

## Terms of Reference

### **For the selection of an implementing partner in El Salvador for the NAP Project “Agreements, processes, and tools to move towards a climate-resilient society in El Salvador”**

#### Foreword

The Ministry of Environment and Natural Resources (MARN) of El Salvador and the United Nations Environment Programme (UNEP) will be implementing the NAP Project **“Agreements, processes, and tools to move towards a climate-resilient society in El Salvador”** to be funded by the Green Climate Fund (GCF) for a 30-month period between 2021-2024. 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 MARN 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 **July 23<sup>rd</sup>, 2021**. Responses must be submitted by electronic mail at the following addresses: [alba.ruizarias@un.org](mailto:alba.ruizarias@un.org) and [aerazo@marn.gob.sv](mailto:aerazo@marn.gob.sv). The response mail must carry the subject line *“Call for NAP Project: Agreements, processes, and tools to move towards a climate-resilient society in El Salvador”*.

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## I. Project description

### a. General context

The objective of this NAP Project is to strengthen institutional engagement and capacities to plan, finance, implement, monitor, and report strategic adaptation processes, considering central government institutions, municipal authorities, civil society, the private sector and the most vulnerable communities in the country. The objective of the National Adaptation Plan (NAP) Process derives from the National Climate Change Plan (Government of El Salvador, 2015), which consists of integrating climate change into sectoral, intersectoral and territorial plans to build a climate-resilient society and economy; it includes monitoring instruments and considers the gender perspective and the human rights approach. In addition, this NAP Process will support the implementation of the National Development Plan of El Salvador (Plan Cuscatlán 2019-2024).

The project seeks to achieve its objective through four outcomes:

- **Outcome 1:** Governance capacities reinforced and tools for the coordination of the current and future cycles of the NAP developed.
- **Outcome 2:** A national adaptation knowledge base established and adaptation plans developed, consulted and disseminated (a National Adaptation Plan and seven thematic adaptation plans: 1. biodiversity and ecosystem services, 2. health, 3. infrastructure and cities, 4. tourism, 5. energy, 6. water resources and 7. agriculture).
- **Outcome 3:** National capacities to mainstream adaptation at the local and sectoral levels enhanced.
- **Outcome 4:** A national framework to finance adaptation implementation with public and private investments put in place, and learnings from the NAP process available to inform its next iteration.

The design process of the NAP will emphasize dialogue and agreements among different actors, the strengthening of the capacities of the technical bodies in charge of its implementation, and the dissemination of information to diverse groups through appropriate channels.

### b. Implementation arrangements

The project will be implemented by UNEP in partnership with MARN. A Project Management Unit (PMU) will be hired, based in El Salvador, and will be composed of a National Coordinator, a Project Assistant, four local adaptation facilitators, an Administration and Finance Officer and a logistics assistant. Other technical consultants (for example, communications specialist, adaptation finance specialist, etc.) may also be incorporated to the PMU for the delivery of specific tasks, as required.

The selected organization will be included in the project implementation arrangements through a Project Cooperation Agreement (PCA) with UNEP and will work closely with the PMU. The partner's work will be supervised by the National Coordinator of the NAP Readiness Project in El Salvador 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 towards the delivery of NAP project outcomes and main objectives. The selected organization is not expected to have the 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, adaptation policy, identification and prioritization of adaptation measures, etc.
  - Competences in adaptation planning in water, biodiversity, agriculture, public health, infrastructure, tourism, and energy.
  - Environmental law, municipal adaptation planning, ecosystem-based adaptation, disaster risk reduction, land use and urban planning, mitigation and adaptation synergies, and gender issues.
  - 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: Governance capacities reinforced and tools for the coordination of the current and future cycles of the NAP developed.</b>		
<b>Sub-outcome 1.2.</b> Outreach information on adaptation planning developed and disseminated to obtain political support and promote engagement.	<ul style="list-style-type: none"> <li>• Develop communication pieces for the NAP process, tailored for different audiences, highlighting opportunities for engagement.</li> <li>• Carry out forums to engage key stakeholders throughout the NAP process.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation planning</li> <li>• Communications and graphic design</li> <li>• Event/workshop organizer</li> </ul>
<b>Sub-Outcome 1.3.</b> Strengthening of technical capacities to lead the NAP process at the national level.	<ul style="list-style-type: none"> <li>• Report with an assessment of technical capacities, barriers, gaps, and training and knowledge needs.</li> <li>• Set up an online capacity building programme to reinforce technical capacities to undertake adaptation</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation planning</li> <li>• Adult learning and capacity building</li> </ul>

