

Detailed Terms of Reference For Vulnerability & Adaptation to Climate Change Team Leader

I. BACKGROUND

The UNDP Enabling Activities project will enable The Bahamas to prepare its Second National Communication (SNC) for presentation to the Conference of the Parties of the United Nation Framework Convention on Climate Change (UNFCCC). The Second National Communication project activities will build on and continue the work done under the First National Communication (FNC).

The main components of the SNC project are: (a) assessment of potential impacts of climate change on the most vulnerable sectors, (b) preparation of an inventory of greenhouse gases (GHG) in accordance with the UNFCCC, (c) identification of mitigation measures being undertaken, (d) identification of other information relevant to implementation of the UNFCCC, and preparation of a National Strategy and Action Plan to address climate change and its adverse impacts.

Under the Bahamas Environment, Science and Technology (BEST) Commission that serves as the national climate change office, the Project will strengthen the national capacities for addressing climate change and for fulfilling commitments and obligations to the UNFCCC. It is anticipated that the project will increase the public's knowledge and awareness of climate change.

The Executing Agency for the project is the Bahamas Environment, Science and Technology (BEST) Commission, Office of the Prime Minister. The National Climate Change Committee (NCCC) established in the course of The Bahamas' FNC preparation serves as the Project Steering Committee (PSC) and oversees the project implementation and ensures inter-agency coordination. The UNDP Country Office in Jamaica serves as Implementing Agency for the GEF. The Project Coordinator (PC) is a member of and serves as secretary to the PSC. The PC coordinates project activities among governmental agencies and other participants. A National Technical Committee (NTC) consisting of individuals with expertise from various sectors has been established. The NTC, supported as needed by national and international expertise, will be used to the extent possible to carry out the specific analyses called for as part of the project.

Team Leaders for GHG Inventory and Vulnerability and Adaptation (V&A) Assessment will be engaged to provide technical input, consultations, background paper preparation, deliver project output as coordinated by the PC. They will closely interact as well as assist and monitor the activities of NTC in order to ensure quality outputs following the UNFCCC guidelines as outlined in Decision 17CP/8.

II. OVERVIEW

Under the overall guidance of the Project Coordinator and the National Steering Committee the Vulnerability and Adaptation Team Leader shall be responsible for coordinating the overall V&A consultancy and developing a strategy to disseminate and communicate key findings on V&A. He/she will be responsible for drafting the thematic component of V&A chapter and ensuring the task quality. Key functions include but are not limited to the following:

- Develop the scope of work and implementation strategy for the V&A component of the SNC project;
- Develop respective terms of reference for the team members and recruit, in conjunction of SNC Project Coordinator (PC), the V&A team members;
- Prepare a detailed work-plan for V&A on the basis of the overall SNC project work plan;
- Lead and oversee the implementation of the V&A studies;
- Provide periodic progress reports to the PC on the V&A thematic area;
- Ensure effective communications among the V&A team and between the V&A and the whole SNC team;
- Ensure synergy with other relevant projects;
- Ensure the timely and effective management of the activities as scheduled;
- Incorporate comments received from the review process;
- Draft the V&A Report and respective chapter of The Bahamas' Second National Communication along with the respective part of the executive summary; and
- Oversee the documentation of the studies undertaken, archiving key datasets, lessons learned and good practices.

III. QUALIFICATIONS AND EXPERIENCE

- An advanced degree in environmental management or other field relevant to the project;
- A minimum of 7 years of working experience in the area relevant to climate change;
- Involvement in the preparation of the First National Communication is preferred but not mandatory (V&A);
- Good understanding of climate change and sustainable development issues;
- Demonstrable knowledge of key V&A assessment methodologies (e.g., UNDP APF, IPCC guidelines, UNEP handbook etc.), methods and tools
- Sound and broadly-recognised scientific expertise on climate change research relevant to the different sectors.
- Familiarity with climate models and their application
- Strong and proven ability to analyse corresponding socio economic impacts of V&A assessments;
- Experienced in technical report writing and presentation
- Excellent oral and written communication skills, in English

Profile of the Vulnerability & Adaptation Team Leader

The V&A Team Leader should:

- Be knowledgeable and have hands-on experience on V&A issues;
- Have a solid understanding of the gaps and needs for developing/improving vulnerability assessments; and
- Have technical expertise in the formulation of adaptation strategies;
- Be able to scope technical studies in the V&A area and design an implementation strategy to carry out the different V&A activities within the framework of the Second National Communication (SNC); and
- Have a solid understanding of the institutional arrangements and resources required to carry out the V&A work.

