

Annex-I TERMS OF REFERENCE FOR INSTITUTIONAL CONTRACT



1. Title of the assignment:

Consultancy to support the design and implementation of a *'Study on the role of mitigation-adaptation co-benefits for creating a more resilient future for all'* for the Climate Sustainability Working Group under the Republic of Indonesia's Presidency of the G20 2022

2. Background and Justification:

Climate change calls for new approaches to sustainable development that take into account complex interactions between climate, social, economic, and ecological systems. Climate-resilient pathways are development trajectories that combine adaptation and mitigation to realize the sustainable development goals. A climate-resilient pathway for development is a continuing process for managing changes in the climate. It is also an enduring process for other driving forces affecting development, combining flexibility, innovativeness, and participative problem solving with effectiveness in mitigating and adapting to climate change. As climate change threatens availability of and access to basic services, the development of climate resilience pathways needs to consider transformational changes to increase the resilience and response to possible disruptions due to climate change and other shocks (e.g., pandemic) that create risks to sustainable development and the achievement of Sustainable Development Goals (SDGs). The development process can be an iterative, continuously evolving process across different sectors and with different players to manage changes within complex systems. With the objective of leaving no one behind, furthermore, assessing distributional aspects of climate change impacts by country typologies, groups of vulnerable population – especially children, elderly – and communities become critical to climate policies that enable a just transition for all.

Concerns over mitigation costs impede the adoption of the climate policies needed to achieve agreed global warming targets. While costs are important to consider, so are benefits. However, the evidence for climate policy co-benefits, that is, the benefits in addition to avoided costs due to climate change, is commonly overlooked in policymaking or insufficiently assessed due to the lack or complexity of the data and systemic interlinkages involved to estimate the benefits. The share of studies quantifying or monetizing co-benefits is limited, and the empirical evidence is small, particularly for areas besides air quality and health. Furthermore, the knowledge is seldom used in policymaking, meaning decision-making is often biased and overly concerned with costs, leading to suboptimal climate policies and failure to achieve goals.

For developing countries to successfully shift to low-emissions, climate-resilient pathways, Paris-aligned development co-operation should act as a catalyst for the transformation. In other words, deploying finance strategically and engaging in policy support and capacity development should be done to trigger a broader change in developing countries in a way that contributes to the achievement of SDGs and strengthens resilience including against future pandemics. Specifically, member countries of the Group of Twenty (G20) countries can cooperate in promoting climate-resilient development policies and pathways that optimize co-benefits across social services and set a precedent of how development cooperation with strategic climate financing can support development and implementation of such climate resilient development policies.

As the chair of the G20 Presidency in 2022, the Government of Indonesia aims to promote cooperation in mitigation and adaptation actions in the context of stronger climate action and sustainable recovery in G20 countries. Particularly, the Ministry of Environment and Forestry Republic of Indonesia (MOEF) as the chair of the G20 Climate Sustainability Working Group (CSWG) will lead development of Joint Environmental Deputies Meeting (EDM) – CSWG Recommendations to the G20 countries that aim to promote a more sustainable

recovery by maximizing co-benefits of adaptation and mitigation measures for longer term climate resilience and inclusive sustainable development.

In this context, UNICEF will support MOEF in the design and implementation of a study on the role of mitigation-adaptation co-benefits for creating a more resilient future for all and provide recommendations to G20 countries that will inform development of a more sustainable recovery for all.

UNICEF Indonesia therefore seeks an institution to support the development of the study in line with guidance from UNICEF and MOEF.

3. Purpose of the assignment:

The overall objective of this assignment is to assist UNICEF in carrying out the data collection and analysis required to develop a report on “Promoting the Role of Mitigation-Adaptation Co-benefits for Creating a More Resilient Future for All” that will be the basis of intergovernmental discussions within the G20 CSWG Priority Issue on “Supporting More Sustainable Recovery” and contribute to Joint EDM – CSWG Recommendations to the G20 countries. The findings and recommendations of the report will be presented to and discussed among G20 members and observers of the CSWG through a series of workshops in 2022.

4. Scope of Work:

The consultant will be responsible for the design and implementation of the above-mentioned study, which includes a comprehensive literature review, compilation and review of key resources, stakeholders engagement, as well as collection and analysis of qualitative and quantitative. In performing the work, the consultant will work closely with UNICEF and MOEF.

