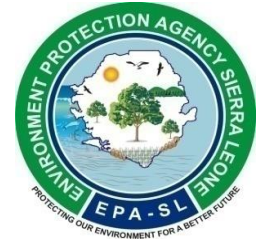




**GOVERNMENT OF SIERRA LEONE
ENVIRONMENT PROTECTION AGENCY
MINISTRY OF THE ENVIRONMENT
92 Dundas Street Freetown**



REQUEST FOR PROPOSAL

DEVELOP A NATIONAL COMMUNICATION STRATEGY ON THE NATIONALLY DETERMINED CONTRIBUTIONS (NDCS)

Procurement Number: EPA-SL/CCS/UNDP/RFP/008/2022

Date of First Issued: 21st April 2022

The Environment Protection Agency has received funds from UNDP for hiring the services of an individual consultant to **Develop a National Communication Strategy on the Nationally Determined Contribution (NDC)**.

In 2021, Sierra Leone reviewed, updated and submitted its Nationally Determined Contribution (INDC) to the UNFCCC setting out its adaptation and mitigation goals. The revised NDC was aligned with the country Mid Term National Development Plan as well national climate change documents and key national policies and guiding documents. This revised document updates and strengthens NDC for both the mitigation and adaptation contributions, informed by improved data collection, in-depth technical analysis, and extensive stakeholder engagement. With climate risks and impacts affecting various sectors and population groups in different ways, differentiated, sector-based measures for both adaptation and mitigation have been proposed (as project and policy actions) to deal with current and emerging vulnerabilities, as well as contribute to the reduction of Greenhouse Gas (GHG) emissions. The measures build upon lessons learned and experiences gained from implementing actions in the previous NDC and working with international and local development partners on various environmental and climate actions. Development partners and national structures can implement these measures through their own strategies, policies, and operations, although current arrangements for coordination will be in full swing to ensure joint planning and shared action, which is critical to closing current gaps in data, finance, and project standards

The EPA-SL with support from the UNDP is developing a national communication strategy on the Nationally Determined Contributions (NDCs) which will involve desktop review, consultations, and validation of the documents.

Objectives

The overall objective of the task is to develop a National Communication Strategy on the Nationally Determined Contributions (NDCs) for Sierra Leone.

Specific Tasks

1. To provide technical support to the Environment Protection Agency, Sierra Leone (Client) to develop a National Communication Strategy on the Nationally Determined Contributions (NDCs)
2. Conduct a review and desk study to develop a National Communication Strategy on the NDCs. of existing data and information on regional and global climate scenarios and forecast for Sierra Leone and prepare a summary of observations for use by policy makers and practitioners.
3. Work with other expert of climate change in relevant MDAs and CCs team to complete the development of a National Communication Strategy on the NDCs.
4. Support with stakeholder engagement national and regional Validation of information collected to develop a national Communication strategy on the NDCs.
5. To also support with the final development of a national Communication strategy on the NDCs document.

Academic qualifications:

Education:

A Master's degree in Communication with experience in climate change, and/or environment/natural resources management, International Development or related areas.

Experiences:

A Minimum of 5 years of related experience with some understanding of climate change and extensive experience in communication and policy development, strong working knowledge of UNDP, government institutions, the civil society sector and working with state public authorities on issues related to climate change;

- Understanding of fundamental concepts to develop a national communication strategy on the NDCs related issues
- Solid understanding of advanced issues related to develop a National Communication Strategy on the NDCs.
- Technical skills related to the monitoring of climate change mitigation 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 and to develop a national communication strategy on the NDCs

Competencies:

Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of the Agency and partners institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Technical Competencies:

- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences.
- Skills in facilitating meetings effectively and efficiently.
- Substantive experience in collaborating with and consulting for governments on climate change issues, particularly in developing countries in areas relevant to develop a national communication strategy on the NDCs into relevant sectors.

Professionalism:

- Excellent analytical and organizational skills.
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Communication:

- Active listening and dialogue (acknowledge and responds constructively to the points of view of others);
- Excellent writing and verbal communication skills.
- Communicate effectively in writing and verbally to a varied and broad audience in a simple and concise manner.

Teamwork:

- Projects a positive image and is ready to take on a wide range of tasks.
- Focuses on results for the client.
- Welcomes constructive feedback.

Good interpersonal and networking skills, ability to establish and maintain effective working relations, supports and encourages open communication in the team, and facilitates teamwork.

Evaluation method and criteria

Technical Criteria weight 70%

Financial Criteria weight 30%,

Only candidates obtaining a minimum of 70% of the total technical points (49 points) would be considered for the Financial Evaluation.

1. Technical Capacity and Related Qualifications		Points
1.	A Master’s degree in Communication with experience in climate change and/or environment/natural resources management, International Development or related areas.	5
2.	A Minimum of 5 years of related experience with some understanding of climate change and extensive experience in policy development, strong working knowledge of UNDP, government institutions, the civil society sector and working with state public authorities on issues related to climate change;	20
3.	Understanding of fundamental concepts to develop a national communication strategy on the NDCs related issues	10
4.	Solid understanding of advanced issues related to develop a National Communication Strategy on the NDCs.	15
5.	Technical skills related to the monitoring of climate change mitigation and adaptation activities	10
6.	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 and to develop a national communication strategy on the NDCs.	10
Total Possible Points		70

The consultant is requested to prepare and submit their technical and financial proposal to be submitted to the address not later than 11th May 2022 at (1:00 Pm).

Note: The consultant shall be ranked and the first ranked on the list shall be selected for the proposed assignment given that, their fee rates are within the budget. **The selection process will be based on the Least Cost**

Service Required: The Environment Protection Agency SL is soliciting the services of an individual to **Develop a National Communication Strategy for the Nationally Determined Contribution (NDC)**. The Agency has secured fund from UNDP and is therefore inviting consultants who can provide a statement of capability and experience indicating that they are qualified to perform the service (description of similar assignment, experience in similar conditions, availability of appropriate skills among staff, etc.) to submit Technical and financial proposals for the assignment. The Technical Proposals will be publicly opened on **[11th May 2022] at [1:00 pm]**, in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below.

This advertisement is open to all individual Consultants nationwide.

Kindly submit the following documents;

- **Technical proposal**
- **Financial Proposal**
- **A Cover Letter**
- **A Valid business registration certificate**
- **A Valid Local Council Certificate**
- **Curriculum Vitae of staffs**
- **Business Profile**
- **Samples of previous work**

Duration of work:

The assignment is expected to be undertaken within Forty Five (45) days spreading between May and July 2022.

Duty Station:

Freetown

Interested consultant may obtain further information and collect the terms of reference (TOR) at the address below between **[9am to 4pm Mondays to Fridays]**.

Technical and Financial proposals must be delivered to the address below on or before **[11th May2022] at [1:00 pm]**,

Proposals along with relevant documents must be submitted in sealed envelope boldly marked: **“DEVELOP THE NATIONALLY DETERMINED CONTRIBUTION IMPLEMENTATION PLAN WITH FINANCING ”** at the address below. Late proposal will be rejected and returned unopened. In addition to the original of the proposals, the number of copies required is 2.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

Bids must be delivered to the address below.

**Executive Chairperson
Environment Protection Agency-SL;
2nd Floor
92 Dundas Street
Freetown**

Pay No Bribe