

## Terms of Reference

**Project Title:** UNDP-FAO Collaborative Project on “Supporting Nepal to integrate the agricultural sectors into National Adaptation Plans (NAPs)- UNFA/GLO/616/UND ”

**Job Title:** Lead Consultant and Agriculture Adaptation Planning Expert

**Division/Department:** FAO-NEPAL

**Location:** Kathmandu

**Expected Start Date of Assignment:** 1 June 2016

**Duration:** 1 year (with provision to extend further)

**Reports to:** FAO Representative in Nepal and FAO Project coordinator, NRC

**Duty Station:** To be based in Ministry of Agricultural Development

### General Description of task(s) and objectives to be achieved

The Lead Consultant and Agriculture Adaptation Planning Expert **is responsible for formulating, implementing, monitoring and reporting on the coordinated FAO and UNDP collaborative work-plan for Nepal.** He/she will be under the overall supervision of the FAO Representative in Nepal and report to the overall Project Coordinator in FAO-HQ. The Lead Consultant will work in close consultation and collaboration with the Programme Unit of FAO Representation and Energy, Environment, Climate and Disaster Risk Management Unit of UNDP Country office in Nepal, the FAO Natural Resources Officer – Climate Change and Bioenergy for Asia and the Pacific and the UNDP-GEF Unit at the Bangkok Regional Hub. The consultant will also coordinate implementation of the project activities with the Project Steering Committee, the Technical Advisory Committee and other relevant national stakeholders.

The Lead Consultant and Agriculture Adaptation Planning Expert is expected to possess a strong mix of technical expertise as well as proven management capacity. S/he will assume the following job functions and responsibilities:

#### i. Overall management of project implementation

- Prepare, coordinate, update and manage the detailed FAO-UNDP national work plans and budget of the project, with clear timelines, milestones and deliverables, consistent with global reporting frameworks for project-level outcomes;
- Coordinate, supervise and lead overall implementation of project activities in close coordination with the respective units of FAO and UNDP Country Offices and UNDP and FAO designated consultants in a manner consistent with the global and national project logframe and work plan, and in compliance to guidance from the national project steering committee;
- Directly supervise staff hired by the project and at project activity sites;
- Ensure close coordination between other relevant FAO & UNDP projects and programmes – particularly GCP/RAS/070/LDF “Reducing vulnerability and increasing adaptive capacity to respond to impacts of climate change and variability for sustainable livelihoods in agriculture sector in Nepal”;

- Ensure that all reports, documents and other outputs prepared by service providers are of high quality and are targeted towards achieving project objectives as planned;
- Perform other related duties as required

## **ii. Technical assistance and adaptation planning advisory services**

- Contribute technically to all outputs of the collaborative project work plan and provide technical leadership and direct inputs to the FAO designated outputs ;
- Review and conduct research on existing agriculture sector policies, plans and initiatives in particular Agricultural Development Strategy (ADS) of the Government of Nepal to technically guide the design and set-up of agricultural sector contributions (eg. stock-taking) to the overall NAP process in Nepal, building on existing policy, institutional and human resources capacities;
- Supervise a needs assessment exercise amongst key personnel to conduct national adaptation planning, budgeting, cost-benefit analysis, climate data modelling and scenario building for the agricultural sector, within the Ministry of Agricultural Development, Ministry of Livestock Development and related Planning, Finance, Disaster Management, Water and other related institutions to identify institutional capacity gaps as well as entry points to integrate climate change adaptation into agriculture sector planning processes;
- Based on a synthesis of methods and information on climate vulnerability in Nepal develop methods for Climate Change Adaptation (CCA) planning and budgeting for the agriculture sector and approaches for evaluating priority agricultural sector adaptation options;
- Organize, lead and participate in training and capacity building exercises on CCA and related project activities in target districts and regional and national training centers;
- Supervise and provide technical guidance for the implementation a programme monitoring framework - including Key Performance Indicators - for enhanced CCA and field monitoring of CCA in ADS priority programs;
- Contribute to technical content related to Nepal's experience on integrating agricultural-sector adaptation concerns into NAP processes (i.e, through policy briefs, handbooks, guidance papers, etc. as identified in the work plan);
- Support and promote gender equality and social inclusion in program activities as well as among the project staff.

## **iii. Monitoring, evaluation and reporting of the collaborative FAO-UNDP work-plan**

- Formulate targets and key performance indicators for project outcomes and outputs in collaboration with UNDP and FAO Global teams.
- Report on and contribute information on project progress of the collaborative FAO-UNDP work-plan, key milestones and other relevant information (for annual report, audits, mid-term and terminal evaluations) to the global project team as per agreed timeline;
- Prepare key operational reports including an inception, mid-term and final report in addition to six-monthly progress reports, summarizing findings, achievements, conclusions and recommendations on the progress of the project in the country.

