio: description of projects .....	14

## I. Project description

### a. General context

The objective of this NAP Project is to build sustainable country capacity and strengthen stakeholder engagement to plan, finance, implement, monitor and report strategic national adaptation processes and communicate knowledge about climate change adaptation. This main objective will be achieved through the following outcomes:

- **Outcome 1. Country institutional and technical capacity, and stakeholder engagement strengthened.** This outcome will be achieved through: the development and operationalization of a national adaptation architecture; the capacity building of experts; providing information to key stakeholders from public and private sector; and finally, the establishment of an adaptation cooperation round table lead by government.
- **Outcome 2. National adaptation strategic planning strengthened.** This outcome will be achieved through the institutionalization of the current National Adaptation Plan, the review and improvement of the Nationally Determined Contribution on adaptation, and the establishment of mitigation and adaptation synergies.
- **Outcome 3. Financial flows and investment for adaptation measures under the NAP and NDC fostered.** This outcome will be achieved through the development of a Financial strategy for the National Adaptation Plan, the cost analysis of the adaptation NDC, and the promotion of links with other climate financial initiatives in the country (particularly PPCR).
- **Outcome 4. Knowledge management strengthened,** through the development and implementation of Adaptation Knowledge management strategy.
- **Outcome 5. Adaptation transparency framework strengthened.** This outcome will be achieved through the establishment of a monitoring and reporting system, and the institutional arrangements in place to report adaptation policies and measures to the UNFCCC.

This proposal builds upon several past and ongoing initiatives. The main initiative on which this proposal builds upon is the National Adaptation Plan (NAP). This Project will help to prioritize between the strategic lines identified in the NAP and to operationalize them, so that these priorities have a financing strategy and can be transformed into concrete funding proposals. In addition, the NAP identifies gaps for implementation. In particular, this proposal will contribute to overcome the gaps identified in terms of institutional capacities and preparation of indicators, baseline and monitoring frameworks for adaptation. The process of preparing the NAP allowed to establish an informal alliance between the Government of Honduras and civil society organizations, as a result of the participatory process that was undertaken. This proposal will contribute to consolidate and formalize this alliance. Other related initiatives include the NDC and the Third National Communication, other GCF Readiness proposals, the GEF Capacity Building Initiative for Transparency and the Honduras Strategic Program for Climate Resilience (SPCR). The project's implementation arrangements are designed to ensure coherence and complementarity among them. In addition, to avoid duplication, these initiatives are under the responsibility of the Climate Change Directorate, which convenes all public and private sectors involved in adaptation planning processes.

This Readiness Support Proposal was approved by the Green Climate Fund on July 1, 2019, with an approved budget of 2,449,590 USD and an anticipated duration of 36 months (see [Approved Readiness Proposal](#)). In recognition of the potential impact of the COVID-19 pandemic on the implementation of activities under the

Readiness and Preparatory Support Programme, the GCF has granted up to six-months extension of the grant term (as per DCP/2020/172.23). With this 6-month no-cost extension to the project, the new completion date is December 29, 2022.

### **b. Implementation arrangements**

The project is being implemented by UNEP in partnership with MiAmbiente, the National Designated Authority. The Project Management Unit (PMU) is already in place, composed of:

- National Project Coordinator
- Administrative Officer
- Technical specialist in institutional strengthening and coordination
- Technical specialist in strategic adaptation planning and capacity building
- Technical specialist in communication

Other technical consultants (for example specialist in monitoring and evaluation of adaptation and specialist in climate change adaptation finance) may also be incorporated to the Project Management Unit (PMU) for the delivery of specific tasks, as required.

The selected organization will be included in the project implementation arrangements through a cooperation agreement with UNEP and will work closely with the Project Management Unit. The partner's work will be supervised by the National Coordinator of the NAP Readiness Project in Honduras and by the UNEP Adaptation Programme Officer at the UNEP Latin America and the Caribbean Office.

