

ADAPT-WAP PROJECT

« INTEGRATION OF CLIMATE CHANGE ADAPTATION MEASURES
IN THE CONSOLIDATED MANAGEMENT OF THE TRANS-BOUNDARY
WAP COMPLEX »

EXTENSION OF THE DEADLINE TO AUGUST 23, 2020

TAKING INTO ACCOUNT OF CLIMATE CHANGE IN THE MANAGEMENT OF THE WAP MANAGEMENT COMPLEX TOOLS

Terms of Reference

For the recruitment of a design office

[AO/OSS/ADAPT-WAP_PACC-SDA-PAG/060720-24]

July 2020

TABLE OF CONTENTS

1.	Context of the mission	4
2.	Scope of the service	6
3.	Coordination with partner institutions	7
4.	Links with other studies	7
5.	Purposes of the service	8
6.	Consistency of the service	8
7.	Duration of the mission	14
8.	Qualifications and Criteria	14
9.	Submission of Bids	15
10.	Proposal for a mission scoping note	18
11.	DELIVERABLES AND DELIVERY & PERFORMANCE CONDITIONS.....	18
12.	Payment terms and schedule	22
13.	Deadline and place for application submission.....	23

LIST OF ACRONYMS

ADAPT-WAP	«Integration of Climate Change Adaptation Measures in the Concerted Management of the W-Arly-Pendjari Trans-Boundary Complex»
CC	Climate Change
OSS	Sahara and Sahel Observatory
MR-EWS	Multi-Risk Early Warning System
ToRs	Terms of Reference
UNISDR	United Nations International Strategy for Disaster Reduction
WAP	W-Arly-Pendjari
NAAP	National Adaptation Action Programs
NAP	National Adaptation Plans

1. CONTEXT OF THE MISSION

The W-Arly-Pendjari complex (WAP) is one of the most important compositions of trans-boundary terrestrial ecosystems in Africa. Listed as a UNESCO World Heritage Site in July 2017, this complex is shared by three countries: Benin, Burkina Faso and Niger¹ - and consists of a network of protected areas including the Trans-boundary Biosphere Reserve W (TBRW)², the Arly park and the Pendjari park.

This protected area provides a significant biological diversity that contributes to the economic and social development of the West African sub-region. Its innate natural resources constitute a major asset for local populations whose livelihoods are mainly based on agriculture, livestock, fishing, hunting, forest resources (wood and non-wood forest products) as well as tourism.

Because of all its potential, the WAP complex is a highly rated and popular area, with an influence that extends over approximately 40 km from its protected areas, in which there are more than 500 cities and villages housing 1 million inhabitants (approximately 700,000 in Benin - 200,000 in Burkina Faso and 100,000 in Niger). They fall into 4 main socio-professional groups: farmers, fishermen, breeders and hunters.

The WAP complex area is thus subject to multiple pressures and threats marked by:

- *Droughts causing uncontrolled pastoral movements.*
- *Floods threatening the security of populations and plains, through the loss of crops.*
- *Uncontrolled bush fires leading to the degradation and reduction of forest areas.*
- *Expansion of agricultural land that destroy forest areas, which creates pressure on natural resources, loss of ecosystem services and reduced potential for carbon sequestration.*

These pressures and threats are exacerbated due to the vulnerability led by the climate change (CC) impacts, especially since the WAP complex is located in an agro-pastoral region that witnesses a high inter-annual rainfall variability. The area is a privileged destination for agricultural migrants and an important crossing point for transhumant livestock, all attracted by the relatively greater availability of natural resources. Because of CC, the area could provide shelter for a larger number of migrants and transhumants and therefore be subjected to greater pressures.

In order to help overcome this situation, the three riparian countries have initiated, with the OSS technical support, the "Integration of Climate Change Adaptation Measures in the Concerted Management of the WAP Trans-Boundary Complex» ADAPT-WAP regional project. The project is funded by an Adaptation Fund grant for a four-year period (2020-2024). It is implemented and executed by the Sahara and Sahel Observatory (OSS), in collaboration with the three beneficiary countries.