Although the SNC project document already provides the framework for the V&A studies, the expert should be able to advise on any adjustments if needed, both at the organizational and technical levels, for successful implementation of the V&A studies.

IV: ACTIVITIES

In general, the V&A Team Leader should be responsible for ensuring that the following set of activities is carried out. Emphasis on different activities will depend on the scope of the work already described in the SNC project document and/or on the specific activities the V&A expert would be assigned to:

Policy and institutional Issues

1. Identify the key policy issues the V&A study of the SNC project aims to address in order to:
 - scope the scale of risks associated with projected climate change;
 - aid in the identification of priorities for adaptation;
 - support the development of a national adaptation strategy.
2. Identify the expected output of the V&A study of the SNC project on the basis of the project document, such as:
 - impacts assessment at the sectoral level for the given priorities identified in the project document;
 - a national adaptation strategy, including policies, programs and projects.
3. Develop a clear strategy to link the V&A outputs to national development planning. This would include:
 - assessment of institutional arrangements/stakeholders engagement required to
 - linkages of the outcome of the V&A studies to sectoral or national planning;
 - development of a framework for assessing how the above linkages can be monitored and measured in the short and long terms, for instance through the development of practical indicators.

Technical issues

Scope of the V&A study

Elaborate on the scope (geographic, thematic, sectoral coverage, time horizon) of the V&A study by:

- elaborating on the scope of studies to address sectors/regions not covered by First National Communication, sectors/regions identified as sensitive/vulnerable to climate change, as per the SNC project proposal;
- preparing a detailed workplan for each of the studies to be carried out, including a strategy to involve the relevant stakeholders, timeline, etc.; and
- designing a strategy to link the V&A studies with previous and ongoing related projects/activities (e.g., land degradation, biodiversity, and international waters.)

Methodological framework

Elaborate on the overall methodological framework for the V&A studies as per the project document and in consultation with the PC. In doing so, the V&A Team Leader should ensure that:

- The proposed methodological framework is the most appropriate given the policy questions to be addressed, the characteristics of the study (e.g., sectoral focus, spatial and temporal scales, stakeholders involved, and data requirement, etc.), and data availability;
- In-country expertise required for such a methodological framework is available. If needed, the V&A expert should develop a strategy to address technical capacity gaps. For instance, by exploring the possibility of applying another framework in which more in-country expertise exists, or by designing a training/technical backstopping strategy, etc.

Scenarios development

Based on the scope of the V&A assessments, particularly the characteristics of sectoral assessment, identify the types of scenarios required to conduct the V&A assessment, e.g., climate, socio-economic, sea level, adaptive capacity, technology, land-use land-cover.

Identify the temporal and spatial resolution at which these scenarios are required (e.g., national, sub-national, watershed, community, farm level, multi-decadal average, annual, monthly, daily, mean conditions, extreme events, etc.). In doing so, the expert should justify the choices.

Develop the strategies for developing such scenarios, e.g., model-based, expert judgment, etc.

In the preparation of the scenarios development strategy, the expert should assess the feasibility of the scenario needs and the methods for developing these scenarios, given the characteristics of the studies, and data availability. For instance, the expert would be expected to advise on alternative options to running regional climate models or other resource-intensive and time-consuming exercises. The V&A expert would also assess whether there is enough in-country expertise to develop such scenarios and/or identify options to address the needs for additional expertise.

Conduct sectoral assessments

Elaborate on the methods and tools chosen to undertake sectoral assessments, e.g., numerical models, elicitation of expert views, stakeholder consultations, focus groups, etc. In doing so, the expert will advise on any adjustments needed to the options identified in the project document.

Provide justification for the selection of the methods/tools considering the research questions, characteristics of the study, and requirements of data and technical expertise of these methods/tools.

Assess in-country expertise required to apply the selected methods/tools and prepare training/technical backstopping strategy as required.

Develop a strategy to integrate findings from sectoral assessments, as needed. For instance, this may be done by applying an integrated model, synthesizing sectoral information, etc.

Technical assistance needs

Develop a technical backstopping/training strategy to strengthen the national capacity needed to carry out the different V&A studies. This would include details on the type of support needed (training courses on particular methodological frameworks/tools, guidance material, technical documents and good practice) and the timeline for such support.

V: EXPECTED OUTPUTS

The expected outputs include:

- Detailed workplan indicating the timeline for delivery of outputs within two (2) weeks of appointment
- Monthly Progress reports
- The V&A Assessment Report
- V&A chapter of The Bahamas' Second National Communication along with the respective part of the Executive Summary
- Technical training strategy to strengthen the national capacity needed to carry out the different V&A studies

VI: DURATION

The V&A Team Leader is expected to complete these tasks within 6 months.