## **II. Description of requested services and associated products**

### **a. Organization's participation in the project.**

The organization will be in charge of conducting and supervising a certain number of activities, including government coordination processes, towards the delivery of NAP Project outcomes and main objectives. The selected organization is not expected to have a complete skillset to deliver all the described products, but must provide a verifiable record of expertise in the management and implementation of projects of similar technical nature and similar scale of funding.

The selected entity will have to undertake several recruitment and procurement processes, as described below, while ensuring that they are carried out in accordance with UNEP principles, rules, policies and procedures:

- **Recruitment.** The entity is expected to recruit teams with expertise on:
  - Adaptation to climate change, with competences in adaptation planning, in water, biodiversity, agriculture and food security, public health, infrastructure, energy and gender, among others.
  - Adaptation planning with competences in national adaptation planning processes, National Adaptation Plans and adaptation policy. The team is also expected to integrate experts in environmental law, municipal adaptation planning, ecosystem-based adaptation, disaster risk reduction, land use and urban planning, mitigation and adaptation synergies, and gender issues.

- Expertise in the elaboration of climate scenarios and projections, social scenarios and climate change risk assessments.
  - Adult learning, capacity building and workshop facilitation.
  - Monitoring and evaluation.
  - Private sector linkages.
  - Climate economics and finance.
  - Communications, graphic design and web development.
- **Procurement.** The selected organization would be involved in a series of cross-cutting activities throughout project implementation that will involve procurement processes for **online capacity courses**, (virtual and in-person) **workshops** and **travel organization**.
  - **Communication materials.** The entity is expected to develop a series of communication products, that would form part of a wider communication and awareness raising campaign.

**b. Overview of project’s activities and deliverables**

The Project includes a certain number of specific deliverables: the table below is a fragment of the project’s logical framework detailing specific activities/deliverables that would require the support of the local implementing partner.

Relevant Sub-outcomes	Selected activities/deliverables	Corresponding profiles (orientative)
<b>Outcome 1. Country institutional and technical capacity, and stakeholder engagement strengthened.</b>		
<b>Sub-outcome 1.1.</b> Country institutional and technical capacity, and stakeholder engagement strengthened	<ul style="list-style-type: none"> <li>• Organise meetings, identify areas of work and develop letters of agreement to promote and implement agreements/institutional arrangements between the project and institutions that could advance the national adaptation processes.</li> <li>• Organise periodic meetings at political and technical level among the different governmental institutions in charge of adaptation policies and measures and develop an assessment to collectively review and monitor the results of the adaptation actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation to climate change</li> <li>• Expertise in institutional arrangements and partnerships</li> <li>• Event/workshop organizer</li> </ul>
<b>Sub-Outcome 1.2</b> Technical human resources and capacity building improved	<ul style="list-style-type: none"> <li>• Organise workshops and training courses at national level on adaptation to climate change for technical experts</li> <li>• Promote and organise south-south cooperation exchanges on matters related to adaptation planning with Latin American countries that are also implementing readiness adaptation proposals.</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in adult learning and capacity building</li> <li>• Event/workshop organizer</li> </ul>