The ADAPT-WAP regional project aims to strengthen the resilience of ecosystems and improve the livelihoods of the populations of the WAP complex as regards climate change, through the establishment of a multi-risk early warning system (MR-EWS) relating to droughts, floods and bush fires and the implementation of concrete adaptation measures.

¹ The WAP complex and its riparian zone extends over approximately 50,000 km² (43% in Benin, 36% in Burkina Faso and 21% in Niger).

² The TBRW extends over approximately 3,916,648 ha and is shared by three (3) countries - Benin with 2,048,313 ha, Burkina Faso with 833,335 ha and Niger with 1,034,900 ha.

The project will also consolidate synergy and allow the three beneficiary countries to combine their efforts for the sustainable management of the complex and natural resources, while reducing the climate-change-led conflicts between the different users.

Given the expected results, the project is based on the following four components:

- **Component 1** - Integration of climate change related aspects in the management plans and tools of the WAP complex;
- **Component 2** - Design and implementation of a Multi-Risk Early Warning System (MR-EWS) (droughts, floods and bush fires);
- **Component 3** - Improving the resilience of ecosystems and populations' livelihoods through the implementation of concrete adaptation actions;
- **Component 4** – Awareness-raising, communication and capacity building for a consolidated, integrated and sustainable management of the WAP complex.

Under the activities of the project component 1, lies the development of three studies on Climate Change integration in the management of the WAP Complex.

The first study relating to the development of a climate change adaptation plan for the WAP complex was included on the one hand, following the needs expressed by the three countries to give importance to the Climate Change impacts on the WAP complex and on the other hand, taking into account the results of the preliminary studies carried out within the framework of the project. It turns out that for the WAP complex, the development of a climate change adaptation plan has become a mandatory and vital option for the sustainable and efficient conservation of the natural resources of the area.

This shared vision of the three countries for such a study will not only lead to obtaining greater consideration of climate change in national and trans-boundary policies for the management of the complex areas, but also could have the support of donors involved in financing climate change adaptation. Moreover, the vision is in perfect harmony with the Climate Change National Adaptation Action Programs (NAAPs) developed by each of the three countries.

The second study relates to the development of a methodological guide for integrating climate change adaptation in the Management Tools of the WAP Complex.

During the development process of the project document, it was clear that despite the national and sub-regional initiatives which made it possible to provide the WAP complex with common management tools, the CC issue, even though it has significant risks on ecosystems and on the lives of local populations, is not adequately taken into account in said management tools. However, the CC issue and its risks is one core component in the sustainable development of the complex area.

Based on this point, and taking into account the results of the first study, the project plans to develop a methodological guide for integrating climate change related aspects in the management tools of the WAP complex, in particular in the Master Plan for Development (MDP), the Development and Management Plans (DMPs) of the W, Arly and Pendjari protected areas. This guide should detail the approaches, methods, tools and recommendations to facilitate the integration of climate change adaptation issues in the management of the complex.

The MDP is a consensual regional guidance tool for a sustainable management of the complex for the benefit of local populations and sub-regional integration. The importance of mainstreaming climate change is that the MDP gives strategic guidance for the sustainable development and management of the complex in the future around the lines as an answer to the main issues and challenges of shared governance of the WAP complex. The DMPs, the scopes of which are defined by the Master Plan for Development (MDP), contribute locally to its implementation.

The third study coming as a complement to the second one, relates to the development of technical annexes integrating climate change in the MDP and DMPs.

The process of mainstreaming climate and its risks in the management tools of the complex (MDP, DMPs) requires a consensual and participatory approach. Indeed, these are already existing documents, developed for well-defined time scales and validated by the beneficiaries. Their total recovery could require significant financial resources and time that could extend beyond the project lifespan. This is why, from the methodological guide, subject of part 2, annexes will be proposed that take into account the CC issue in these management and planning tools.

These ToRs have been developed for the recruitment of a design office to develop these studies on the CC integration in the management tools of the complex (MDP and DMPs).

