**P-1** 　**Instructions to Service Provider**

|  |  |
| --- | --- |
| 1. Name of the assignment
 | Individual In-house consultant for Climate change in the Republic of Tajikistan |
| 1. JICA’s officer in charge
 | Ms. Makiko UeharaJICA Tajikistan OfficeAddress:4th & 5th Floor, Serena Office Complex14 Rudaki Avenue, Dushanbe, TajikistanTelephone: +992-44-610-00-33/44 (Office) +992-93-594-02-90 (Mobile)E-mail: Uehara.Makiko4@jica.go.jp  |
| 1. Type of contract
 | Time-based Contract |
| 1. Contents of Proposal
 | The proposal shall comprise the documents and forms listed below;1. Curriculum Vitae of the consultant
2. Technical Proposal (approximately up-to 5 (five) pages with 12 pt)
3. Financial Proposal
 |
| 1. Proposal submission deadline
 | Date: June 24, 2024Time: 17:00 Local time |
| 1. Proposal submission address
 | same as the above 2. JICA’s officer in charge |
| 1. Expected date for the negotiations
 | July 8-15, 2024 |
| 1. Expected date and duration for the Services
 | August 1 to December 31, 2024 (5 months) |

**P-2** **Form of Curriculum Vitae and Proposal**

**CURRICULUM VITAE (CV) for Consultant**

|  |  |
| --- | --- |
| **Name of Consultant:**  | {Insert full name} |
| **Date of Birth:** | {day/month/year} |
| **Country of Citizenship / Residence** |  |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:**

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position.****Contact info for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, advisor/consultant to…For references: Tel…………/e-mail……; Mr. Hbbbbb, deputy minister] |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Consultant’s contact information:** (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Consultant Signature Date{day/month/year}

**Description of Approach, Methodology, and Work Plan for Performing the Assignment**

{Suggested structure of your Technical Proposal}

1. ***Technical Approach and Methodology****.*

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output. Please do not repeat/copy the TOR in here.}

1. ***Work Plan***.

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here.

1. ***Comments (on the TOR and on counterpart staff and facilities)***

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

**Work Schedule and Planning for Deliverables**

|  |  |  |
| --- | --- | --- |
| **N°** | **Activity** | **Months** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | **.....** | **n** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as JICA’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2. Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help read the chart.

#

**P-3 Form of Breakdown of remuneration**

**Total Costs : *{insert: total estimate cost}***

|  |
| --- |
| **Remuneration** |
| No. | *Name* | *Position* | *Person-month Remuneration Rate* | *Time input in person/month* | *Cost* |
|  | **Consultant** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total**  |  |

\*Other expenses: In case of domestic business trip will be needed, the travel allowance will be paid according to the JICA Tajikistan office tariff.