Relevant Sub-outcomes	Selected activities/deliverables	Corresponding profiles (orientative)
	<p>actions and secure their active engage in the planning and execution of the NAP process.</p> <ul style="list-style-type: none"> <li>Organize knowledge exchanges to countries with advanced development of their NAPs to learn about good practices on adaptation planning and implementation.</li> </ul>	<ul style="list-style-type: none"> <li>Web developer</li> <li>Event/workshop organizer</li> </ul>
<p><b>Sub-Outcome 1.4</b> Country ownership and governance strengthened over the NAP process through engagement with the NAP Country Platform (NAPCP) and through a NAP transparency platform.</p>	<ul style="list-style-type: none"> <li>Organize meetings of the NAP Technical Committee.</li> <li>Elaborate and implement a web-based platform to upload information and deliverables produced by the NAP process regularly and link it with a UNEP Regional NAP Platform to foster collaboration between partner counties in the region.</li> </ul>	<ul style="list-style-type: none"> <li>Expert team in and adaptation planning</li> <li>Event/workshop organizer</li> <li>Web developer</li> </ul>
<p><b>Outcome 2: A national adaptation knowledge base established and adaptation plans developed, consulted and disseminated.</b></p>		
<p><b>Sub-Outcome 2.1</b> Understanding of risks and impacts related to climate change increased, both at the sectoral and territorial levels.</p>	<ul style="list-style-type: none"> <li>Report with climate projections including usual average variables of temperature and precipitation, as well as seasonal phenomena relevant for adaptation planning.</li> <li>Report on the socio-economic scenarios, including results of a consultation mechanism.</li> <li>Reports on thematic risk analysis, including results of a consultation mechanism.</li> <li>Reports on territorial risk assessments, identifying specific entry points to facilitate adaptation planning at the municipal level. Reports will include the results of a consultation mechanism.</li> <li>Deliver training workshops for the practical application of the climate and risks analysis developed.</li> </ul>	<ul style="list-style-type: none"> <li>Expertise in the elaboration of climate scenarios and projections, social scenarios and climate change risk assessments.</li> <li>Event/workshop organizer</li> <li>Adult learning and capacity building</li> </ul>
<p><b>Sub-Outcome 2.2</b> Set of nationally agreed adaptation solutions.</p>	<ul style="list-style-type: none"> <li>Organize workshops in different parts of the country to identify adaptation solutions through a participative process, putting in value local knowledge and initiatives.</li> <li>Report with identified and prioritized adaptation solutions.</li> <li>Report with cost benefit analysis of each prioritized measure and economic appraisal.</li> <li>Report with a list of agreed, prioritized adaptation strategies and recommendation on policy harmonization.</li> <li>Develop guidelines for adaptation prioritization process.</li> <li>Deliver training modules for online course.</li> </ul>	<ul style="list-style-type: none"> <li>Expert team in and adaptation planning.</li> <li>Expert team in climate economics and finance.</li> <li>Event/workshop organizer</li> </ul>
<p><b>Sub-Outcome 2.3</b> National Adaptation Plan produced</p>	<ul style="list-style-type: none"> <li>Support the elaboration of a nationally agreed NAP, with a national adaptation vision, policy framework, guidelines, indicators and targets that address adaptation planning and implementation.</li> </ul>	<ul style="list-style-type: none"> <li>Expert team in adaptation planning.</li> </ul>