2. SCOPE OF THE SERVICE

In the WAP complex area, we take note of water shortage accompanied by temperature increases, bush fires and changes in rainfall distribution which affect the natural environment by exacerbating the intensity or frequency of some phenomena, such as droughts. The climate change impacts are also felt on the built environment and on communities. Fortunately, a big deal of these impacts can be limited and even, in some cases, avoided in a town/commune or protected area, to preserve the well-being of citizens and the quality of the services provided. It is now important to take into account the potential impacts of climate change in the strategic documents, the planning of current management operations in the complex area.

However, the important previous programs and initiatives³ carried out in the area to strengthen the sustainable management of natural resources and improve the living conditions of local populations have not taken enough account of the climate aspect. Indeed, in the current state, the various plans and management tools of the WAP complex do not make it possible to effectively contend with the risks and impacts of current and future CC. Moreover, the evaluation results of programs conducted in the complex area strongly recommended that adaptation measures be taken into account in the planning and management of the WAP complex.

A CC adaptation plan with a short, medium- and long-term action plan would address this situation in the WAP Complex. Plus, to guarantee better integration of the CC issue in the complex management, the project suggests to develop a methodological guide supported by annexes to the main WAP planning and management tools (MDP and DMPs).

The process of integrating the climate aspect and its risks in the management tools of the complex (MDP, DMPs) requires a consensual approach involving the different categories of involved operators. Indeed, these are documents drawn up for well-defined time scales and validated by the beneficiary countries. Their total recovery could require significant financial resources and time that could extend beyond the project lifespan.

³ We can mention, for instance, the Protected Ecosystems in Sahel Africa project (ECOPAS), Entente Park Support Program (PAPE), Protected Areas Management Support Program (PAGAP)

3. COORDINATION WITH PARTNER INSTITUTIONS

The main result of this study would be to have a CC adaptation plan and to have the CC issue integrated in the management tools of the complex (MDP and DMPs) for a sustainable development of the complex natural resources as well as the livelihoods of local populations. For this to happen, the consultation must involve partners from different institutional levels (regional, national and local) as described below:

- The National Centre for the Management of Wildlife Reserves (CENAGREF) under the Ministry of the Environment and Sustainable Development of Benin;
- The National Office of Protected Areas (OFINAP), under the Ministry of the Environment, Green Economy and Climate Change of Burkina Faso;
- The Directorate General of Water and Forests under the Ministry of the Environment, Urban Health and Sustainable Development in Niger;
- The institutions and partners who helped prepare the two documents (MDP and DMPs). They include: IUCN, UEMOA, etc. (cf. MDP document);
- Local level development projects (GIC-WAP / GIZ);
- NGOs and Associations, Civil Society and Professional Organizations.

The works will be undertaken in close collaboration with the Regional Project Unit (RPU) hosted by the OSS.

4. LINKS WITH OTHER STUDIES

In addition to the planning and management documents for the complex, the studies will be based on a set of preliminary documents and products produced within the framework of the ADAPT-WAP project. These are:

- Ongoing study establishing the baseline situation of the ADAPT-WAP project - 2020
- Analysis and assessment report on the vulnerability of the population and ecosystems to climate change - April 2018
- Environmental and social impact study of the project to integrate climate change adaptation measures in the consolidated management of the trans-boundary WAP complex - April 2018
- Environmental and social impact study report of the project to integrate climate change adaptation measures in the consolidated management of the trans-boundary WAP complex - April 2018
- Report on the infrastructure and equipment that need to be acquired and implemented for the EWS as part of the ADAPT-WAP project - April 2018.

The service provider will also be able to go through the documents produced by our partners (SDAs and PAGs) as well as the strategy of the beneficiary countries in relation to climate change and adaptation such as: national strategies on climate change, national adaptation strategies and plans (SNCC, NAAP, NAP...), etc... with a view to aligning with the priorities of the beneficiary countries.