Relevant Sub-outcomes	Selected activities/deliverables	Corresponding profiles (orientative)
<p><b>Sub-Outcome 1.3</b> Climate information at appropriate scales and timeframe and in accessible formats for successful communication with key public and private sector actors</p>	<ul style="list-style-type: none"> <li>• Participatory assessment of strengths and needs of key actors, and recommendations to strengthen existing participatory spaces based on this survey.</li> <li>• Deployment of a strategy to strengthen capacities of key social stakeholders.</li> <li>• Develop and foster a strategy to engage private sector and attract private investment opportunities to increase the resilience on climate change</li> <li>• Develop and implement an information and communication programme to reach actors and institutions at national and local level on matters related to climate change adaptation.</li> <li>• Organise participatory meetings of relevant stakeholders to present the state of art of the National Adaptation Plan and Adaptation NDC and the progress made to achieving the goals established by the country.</li> </ul>	<ul style="list-style-type: none"> <li>• Event/workshop organizer</li> <li>• Expertise in private sector linkages</li> <li>• Expertise in capacity building and participatory processes</li> <li>• Expert team in communication, including graphic design services.</li> </ul>
<p><b>Sub-Outcome 1.4</b> An adaptation cooperation round table lead by government established</p>	<ul style="list-style-type: none"> <li>• Elaborate guidelines, to help donors to align their initiatives with the national and international commitments and needs on adaptation</li> <li>• Organize meetings where donors can present their proposed projects and programmes under the Country programme, the results obtained and how these results articulate with the country commitments and provide recommendations of articulation of donor and country initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation to climate change</li> <li>• Expertise in adaptation economics and finance</li> <li>• Event/workshop organizer</li> </ul>
<p><b>Outcome 2: National adaptation strategic planning strengthened</b></p>		
<p><b>Sub-Outcome 2.1</b> National Adaptation Plan institutionalized</p>	<ul style="list-style-type: none"> <li>• Report with recommendations on how to integrate the priority actions of the NAP into the corresponding development plans and other institutional programmatic instruments.</li> <li>• Design and institutionalise regional strategies within the National Adaptation Plan</li> <li>• Design adaptation strategies for the infrastructure and water management sectors and incorporate their results and inputs into the National Adaption Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation to climate change</li> <li>• Expert team in adaptation planning</li> <li>• Expertise in infrastructure and water sector</li> </ul>
<p><b>Sub-Outcome 2.2</b> Adaptation Nationally Determined Contribution reviewed</p>	<ul style="list-style-type: none"> <li>• Support the review and up-date the adaptation NDC performing an analysis in light of new information and data available under the Adaptation National Plan, and design an update the adaptation NDC establishing short, medium and long terms goals. Define adaptation measures ensuring a country-driven, gender-responsive, participatory and fully transparent approach, taking into consideration vulnerable groups, communities and ecosystems, and guided by the best available science and traditional knowledge.</li> <li>• Undertake participatory processes to socialise the process to update the adaptation NDC, collect information and provide recommendations to the revision of the adaptation NDC, paying special attention to the active participation of the most vulnerable people, women, afro-descendants, and indigenous people.</li> </ul>	<ul style="list-style-type: none"> <li>• Event/workshop organizer</li> <li>• Expert team in adaptation planning</li> </ul>

Relevant Sub-outcomes	Selected activities/deliverables	Corresponding profiles (orientative)
<p><b>Sub-Outcome 2.3</b> Synergies between mitigation and adaptation established, particularly in the forest sector</p>	<ul style="list-style-type: none"> <li>• Identification of the initiatives (policies, programmes and projects) currently implemented in Honduras and under development and provide recommendations of integration of mitigation and adaptation initiatives with emphasis in the forest sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in climate change</li> </ul>
<p><b>Outcome 3. Financial flows and investment for adaptation measures under the NAP and NDC fostered</b></p>		
<p><b>Sub-Outcome 3.1</b> Financial strategy for the National Adaptation Plan developed</p>	<ul style="list-style-type: none"> <li>• Carry out a cost-benefit analysis and co-benefit analysis of the NAP project ideas prioritized.</li> <li>• Develop a financial strategy and investment plan for the National Adaptation Plan.</li> <li>• Development of conceptual notes based on the prioritized project ideas, with input from key institutions who might implement them.</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in adaptation economics and finance</li> </ul>
<p><b>Sub-Outcome 3.2</b> Cost analysis of the adaptation NDC developed</p>	<ul style="list-style-type: none"> <li>• Carry out an analysis of the total cost of the adaptation measures included in the updated adaptation NDC to attract future funds and investments, especially from the private sector, to enhance resilience.</li> <li>• Assess the cost of Business as Usual (no adaptation measures deployed) in key private sector activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in adaptation economics and finance</li> <li>• Expertise in private sector linkages</li> </ul>
<p><b>Sub-Outcome 3.3</b> Promoted links with other climate financial initiatives in the country</p>	<ul style="list-style-type: none"> <li>• Hold periodic meetings and organise workshops with the PPCR project team that is designing an investment project portfolio of adaptation and climate resilience to present the progress of the project and ensure synergies between these projects and the proposed project's prioritized concept notes.</li> <li>• Develop inputs to track the financial support provided and received for adaptation actions and efforts.</li> <li>• Support the development of a climate expenditure review and analysis, while promoting and ensuring links between the project inputs and the finance initiatives in the country.</li> </ul>	<ul style="list-style-type: none"> <li>• Event/workshop organizer</li> <li>• Expertise in adaptation economics and finance</li> </ul>
<p><b>Outcome 4. Knowledge management strengthened</b></p>		
<p><b>Sub-Outcome 4.1</b> Adaptation Knowledge management strategy developed and implemented</p>	<ul style="list-style-type: none"> <li>• Compile lessons learned from adaptation projects and programmes implemented in the country.</li> <li>• Knowledge management training/workshop conducted by experts hired by the project on how to collect, analyse, systematise, store and share information, and aimed to reach people working on climate change knowledge management.</li> <li>• Develop and implement an information, education and communication programme to reach actors and institutions at national and local level on matters related to climate change adaptation and raise awareness.</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in adult learning and capacity building</li> <li>• Expertise in knowledge management and partnerships</li> <li>• Expert team in communication, including graphic design services</li> </ul>