Relevant Sub-outcomes	Selected activities/deliverables	Corresponding profiles (orientative)
<p><b>Sub-Outcome 2.4</b> Prioritized thematic adaptation plans produced.</p>	<ul style="list-style-type: none"> <li>• Support the elaboration of thematic adaptation plans.</li> <li>• Support the elaboration of a climate change education and awareness national plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation planning.</li> <li>• Communications and graphic design</li> </ul>
<p><b>Sub-Outcome 2.5</b> NAP and thematic adaptation plans validated and disseminated.</p>	<ul style="list-style-type: none"> <li>• Conduct workshops in different parts of the country to validate and disseminate the NAP and thematic adaptation plans.</li> <li>• Organize regional forums to disseminate the NAP and thematic plans.</li> <li>• Design a Communication Strategy for the NAP and thematic adaptation plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation planning</li> <li>• Event/workshop organizer</li> <li>• Communications and graphic design</li> </ul>
<p><b>Outcome 3: National capacities to mainstream adaptation at the local and sectoral levels enhanced.</b></p>		
<p><b>Sub-Outcome 3.1</b> Identified needs, opportunities and tools for mainstreaming adaptation targets and priorities into regular planning processes.</p>	<ul style="list-style-type: none"> <li>• Report with identified needs and opportunities for mainstreaming adaptation in the country.</li> <li>• Report gathering baseline information on current risks assessment methodologies used at the sectoral, intersectoral and municipal levels and formulate guidelines for risks analysis in order to mainstream adaptation at municipal, sectoral and intersectoral levels, including adaptation to slow-onset climate threats and climate change driven social processes such as migration.</li> <li>• Conduct workshops in different parts of the country for consultations and to contribute to the baseline information gathering and gap analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• Event/workshop organizer</li> <li>• Expert team in adaptation planning</li> </ul>
<p><b>Sub-Outcome 3.2</b> Mainstreaming adaptation in municipal planning is promoted and improved.</p>	<ul style="list-style-type: none"> <li>• Report with a review and analysis of planning practices (including regulatory and land use plans) of pilot urban and rural municipalities through a participative process (workshops) to identify opportunities for the promotion and the integration of adaptation options in current municipal planning.</li> <li>• Deliver online training modules.</li> <li>• Elaborate guidelines to provide trainings for municipal technicians on territorial development and adaptation planning at the local level.</li> </ul>	<ul style="list-style-type: none"> <li>• Adult learning and capacity building</li> <li>• Web developer</li> <li>• Expert team in adaptation planning</li> </ul>
<p><b>Sub-Outcome 3.3</b> National capacities enhanced to mainstream adaptation into sectoral planning.</p>	<ul style="list-style-type: none"> <li>• Deliver online training courses.</li> <li>• Develop guidelines to mainstream adaptation into sectoral and intersectoral development, both at the national and local levels.</li> <li>• Implement training workshops in different parts of the country.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation planning</li> <li>• Adult learning and capacity building</li> <li>• Web developer</li> <li>• Event/workshop organizer</li> </ul>
<p><b>Sub-outcome 3.4.</b> Monitoring and reporting system for the prioritized measures included</p>	<ul style="list-style-type: none"> <li>• Support the development of a protocol for gathering data on the progress on NAP targets and indicators, defining responsibilities and deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert team in adaptation planning</li> </ul>