5. PURPOSES OF THE SERVICE

The **overall objective** of this consultation is to provide the WAP complex with an adaptation plan supported by a short, medium and long-term action plan as well as a guide and appendices to take into account the climate change issue in the management tools (MDP and DMPs). Specifically, the consultation will aim to:

- Provide the WAP complex with a climate change adaptation plan supported by an action plan including the short, medium and long-term adaptation options and strategies to be carried out, in order to reduce current and future climate risks that could affect the ecosystems and livelihoods of local populations;
- Produce a methodological guide describing the approach and guidelines for integrating climate change adaptation measures in the planning and management process of the complex; especially for the strategic lines of the MDP of the DMPs.
- Based on the proposed methodology, taking into account the CC and adaptation options in the management and development documents (MDP and DMPs) as annexes.

6. CONSISTENCY OF THE SERVICE

6.1. Part 1 - Development of the Complex Adaptation Plan (CAP)

6.1.1. Objectives

In this first part, the objectives will be to develop the Climate Change Adaptation Plan for the WAP complex (CCAP / WAP). It aims to determine, document the potential impacts of Climate Change and to define the adaptation actions and strategies to be planned in time and space, in order to reduce current and future climate risks that could affect ecosystems and livelihoods of local populations.

Specifically,

- I. Diagnose climate change national adaptation strategies, in particular, those related to protected areas in the three countries, followed by an assessment of the capacities and tools available to contend with climate change;
- II. Provide the different actors with an assessment of the impacts of the current climate;
- III. Inform the actors on the potential risks of climate change and on the analysis of the vulnerabilities of ecosystems and populations;
- IV. Propose an adaptation plan supported by an action plan including concrete measures for the WAP complex area.

The CCAP/WAP would therefore be a framing, baseline, decision support and planning document for measures with the primary purpose of adapting to the climate change adverse impacts and/or related to climate variability in the WAP complex area.

The process of adapting to climate change is participatory, iterative, and dynamic, and must be reviewed periodically to take into account new elements that could influence the analysis. The consultation must foresee the frequency of the plan review.

6.1.2. Expected Results

According to the methods and approaches proposed by the design office, the following elements must be presented at the end of this part:

- The assessment of the impacts of climate change in the WAP complex area;
- The analysis of the vulnerability of ecosystems and communities bordering the WAP complex and the identification and mapping of vulnerable sites;
- The identification and assessment of current and future climate risks in the WAP complex area;
- The selection of relevant adaptation options to manage the risks identified in the complex;
- The development of an adaptation action plan supported by an action plan to be implemented and its monitoring and evaluation system.

6.1.3. Main tasks

Under this first part of the mission, the development of the Adaptation Plan will be carried out according to an iterative/participatory process and according to the five generally accepted steps for the development of adaptation plans.

Step One: Assess the impacts of the current climate

The purpose of this step is to better understand the interactions between the current climate and the complex area, i.e. the causes and climate events which are already affecting it. These impacts can be identified by analysing recent climate events (over the past 30 years) based on multiple sources of information (IPCC reports, NAAP, NAP, Strategies to combat climate change, etc.).

Climate events should be described according to the type of events (e.g. droughts, floods, bush fires, etc.), their duration and their intensity. Subsequently, the impacts can be described by breaking down the whole range of consequences resulting from these events, when they occurred and also in the longer term.

Another aspect to document at this step relates to non-climate causes that can change the magnitude of the climate change impacts on riparian communities, such as socio-economic and demographic features.

At the end of this step, the consultation must provide a report on the systems and activities that have already been affected by particular climate conditions in the complex area.

Step Two: Analysing the vulnerabilities of ecosystems and riparian communities to climate change

At this step, the aim is to perceive the vulnerabilities related to these changes, taking into account how sensitive and adaptable the complex area is. The impacts of the current climate can provide indications of future impacts. The aim is to assess the possible evolution of these impacts based on climate change scenarios for different climate events and conditions that have already affected the complex area in the past.

At the end of this step, the consultation must provide a report on the perceived climate changes and their possible impacts in the complex area, and determine the vulnerability of the ecosystem and populations of the complex.