The study report will include the role of mitigation and adaptation co-benefits, including co-benefits for climate resilience. The scope of work is as follows:

1. To provide analysis and case studies within G20 countries of the adverse compounding impacts of climate change and the Covid-19 pandemic across a range of critical social sectors and systems, such as agriculture, food and nutrition systems, health, education, water and sanitation, and social/public welfare systems, including from the perspective of their resilience and with a specific focus on population groups disproportionately affected and/or vulnerable including women, children, ethnic minorities, and people with disabilities.
2. To undertake analysis of COVID19 recovery, climate adaptation and mitigation policies and measures of G20 countries and explore and promote COVID19 recovery pathways by leveraging knowledge and scenarios that will lead to a better low carbon and climate-resilient future, exemplifying mitigation co-benefits for climate adaptation and resilience and co-benefits of climate action for sustainable social and economic development and the attainment of Agenda 2030 goals and targets.
3. To identify policy measures to maximize synergies and manage potential trade-offs among climate resilience and mitigation options in a way that advances a just transition and equitable socio-economic development, as well as measures to address challenges and barriers to the action including policy prioritization, in G20 countries and globally.
4. To recommend international cooperation strategies for G20 countries on how to advance climate adaptation and mitigation and its co-benefits through national policy actions and promote cooperation and assistance with countries outside the G20.

The expected output from this study is a Report that contains a comprehensive analysis and recommendations to the G20 countries related to the role of mitigation and adaptation co-benefits to promote more sustainable

recovery and climate resilience. The report will provide policy recommendations on promoting the role of mitigation-adaptation co-benefits for creating a more resilient future for all to:

- a) **G20 policy decision makers**, so that they can use the information in re-evaluating their recovery plans and in allocating financial resources to recovery from a perspective of longer term sustainability and resilience, in G20 countries and in other countries they cooperate with; and
- b) **Decision makers of governments of other countries**, so that they can be informed of the way G20 countries link their Covid-19 recovery plans and implementation to longer term climate resilient development pathways, the impact of recovery plans over climate commitments, and best practices that can be replicated.

The report will be part of a set of two reports developed for the CSWG in the overall area 1, “Supporting More Sustainable Recovery”, and complement a report on “Stocktaking of economic, social and environmental impacts of sustainable recovery including impacts on NDC implementation”.

5. Methodology:

The consultant should propose appropriate methodologies for undertaking the study. Specifically, the consultant should consider primarily stocktaking and analysing existing literature and data. Data collection from the G20 member countries through questionnaire(s) is a confirmed possibility, and limited interviews may be considered.

The consultant should consider the following topics as part of the report:

- 1) Overview of climate policies in G20 member countries and overview of the cooperation related to climate change, environment, and energy within the G20 countries
- 2) Analysis of the adverse compounding impacts of climate change and the Covid-19 pandemic in G20 countries across a range of critical social sectors and systems and case studies within G20 countries
- 3) Stocktaking and analysis of COVID19 recovery and climate adaptation and mitigation policies and measures of G20 countries
- 4) Mitigation co-benefits for climate adaptation and resilience, co-benefits of climate action for sustainable social and economic development and the attainment of Agenda 2030 goals and targets
- 5) Recommendations of policy measures to maximize synergies and manage potential trade-offs among climate resilience and mitigation options that advances a just transition and equitable socio-economic development, including possible measures to address challenges and barriers to the action including policy prioritization, in G20 countries and globally
- 6) Recommendations for the G20 and member countries for leveraging international cooperation and partnerships, including for climate finance, to advance climate adaptation and mitigation and its co-benefits through national policy actions and promotion of cooperation and assistance with countries outside the G20

6. Timing/duration of contract:

The overall consultancy is expected to last for 9 months starting in March 2022 (March-October 2022).

7. Deliverable and payment schedule

The consultant should develop and propose Technical and Financial Proposals in consideration of the following study plan. Throughout the consultancy period, the consultant shall prepare and deliver presentations at two G20 CSWG workshops and one G20 Summit to communicate the findings and recommendations in line with the progress of report. The consultant shall therefore participate in/prepare presentation materials corresponding to the progress of report development and deliver them at the following events:

- First G20 CSWG workshop in Yogyakarta, Indonesia (21-23 March 2022)
- Second G20 CSWG workshop in Jakarta, Indonesia (19-21 June 2022)
- Third G20 CSWG workshop/G20 Summit in Bali, Indonesia (2 September 2022)