Relevant Sub-outcomes	Selected activities/deliverables	Corresponding profiles (orientative)
<b>Outcome 5. Adaptation transparency framework strengthened</b>		
<p><b>Sub-Outcome 5.1</b> Monitoring and Reporting system of the National Adaptation Plan established</p>	<ul style="list-style-type: none"> <li>• Establish a base line of the measures identified under the National Adaptation Plan.</li> <li>• Develop guidelines for the institutional arrangements that ensure a flow of data and information to feed the adaptation M&amp;R system.</li> <li>• Work on liaison with the Climate Change for Sustainable Development National Observatory (ONCCDS), the CENAOS, and Academia such as UNAH and Zamorano Agriculture School to strengthen scientific knowledge on climate by promoting meetings and developing letters of agreement for scientific knowledge generation.</li> <li>• Perform data analysis and annual reports of the progress made through the implementation of the National Adaptation Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation monitoring and evaluation systems</li> </ul>
<p><b>Sub-Outcome 5.2</b> Institutional arrangements established to report adaptation policies and measures to the UNFCCC</p>	<ul style="list-style-type: none"> <li>• Perform an analysis of possible national vehicles to be used to report the adaptation communication under the UNFCCC that should be submit and update periodically according article 7.10 of the Paris Agreement.</li> <li>• Elaborate the adaptation communication including adaptation priorities of the country, implementation and support needs, and plans and actions.</li> <li>• Establish institutional arrangements to report the adaptation communication to the UNFCCC.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation planning</li> </ul>

### III. Documents required to participate to the selection process and evaluation criteria

#### a. List of documents\*

Interested organization must submit their submission package before **December 13th, 2020**, including the following documents:

1. Annex 1 properly filled.
2. Annex 2 properly filled, including the links or attachments to requested documents, such as the organisation's legal registration and the last financial audited reports.
3. Annex 3 properly filled.
4. A short statement of interest to become a partner for the implementation of this project, duly signed and dated (1 page maximum).
5. CVs of the organization's current coordination and technical team that would be involved in the management of this project, briefly indicating the role of each person in the execution of this project.
6. The organization's operational manual.
7. The organization's internal control framework, detailing the financial monitoring system to guarantee proper use of funds.

*\*Please, submit each Annex as an individual file, and provide all supporting documents clearly labelled.*

#### b. Description of annexes

- **Annex 1. Organisation's response form**

This form must be completed with the organization's main information.

- **Annex 2. Due Diligence**

This table must be properly filled and sent with required documents, such as the organisation's legal registration and the last financial audited reports. The answers must demonstrate alignment of the organization's values and vision with the implementing entities and with the project itself, including how gender equity is promoted throughout its work.

- **Annex 3. Organization's portfolio: description of projects**

The objective of this document is to demonstrate the organization's work in Honduras or Latin America and its experience in Climate Change Adaptation, Environmental, Ecosystem Based or Sustainable Development projects. Please add as many rows as necessary.