Step Three: Perform a risk assessment

The risk assessment includes risk identification, classification and prioritization, taking into account the vulnerability analysis of the complex. Risk assessment and prioritization should be conducted taking into account the two factors that define a risk, namely: the probability of an event occurrence and the extent of the resulting consequences on the environment vulnerable elements. The evaluation framework should contain the following;

- ***The system under study***, to define the components or elements at risk such as the infrastructure, the ecosystem of the parks and the communities bordering the parks facing a climate event, the scale of consequences to qualify the magnitude of the given consequences, whether major, moderate or catastrophic;
- ***The probability of occurrence scale*** to qualify the probability of events that could occur in the future;
- ***Risk levels*** to assign priority levels to climate-related risks for the complex area.

At the end of this step, the consultation must provide a report on the risks, their classification and prioritization.

Step Four: Identify and Prioritize Options for Managing Risk

This step will consist of setting and prioritizing the objectives and adaptation needs that will be used to identify the relevant options and measures to manage the previously prioritized risks.

In order to determine the adaptation options, it is important to define the adaptation objectives in advance. Adaptation options can aim to reduce either the magnitude of the consequences, or the probability of occurrence - or both - of a climate change impact. Once the adaptation options have been documented, in consultation with the stakeholders, it will be a question of starting the selection process and prioritizing the ones that should be implemented first. It is important to define the evaluation criteria for the choice of options. These criteria can constitute a set of minimum conditions or prerequisites to be met in order to implement the adaptation options.

At the end of this step, the consultation must provide a clear report on the adaptation objectives that will help identify the possible options for managing the risks prioritized in the previous step.

Step Five: Produce the adaptation action plan to be implemented

This last step will have the adaptation plan produced and supported by an action plan based on the information collected in the previous steps. For an adaptation action plan to be successful, it should be consolidated by a specific communication process to ensure the involvement of all stakeholders (Mayors, NGOs, state institutions, customary authorities, local populations, etc.). To this end, the design office will present a communication plan that will be integrated/annexed to the project communication strategy. The implementation timetable is a key element of the adaptation action plan that will give more credibility and that will help catch the attention of the operators. The timetable should therefore set clearly defined milestones to be achieved for the implementation of specific actions.

The ADAPT-WAP project provides for the creation of a stakeholder platform to facilitate dialogue between decision-makers from different countries on the integration of climate change adaptation in the management of the WAP complex. The adaptation plan is an important link in this platform to ensure wide dissemination of adaptation options and measures as well as monitoring their implementation.

At the end of this last step, the consultation must provide the sponsor with an adaptation plan supported by an action plan to be disseminated to the different authorities and operators working on the management of the complex.

6.2. Part 2: Development of a methodological guide for integrating the climate change adaptation issue in the Management Tools of the WAP Complex (MDP and DMPs)

6.2.1. Objectives and results

This second part of the service relates to the development of guidelines and tools allowing the integration of climate change adaptation measures in the strategic lines of the MDP and the DMPs, with a view to effectively and sustainably improving resilience and reducing vulnerability of ecosystems/natural resources and local communities of the WAP complex.

Specifically:

- I. Conduct a situational analysis on how climate change adaptation issues are taken into account in complex management tools (MDP DMPs);
- II. Summarize the climate change related potential risks and impacts incurred by ecosystems and local populations in the WAP complex as well as the prioritization of the most relevant adaptation measures, identified in part 1 of the service;
- III. Propose an approach to take climate change into account when reviewing management tools when they expire (MDP-2033 and DMPs (Arly-2025, W Niger-2026, W Burkina Faso-2025, W Benin-2026, Pendjari-2025));
- IV. Produce a methodological guide including the approaches, the tools and the main steps of integrating climate change in the MDP and the DMPs;
- V. Make technical proposals for updating the WAP GIS to be considered as a WAP management tool;
- VI. Inform/educate stakeholders on CC issues and their inclusion in the MDP and DMPs.