- Alert FAO and UNDP global teams in a timely fashion on any emerging issues or situations that may adversely impact project delivery or the achievement of the work plan outcomes
- Provide regular updates on the project's progress as requested by the BMU, FAO and UNDP;
- Participate in meetings, trainings, workshops and events organised by project partners;
- Facilitate independent evaluations and mid-term reviews as fielded by project partners and donors.

#### iv. Coordination and Advocacy

- Coordinate all aspects of in-country implementation of the project between the Ministry of Agricultural Development, Ministry of Livestock Development, Ministry of Population and Environment, FAO Regional and country Office, FAO HQ, UNDP CO Nepal, and UNDP-BRH as well as other relevant ministries and institutions;
- Facilitate effective communication with relevant ministries, civil society institutions, think tanks, and national, regional and international organizations involved in related projects (including within FAO and UNDP; GIZ, IIED, UNFCCC, UNITAR, ADB), to promote synergies between project and existing initiatives and to inform the stock-taking process;
- Provide logistical and organizational support for in-country coordination meetings, capacity-building workshops and training sessions;
- Prepare documentation of coordination meetings, workshops, and trainings (including concept notes, invitation letters, lists of participants, etc);
- Prepare documentation and knowledge management of lessons learnt;
- Draft communication briefs and fact sheets etc for national media, in-country donor community, and other national-level entities.

#### Key Performance Indicators

Expected outputs (applies to full life of the project):

	Report name	Report Type	Due Date
1	Draft Inception Report including completed work plan and budget of the project	Operational Report	July 2016
2	Revised Final Inception Report	Operational Report	August 2016
3	Quarterly progress reports of coordinated FAO-UNDP activities	Operational Report	Q2, Q3, Q4 – 2016, 2017 & 2018
4	Report on draft methodology for CCA and climate change vulnerability assessment and planning and budgeting	Technical Working Paper	December 2016
4	Report on vulnerability assessment and adaptation planning for the agriculture sector for (number) districts	Technical Working Paper	Draft – December 2017 Final – June 2018
5	Report on Lessons Learned from vulnerability assessment and adaptation planning case studies for integrating	Policy Working Paper	Draft – December 2017 Final - December

	adaption into existing agricultural planning processes		2018
6	Training workshop reports from regional and national-level training on CCA and climate change vulnerability assessment and planning and budgeting (6 Reports)	Workshop Report	May 2018
7	Training materials and handbook for DDCs and field extension officers on how to prioritize, promote, and mainstream CCA measures into planning processes for the agriculture sector	Training Manuals	Draft – December 2017
8	Report on entry points and to better integrate CCA into MOAD, MoLD and DOA/DLS/DDCs, with priority to be given to ADS programs.	Policy Working Paper	December 2016
9	Report on tools for indicator-based monitoring of CCA field projects in Nepal including a synthesis of existing field project monitoring indicators applied by MOAD/MoLD and other appropriate indicators relevant for monitoring and evaluating CCA projects	Technical Working Paper	December 2016
10	Case study reports on application of CCA indicators to (number) of selected sites and practices	Technical Working Paper	Draft - January 2018 Final – June 2018
11	Report on NAPs and agriculture in Nepal as contributions to global-level project policy briefs and/or handbook on lessons learnt and tools for NAP for the agricultural sector	Policy Working Paper	Draft – December 2017 Final – December 2018
12	Content development for toward 4-5 articles about programme results, executive briefs, fact sheets and success stories, in collaboration with communications officers of both FAO and UNDP	Policy Working Paper	1 Article in 2016 2 Articles in 2017 2 Articles in 2018
13	Mid-term Report	Operational Report	June 2017
14	Draft Final Report	Operational Report	October 2018
15	Revised Final Report	Operational Report	December 2018

## **Required competencies**

### ***Academic qualifications:***

- Advanced university degree in climate change, agriculture, or natural resources management.

### ***Technical competencies and experience requirements:***

- At least five years' working experience in planning and implementation of project/programmes related to natural resources management, agriculture development, and climate change adaptation and/or mitigation;
- Prior experience working with district-level committees on climate change adaptation or disaster risk reduction planning would be advantageous;
- At least 2 years' experience in providing managerial oversight and implementation of projects and relevant experience of working with government agencies, local communities and international organizations. Working experiences and familiarity with the Policies, Programmes, priorities and working procedures of the Government of Nepal, FAO and other UN agencies in climate change adaptation and mitigation in the agricultural sectors;
- Strong knowledge / experience in results-based management and results-oriented approach to project implementation
- Strong inter-personal skills, communication, networking and team-building skills; competent in leading teams and creating team spirit, management of inter-group dynamics and conflicting interests of various actors, stimulating team members to produce quality outputs in a timely and transparent fashion;
- Excellent oral and written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality papers and reports and presentations;
- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government organizations; ability to deal with politically sensitive issues;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Fluency in English and Nepali - listening, speaking, reading and writing;
- Excellent computer skills