#### c. Evaluation criteria

For the evaluation and selection of the local implementing partner, the following criteria will be considered:

- **Completeness of requested documentation:** annex 1, annex 2 and annex 3 properly filled, including the links or attachments to requested documents; statement of interest; CVs of organization's coordination and technical team; organization's operational manual; organization's internal control framework.

- **Due diligence:** organization's legal registration; positive financial audited reports; operational capacity; accreditation or registration as executing entity for any other international funds; technical capacity; alignment of the mandate/values of the organization to the project; environmental or sustainability policy and/or environmental and social safeguards; gender policy.
- **Portfolio of projects and experience:** proven experience in adaptation projects; experience in adaptation projects in Honduras; experience in projects with international organizations; experience in projects of similar scale of funding.
- **CVs of the organization's current team – technical capacity:** experience in program/project development, project coordination and strategic guidance; experience in adaptation planning; experience in communication of environmental subjects and/or climate change; experience in gender integration, indigenous communities and/or traditional knowledge.
- **CVs of the organization's current team – management capacity:** expertise in administration and management; expertise in accounting; expertise in financial management; expertise in procurement; experience in monitoring and evaluation.

Annex 1. Organisation response form

**ORGANISATION RESPONSE FORM**

**TO:** \_\_\_\_\_ **FROM:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_ **TEL:** \_\_\_\_\_  
**SUBJECT:** \_\_\_\_\_

*To be filled by the Organisation (All fields marked with an ‘\*’ are mandatory)*

<b>ORGANISATION INFORMATION</b>
<b>Organisation Name*:</b>
<b>Type of Organisation*:</b>
<b>Organisation Contact Person*:</b>
<b>Address*:</b>
<b>Telephone number*:</b>
<b>Email Address*:</b>
<b>Website:</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

## Annex 2. Due diligence

Fill out the following table and annex all relevant documents that could support your application.

Criteria:	Yes/No	Supporting evidence:
<b>1. Legal status and governance</b>		
Does legal status reflect a not-for profit status?		Provide incorporation/registration document; and its governing documents (e.g. by-laws)
Has the entity been duly registered?		
<b>2. Financial and administrative capacity</b>		
Are its audited financial statements publicly available, showing sound financial management?		Please provide last audited reports
Does the entity have an accounting system that allows for proper recording of financial transactions from United Nations agencies?		
<b>3. Operational capacity</b>		
Does the entity have adequate infrastructure (e.g. furnished office space, ICT resources, warehouses) required for the project management unit?		
<b>4. Already working with UNEP:</b>		
Is it currently working with any part of UNEP as an implementing partner?		
<b>5. Specific Technical Capacities</b>		
Does the organization have relevant proven experience in implementing similar activities (e.g., at a similar level of technical complexity; access to relevant information sources/networks)?		<ul style="list-style-type: none"> <li>- Consider fit / commitment to UNEP thematic priority.</li> <li>- Consider related certification, labeling, awards recognition.</li> </ul>
Has the organization previously managed efforts at a similar scale of funding?		Please include this information in Annex 3
Are there additional technical merits for partnering?		
<b>7.Strategic Capacity</b>		

Criteria:	Yes/No	Supporting evidence:
Does the organizational mandate of the organization cover the purpose of the proposed activity?		Please describe alignment of mandate to the objectives of the project
Does the organization have an environmental or sustainability policy that reflects similar /complementary values to those of UNEP?		Please attach policy
Does the organization have positive feedback from working with UNEP, the UN and/or other intergovernmental organizations?		Please provide references from previous works or contact details who can provide references
Are there additional strategic merits for partnering?		

### Annex 3. Organization's portfolio: description of projects

#	Name of the initiative	Start date and end	Description of objectives and main outcomes	Implementation partners	Initial budget and funding source	Geographical location	Implementation status	Reference contact details	Link (if relevant)
1	<i>Add more rows as necessary</i>								
2									
3									
4									
5									
6									