6.2.2. The main tasks

The process of developing the methodological guide will be based on four (4) steps as follows:

Step 1: Situational analysis in terms of taking adaptation into account in current management tools at the WAP complex (MDP and DMPs)

At first, this analysis should provide an overview of:

- How deep CC issues and the adaptation measures included in the documents and strategies at country level (CC Strategies, NAAP, NAP, etc.) are taken into consideration, in relation to climate hazards and their impacts, adaptation issues and challenges for the sustainable development of the Complex (see part 1);
- Governance and institutional links between the different structures engaged in the management of the WAP complex at regional and national levels.

Secondly, providing more accurate analysis of the management and planning documents on the complex (Master Plan of Development, Protected Areas Development and Management Plans) with a view to (i) assess the degree or the gaps relating to the consideration of climate change adaptation issues (ii) understand the reasons underlying thereto. This analysis should make it possible to determine the strategic lines and ways of rooting these climate change adaptation measures.

At the end of this step, the service provider must submit a report on the current situation with regard to taking climate change issues into account in the management of the WAP complex.

Step 2: Overview of the risks and potential impacts of climate change and prioritization of the adaptation measures identified in the first part of the mission to be taken into account in the documents (MDP and DMPs)

Based on the results of the adaptation plan (part 1), the identified adaptation measures, aimed at reducing the vulnerability of the Complex area and filling the gaps registered in the planning documents and its management. For this to happen, the service provider must first make an overview of current and future risks and impacts; and then examine the urgent adaptation needs which will be given priority according to their relevance and the spatial context.

This step will have the adaptation options categorized and prioritized in a simple version that can be understood by the guide users.

Step 3: Information / Awareness-raising on climate change in the management tools of the complex

This step that has important communication aspects, helps the different stakeholders become aware of the changes registered in the complex and the usefulness of integrating climate change adaptation in its planning and management mode. In particular:

- Fine-tune the choice of key players described in Chapter 3 and the resource people to be involved in this guide development;
- Inform key institutional operators and make them aware of the challenges and the importance of integrating CC in the MDP and DMPs;
- Make proposals for strengthening the institutional links between the structures engaged in the development and implementation of the MDP, DMPs and GIS, as well as a capacity building plan in climate change and related fields.

Step 4: Proposal of the approach and tools to fill the gaps in the MDP, DMPs as a methodological guide

In this step, it is a question of producing a methodological guide explaining how to take into consideration climate change in the planning and management documents of the complex (Master Plan of Development, Complex Protected Areas Development and Management Plans). This guide should mention the appropriate and participatory approaches as well as the tools necessary for coordinated consideration of actions to adapt to climate change.

6.2.3. *Expected results*

According to the methods and approaches put forward by the design office, the following elements should be available at the end of this part:

- Analysis of how CC is taken into account in complex management tools (MDP and DMPs);
- The climate change related potential risks and impacts incurred by ecosystems and local populations at the WAP complex (see part 1);
- Key players are informed and made aware of the need to integrate CC in the MDP and DMPs;
- A methodological guide containing, recommendations, approaches, tools and the main steps of integrating climate change in the MDP and DMPs. It will also include an approach allowing climate change to be taken into account when the MDP and DMPs are reviewed when they come to expiry.

6.3. **Part 3: Development of annexes to the MDP and DMPs taking into account the CC issue**

6.3.1. *Objectives*

This part focuses on the development of technical annexes integrating climate change in the planning and management documents of the complex, namely MDP and DMPs. This action was suggested by the national partners sharing the WAP complex, in order to speed up the process of integrating adaptation measures in its management. Based on the results of part 2, the service provider will submit technical documents aimed at making sure that climate change is taken into account in said existing management and planning tools, i.e. an annex to the MDP, an annex to each of the five (5) DMPs over the lifetime of these documents.