**P-4** **Terms of Reference**

|  |
| --- |
| 1. **Background**
 |
| Tajikistan is one of the most climate vulnerable countries in Central Asia, with several climate-induced incidents, such as floods, avalanches, and others, which threaten the sustainability of Tajikistan‘s economic, social and human development. Significant climate change has already been observed in Tajikistan, such as increase in average temperatures, glacier retreat, and change in average precipitation and range. Such changes are expected to increase the frequency of floods and droughts, and to change the seasonality of river flows and water availability. Climate change will exacerbate existing problems and pose additional risks to the achievement of national development priorities.To address the need to mitigate negative impacts of the climate change and adapt to the changes, the Government of Tajikistan adopted the Nationally Determined Contribution (NDC) Implementation Plan by order of the Committee for Environmental Protection under the Government of the Republic of Tajikistan (dated April 20, 2022, #80), which is based on the Paris Agreement under the UNFCCC adopted in COP21. The NDC Implementation Plan outlines a wide range of sectors to address both actions around mitigation and adaptation in response to the climate change by having aligned with the SDGs 2030. It has, thus, become an imperative to assist the Government in the effort on climate change in the development assistance. However, as a fact, the Government of Tajikistan does not deploy practical and subjective solution or approach beyond general and overviewing analysis of the situation. JICA Tajikistan Office has been working with the Government of Tajikistan (GoT) to support development priorities expressed in the National Development Strategy of the Republic of Tajikistan (NDS) for the period until 2030. The NDS2030 defines green economy as a driver and direction of the country’s development where climate change is considered as one of key development priorities. In this regard, situational analysis to better understand the breadth and depth of the climate change in the Republic of Tajikistan, as well as, mapping key stakeholders who are responsible for key actions around the climate change will help JICA to initiate dialogues with the Government of Tajikistan to realize their objectives of the NDS2030. In 2023, based on the emerging needs to address the climate change and in alignment with the latest global development agenda, JICA’s new country programme has positioned to address climate change as one of priority development agenda in the Republic of Tajikistan. In addition, the JICA’s country programme for Tajikistan has also incorporated its support to strengthening of social and economic resilience as strategic areas of support since the various economic and social vulnerability loomed priority areas of the country to be addressed during and post the COVID-19 pandemic.In fact, JICA Tajikistan office has been implementing projects in infrastructure, agriculture, water supply, business as well as health and social protection sectors to strengthen the resilience of the country. Nevertheless, given the impacts of the climate change, all sectors that JICA is assisting need to be critically reviewed to understand the linkage with the climate change agenda so that the existing and future development projects can better prepare and respond to the need of the climate change issues. There is also a need for JICA to study and examine the optimal allocations of its resources for the issues and sectors relevant to both mitigation and adaptation to the climate change in the existing Japanese ODA for the Republic of Tajikistan. It is under such circumstances that JICA Tajikistan office seeks an individual expert as an inhouse consultant who is qualified to provide technical assistance and conduct the activities relevant to climate change in two phases as follows.1. The consultant will conduct a scoping and formative studies which are inseparable and consist of the main and integral part of this consultancy. A scoping study is meant to understand overall agenda and structure of sectors and thematic areas relevant to climate change in strong linkage with policies of the republic of Tajikistan. One of the thematic areas might be waste disposal and disaster management. Guided by the findings of the scoping study, the consultant is tasked to conduct a formative study that identifies specific and potential sectors and thematic areas of interventions that JICA can assist in the field of climate change. 2. The consultant will be tasked to facilitate JICA Tajikistan office to formulate further research and/or projects to be approved under the established procedures in the Japanese ODA framework.  |
| 1. **Purpose and Objectives and Scope of responsibilities**
 |
| **Purpose:** The overall purpose of the contractual work is to provide technical and methodological guidance and support for JICA Tajikistan office to 1. understand the scope of issues relevant to the climate change in the context of Tajikistan, and 2. identify JICA’s direction and areas of interventions in its bilateral cooperation relevant to the climate change.To achieve the purpose outlined above, two objectives are determined as follows. **Objective 1.** Analyze an overall and a comprehensive range of agenda about the climate change agenda in the Republic of Tajikistan. The climate change agenda should include such as global warming, air pollution, water pollution, glaciers melting, draught, forest fires, flooding, pest/disease, waste management, disaster management, changes in groundwater level, green economy and carbon neutrality. **Objective 2.** Based on the findings achieved in the Objective 1, provide JICA Tajikistan office with concrete direction specifying thematic areas, sectors, potential geographical intervention areas or sites as well as modality of bilateral ODA scheme for JICA in the thematic fields of concern (which are, climate change particularly on adaptation measures)  |
| 1. **Scope of Responsibilities**
 |
| Guided by the purpose and objectives, the scope of responsibilities therewithin for the individual consultant are specified as follows.**General responsibilities:** 1. Provide advice to strategic programme and project development and planning based on the thematic and sector analysis.2. Liaise with JICA Tajikistan office that assists coordination and synergy with existing and future JICA projects, particularly with sectors that can be affected by climate changes.3. Attend key working groups, seminars and workshops that are meant for the national strategies relevant to Climate change as part of data collection in the consultancy. 4. Contribute to advocacy, networking, and partnership building and ensuring a responsive JICA presence in the development assistance in the Republic of Tajikistan.5. Lead preliminary groundwork to collect information about the national policy and strategic documents relevant to the climate change from available publications and statistics published by the Government of Tajikistan and development agencies to identify information and data gaps in the existing publications. The data collection includes climate change adaptation policies and programmes and priority actions that address needs of vulnerable populations with gender and equity considerations. 6. Lead sector and thematic analysis of the climate change including governance structure and regulation of the climate change, existing services, state budget allocation, and other state and non-state support mechanisms.7. Undertake bottleneck analysis of the state system’s capacity (strengths, weaknesses, opportunities and threats) to achieve national strategic goals of the Republic of Tajikistan in the climate change.8. Lead preparation of analytical reports with a set of recommendations of the sectors and areas of priority for JICA to shape its strategic direction in relation to the climate change.9. Undertake other tasks relevant to the sector analysis, strategic planning as needed by the JICA Tajikistan office. |
| 1. **Contract Duration and Administrative Points**
 |
| **Contract duration：Five (5) months** **Modality of service:** Remote and/or local activities in Tajikistan**Reporting:** The consultant reports to JICA Tajikistan Office. The Final report should be one (1) electronic version [and (1) paper-based document to be discussed]. The format shall be agreed between JICA and the consultant upon the contract. The following deliverables and timelines are expected from the consultant:1. Outline of approach, methodology and report outline as an inception report: Short (up-to five pages) outline of proposed structure with a goal of ensuring common understanding of task ahead – ten working days after the contract is signed.2. Monthly report: by end of each month3. Interim report: 2 months after the submission of Inception report4. The final report: A first draft of the final report – 4 months after the contract is signed. Presentation: The consultants have twice presentation to JICA Tajikistan Office in midterm/interim period and final. **Confidentiality:** The consultant does not disclose any information, which will be obtained during this contract without permission of JICA in writing, both during the contract and after the termination of the Agreement on the consultancy. **Copy Rights:** Possessed by JICA. All rights, including title, copyright, and patent rights of any material(s) produced under the terms of this contract shall be vested in TAJIKISTAN, which shall be entitled to make any changes or eliminate any part of the material(s) it deems advisable. |
| 1. **Qualifications, Experience, Skills, and Languages**
 |
| **One consultant:** * Education: an advanced academic degree in environmental science, social science or previous experience on topics related to climate change or social sector is required.
* At least 5 years’ relevant experience of work on social development in developing countries is required.
* At least 3 years’ relevant experience of work on social sector, quantitative and qualitative social research in Central Asian countries, especially Tajikistan is required.
* Research and Data Analysis: Capacity to utilize data and research findings to inform decision-making, improve programme strategies, and contribute to the evidence base.
* Programme Design and Planning: The ability to design evidence-based and context-specific programmes, which are context-specific and culturally sensitive.
* Familiar with global and regional policy frameworks and strategies about climate change and labor and migration including SDGs.
* Fluent knowledge of English in written and oral communication.
* Experience liaising with relevant ministries and national authorities of the Republic of Tajikistan.
* Proven Strong research, problem-solving and organizational skills.
* Communication and Advocacy: Effective communication skills to convey complex concepts to diverse audiences and advocate for issues at various levels.
* Innovation and Adaptability: Willingness to embrace new technologies and innovative approaches to improve programme efficiency and adapt to changing circumstances.
 |
| 1. **Payment schedule**
 |
| Monthly basis subject to the accounting and administration procedures of JICA Tajikistan office by submission of a monthly report. |