Relevant Sub-outcomes	Selected activities/deliverables	Corresponding profiles (orientative)
in the NAP and in the thematic adaptation plans.	<ul style="list-style-type: none"> <li>• Support the establishment of a monitoring and reporting framework for the NAP and thematic adaptation plans.</li> <li>• Design a web-based platform for the monitoring and reporting framework for the implementation of the NAP.</li> <li>• Define the baseline for the implementation of adaptation measures prioritized in the NAP.</li> <li>• Develop technical guidelines and training module for online course related to indicators, monitoring and reporting of adaptation.</li> <li>• Organize workshops and training in different parts of the country.</li> </ul>	<ul style="list-style-type: none"> <li>• Adult learning and capacity building</li> <li>• Web developer</li> <li>• Event/workshop organizer</li> <li>• Expertise in monitoring and evaluation</li> </ul>
<b>Outcome 4: A national framework to finance adaptation implementation with public and private investments put in place. and learnings from the NAP available to inform the next iteration process and learnings from the NAP available to inform the next iteration process.</b>		
<b>Sub-Outcome 4.1</b> Updated information on the costs of priority investments in adaptation.	<ul style="list-style-type: none"> <li>• Report with an estimation of the costs of priority adaptation measures in the thematic adaptation plans.</li> <li>• Develop a set of guidelines and an online course on the methodology used to estimate the costs.</li> <li>• Conduct training workshops in different parts of the country to validate costs of priority adaptation measures and provide training on methodologies used.</li> </ul>	<ul style="list-style-type: none"> <li>• Adult learning and capacity building</li> <li>• Web developer</li> <li>• Event/workshop organizer</li> <li>• Expertise in climate economics and finance</li> <li>• Expert team in adaptation planning</li> </ul>
<b>Sub-Outcome 4.2</b> Enabling conditions defined to scale up public and private investments in adaptation.	<ul style="list-style-type: none"> <li>• Report with the identification and evaluation of sources of public and private funding for priority investments in adaptation.</li> <li>• Organize workshops.</li> </ul>	<ul style="list-style-type: none"> <li>• Event/workshop organizer</li> <li>• Expertise in climate economics and finance</li> <li>• Expertise in private sector linkages</li> </ul>
<b>Sub-Outcome 4.3</b> Financial strategy developed for the National Adaptation Plan, and the thematic adaptation plans, incorporating public and private sources.	<ul style="list-style-type: none"> <li>• Develop an adaptation financial strategy.</li> <li>• Develop a set of guidelines and a training module for online course about financial mechanisms for adaptation and the main elements of the financial strategy.</li> <li>• Conduct training workshops in different parts of the country about financial mechanisms for adaptation and the main elements of the financial strategy developed.</li> </ul>	<ul style="list-style-type: none"> <li>• Adult learning and capacity building</li> <li>• Web developer</li> <li>• Event/workshop organizer</li> <li>• Expertise in private sector linkages</li> <li>• Expertise in climate economics and finance</li> </ul>
<b>Sub-Outcome 4.4</b> Two concept notes for the GCF developed as a result of the priorities identified in the NAP process.	<ul style="list-style-type: none"> <li>• Organize workshops.</li> <li>• Report with socio-economic and technical pre-feasibility assessments.</li> <li>• Develop Concept notes focused on adaptation priorities developed and reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Event/workshop organizer</li> <li>• Expertise in climate economics and finance</li> <li>• Expert team in adaptation planning</li> </ul>
<b>Sub-Outcome 4.5.</b> Learnings from the NAP process adequately collected, stored and shared.	<ul style="list-style-type: none"> <li>• Develop communication materials on the Terminal Evaluation.</li> <li>• Organize workshops.</li> </ul>	<ul style="list-style-type: none"> <li>• Event/workshop organizer</li> <li>• Communications and graphic design</li> </ul>

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

#### a. List of documents\*

Interested organizations must submit their submission package before **July 23<sup>rd</sup>, 2021**, 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 El Salvador 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 El Salvador; 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>		
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		Please attach policy/policies.

Criteria:	Yes/No	Supporting evidence:
have an environmental or sustainability policy that reflects similar /complementary values to those of UNEP?		
Does the entity have publicly available policies regarding their efforts to up hold human rights principles of accountability and rule of law, participation and inclusion, and equality and non-discrimination, noting that prohibited grounds of discrimination include race, colour, ethnicity, sex, age, language, disability, sexual orientation, gender identity, religion, political or other opinion, national or social or geographic origin, property, birth or other status including as an indigenous person or as a member of a minority - Does the entity have publicly available policies aimed at ensuring that they will not discriminate against women and girls?		Please attach policy/policies.
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?		