Task	Deliverable	Deadline	% Payment
<p>1. <u>Development and submission of an Inception Report</u></p> <p>At the inception phase, the consultant shall develop and submit a work plan with the following components:</p> <ul style="list-style-type: none"> a. Table of Contents of the study report (Final Report) b. Summary of each section of the study report, e.g., one paragraph that explains the objective and intended content of each section c. Methodology for data analysis d. Rapid baseline analysis, which sets out key study/research questions, information on key data sources and collection, sampling method, and key indicators that will serve as the basis for the assessment e. A chronogram/Gantt chart of key study milestones f. A Stakeholder Engagement Plan g. List of resources required from UNICEF and MOEF, if any 	Inception Report and Stakeholder Engagement Plan	28 March 2022	20%
<p>2. <u>Development and submission of a Draft Final Report, including participation at the First G20 CSWG workshop</u></p> <p>The consultant shall develop and submit a Draft Final Report that comprises at least 50% of the Final Report. It will focus on the completion of the analysis and preliminary insights/recommendations, including those obtained from stakeholder engagement/survey/interview.</p> <p>The Draft Final Report should have the following characteristics:</p> <ul style="list-style-type: none"> • It should be concise; consist of no more than 10,000 words or approximately 20 pages • The scope of the Report must include all G20 member countries • It must be based on empirical study (using qualitative or quantitative analysis) • The title of the Report should have no more than 20 words • The Report must provide a list of sources used in the report (bibliography), including cross-references with other G20 studies led by MOEF <p>Inputs received through participation in the First G20 CSWG Workshop should be taken into consideration in the development of the report. The Draft Final Report will be discussed at the Second G20 CSWG workshop.</p>	Draft Final Report	6 May 2022	30%
<p>3. <u>Develop and submit Final Report</u></p> <p>The consultant shall develop and submit a Final Report that include the completed analysis, insights, and recommendations,</p>	Final Report including a	5 August 2022	30%

	<p>taking into consideration the inputs received from the Second G20 CSWG Workshops.</p> <p>The Final Report should have the following characteristics:</p> <ul style="list-style-type: none"> • It should be concise; consist of no more than 10,000 words or approximately 20 pages • The title of the Report should have no more than 20 words • The scope of the Report must include all G20 member countries • The Final Report should use a template that will be provided by MOEF • The Final Report must consider results from the Second G20 CSWG Workshop and factor in other inputs from Gol and study contributors. <p>Inputs received through the Second G20 CSWG Workshop should be taken into consideration in the development of the Final Report. The Final Report will be presented at the G20 Summit.</p>	print ready Final Report			
	<p>4. <u>Stakeholder engagements and development of a G20 country analysis</u></p> <p>Upon confirmation of the Stakeholder Engagement Plan (as part of Inception Report), the consultant shall engage with key stakeholders including ministries/agencies of G20 member countries and relevant Indonesian government ministries/agencies for data collection and validation, including remotely through online survey/correspondence and interview (where possible). Engagement with G20 member countries will be facilitated by MOEF/UNICEF. The consultant shall use information obtained from stakeholder engagements to complement its analysis for the development of reports.</p>	Stakeholder Engagement Report	5 August 2022	10%	
	<p>5. <u>Preparation and delivery of presentations at the G20 CSWG workshops</u></p> <p>Throughout the consultancy period, the consultant shall prepare and deliver presentations at G20 CSWG workshop and G20 Summit to communicate the findings and recommendations in line with the progress of report.</p> <ul style="list-style-type: none"> • Presentation 1: consists of study methodology, scope of report, data used, study results, plans towards completion of the analysis, and preliminary insights/recommendations including those obtained from stakeholder engagement. The presentation will be based on the Draft Final Report. The presentation will be delivered to counterparts and stakeholders at the G20 CSWG Second Workshop and will take a maximum of 45 minutes when presented. • Presentation 2: consists of completed study analysis, insights, and recommendations. The presentation will be based on the Final Report. The presentation will be delivered to counterparts and stakeholders at the G20 	PowerPoint presentation materials	<p>Draft Presentation 1: 5 June 2022</p> <p>Draft Presentation 2: 15 August 2022</p>	10%	

Summit and will take a maximum of 45 minutes when presented.			
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Drafts of presentation materials submitted by the consultant will be subject to feedback from UNICEF and MOEF.			
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In summary, the consultant shall submit five deliverables in line with the above timeline:

1. An Inception Report with a Stakeholder Engagement Plan
2. A Draft Final Report
 - a. A PPT that summarizes the findings from the Draft Final Report
3. A Final Report in a print ready format (in Word, PDF and printable format) including a Stakeholder Engagement Report
 - a. A PPT that summarizes the findings from the Final Report

The Report will be part of a set of studies developed for the G20 CSWG process. In particular, this study should link with the study under output 1.1 of the G20 CSWG “Stocktaking of economic, social and environmental impacts of sustainable recovery including impacts on NDC implementation”. Cross-referencing of those studies and access to joint data collection tools addressing G20 member countries will be supported by UNICEF and MOEF as appropriate.

The consultant is also expected to periodically report the work progress through conference calls and emails. Conference calls that discuss study progress may be attended by UNICEF partners (consisting of development agencies) that contribute to the study and to the study under output 1.1.

Payments are to be made based on invoices for the services submitted to UNICEF following the successful submission of deliverables and acknowledgement as indicated above.

8. Qualifications Required:

This consultancy is open to international institutions who may present, in line with the proposed methodology, an expert or a team of experts for the conduct of the study.

The expert or team of experts put forward by the applying institutions should possess the following skills and qualifications:

- Team Leader should possess 5-10 years of demonstrated experience and skills in research and advisory related to international climate policies, environment policies, sustainable development goals, and/or international development sector; experience working with the public sector, International Organizations, and/or intergovernmental processes is an asset; expertise and experience in climate resilient pathways and/or development of studies in the context of G20 is highly preferred.
- Team Member(s) should possess 3-5 years of demonstrated experience and skills in research and advisory, data analysis, and policy drafting related to socio-economic policies.
- The team should possess strong analytical skills, strong writing and speaking skills in the English language
- The team should be assertive, with the ability to influence stakeholders through discussions and presentations on an online and offline format
- The team should possess a positive track record with UN and/or development agencies in providing consultancy for report writing and development
- The team should possess demonstrated experience in writing evidence-based policy papers for government and/or intergovernmental processes; having a portfolio of scientific publications is an asset.

Location:

- The assignment is to be performed on a home-based arrangement. Institutions based outside Indonesia are preferably in locations with close time zone with Western Indonesia Time zone (GMT+7) and/or willing to work in alignment with that time zone. The availability of strong internet connection to for email correspondence and organizing conference calls/webinars are mandatory.
- The consultancy team is expected to perform missions to/within Indonesia to attend G20 CSWG meetings/workshops in full compliance with UNICEF and government guidelines on COVID-19 health protocols.

Official Travel Involved:

The CSWG Workshops are planned to be organized in an in-person/offline method. Travel restrictions and health protocols applicable in Indonesia at the time of conduct will apply. The consultancy technical and financial proposal shall be based on three missions to Yogyakarta, Jakarta, and Bali, Indonesia, to attend Workshops for a total of 10-15 working days. For the rest of the period of the consultancy, the assignment is to be completed on a home-based basis. All communications with UNICEF will be carried out through conference calls, emails and phone as required.

9. Evaluation Criteria:

CATEGORY	MAX POINT	MIN PASSING POINT
1. ORGANIZATIONAL CAPACITY 1.1. Detail of relevant experience and list of clients in the last five years, including contact details (name, email address, and phone numbers that can be used as reference) 1.2. Financial Statement and Balance Sheet (preferably audited) for the last 3 years.	10	7
2. QUALITY OF THE TECHNICAL PROPOSAL Proposed methodology and approach with reference to objectives in TOR 2.1. Implementation timeline: identify key tasks and timeline, focal person for each activity/deliverable should be identified. 2.2. Anticipated project risks and mitigation measures as well as quality assurance	30	21
3. KEY PERSONNEL 3.1. Names and full CVs of the institution personnel that will be directly involved in the consultancy. 3.2. Adequate and appropriate staff combination in relation to the respective tasks and deliverables (see TOR); and relevant prior experiences of similar scope and complexity.	20	14
TOTAL TECHNICAL PROPOSAL *The bidder has to meet this minimum passing point for the Technical Evaluation in order to be considered further for the Financial Evaluation	60	42
TECHNICAL PROPOSAL PRESENTATION Evaluation will be made on the institution's presentation of its technical proposal. Evaluation criteria include institution's ability to verbally communicate complex issues with clarity, ability to convince audience through delivery of presentations, assertiveness, quality of presentation material (optimal use of a	10	7

visual format and the delivery of technical findings and key messages in a written and concise manner).		
PRICE/FINANCIAL PROPOSAL Financial proposals should be all-inclusive, including costs for fees, travel, sub-contracts and other necessary expenses.	30	30
TOTAL MARKS	100	79

10. Supervision:

Reporting to Environment and Climate Action Programme Specialist, UNICEF Indonesia under the guidance of Chief of Planning, UNICEF Indonesia.