6.3.2. *The main tasks*

In order to accomplish this part of the mission, the service provider will have to carry out the following tasks:

Step 1: Drafting the technical annex or annexes to the MDP and DMPs

It is mainly dedicated to developing technical annexes to the MDP and DMPs, taking into account the shortcomings in terms of taking into account CC issues, already identified in the previous parts (1 & 2), on said documents. For this to happen, the service provider should present a framework to be validated by the stakeholders. These annexes should, inter alia, reflect the adaptation actions to be carried out in different components of the complex at national and regional level, as well as the implementation methods and deadlines.

Developing an annex encompassing the 6 documents could also be open for discussion and validation by a consensus document between the main operators.

Step 2: Activities complementary to the integration of "climate change" in the MDP and DMPs

Some activities must be implemented following the CC integration in the complex management tools, namely:

- Choice of a priority option by relevant sector of activity according to the specificities of the complex area: agriculture, livestock, fishing, water resources, etc.
- Development of detailed project sheets for the selected priority actions,
- Development of a resource mobilization strategy,

- Organization of information workshops on the document content for the affected communities and stakeholders.

Step 3: Validation of the technical annex or annexes

The technical annexes should be validated during a regional workshop which would bring together all the stakeholders and main users/ operators.

6.3.3. Expected results

The technical documents integrating CC are developed, validated and annexed to the MDP and the DMPs

- A technical annex for the complex's MDP
- A technical annex for the W / Benin DMPs
- A technical annex for the W / Burkina Faso DMPs
- A technical annex for the W / Niger DMPs
- A technical annex for the Arly Park / Burkina Faso DMPs
- A technical annex for the Pendjari Park / Benin DMPs

Project sheets are proposed for the selected priority actions, supported by a resource mobilization strategy.

7. DURATION OF THE MISSION

The duration of this mission is estimated at approximately two hundred (200) days spread over seven (7) months from its signature.

8. REQUIRED SKILLS AND PROFILES

The design office must provide the following profiles for this service:

8.1. Lead Experts

An international/national expert in climate change adaptation, vulnerability study, natural resource management or similar fields, leader with the following qualifiers and experiences:

- PhD, Engineering and/or Master in environment, natural resource management or equivalent, with in-depth knowledge of climate change vulnerability and adaptation
- At least 15 years of professional experience in the sustainable management of natural resources in the context of climate change,
- Proven experience in vulnerability analysis and identification of SMNR and socio-economic adaptation options,
- At least three work references relating to the development of a climate change adaptation plan;
- Good work experience in countries bordering the WAP complex, in particular on the conservation of natural parks and the climate change impact;
- Good knowledge of the typology of central and de-concentrated state institutions, decentralized institutions and civil society as well as professional organizations and socio-professional categories to engage in this mission.
- Experience in managing and monitoring adaptation projects would be an asset;

- Good knowledge of the donor practices such as the Adaptation Fund, the GCF, the World Bank, the GEF, IFAD ... would be an asset;
- High capacity for writing in French;
- Able to communicate and provide leadership;
- Gender knowledge would be an asset;
- Good command of IT tool.

A national socio-economic or rural sociologist and gender expert with the following qualifications:

- PhD and/or Master in social sciences (sociology or rural economy, law, economics, agroeconomics), or similar fields of study;
- More than ten years of professional experience in carrying out rural sociology studies related to NRM, climate change integrating, inter alia, gender;
- Participated in the development of at least two studies on a climate change adaptation plan;
- Good work experience in countries bordering the WAP complex;
- High capacity for writing in French;
- Ability to work within a team and online;
- Good command of IT and IT apps;

A Geographic Information System (GIS) specialist

- PhD and/or Master in geography, or any other related field;
- Proven experience in mapping, geographic information systems (GISs) and remote sensing;
- Good work experience in countries bordering the WAP complex;
- Gender knowledge would be an asset;
- High capacity for writing in French;
- Ability to work within a team and online.

8.2. Supporting experts

- Communication expert
- Rural development expert
- Land use planning expert

9. SUBMISSION OF BIDS AND CRITERIA

Applicants will have to submit bids including a technical and a financial offer. Financial and technical bids must be set apart.

9.1. Technical bid

The design office will have to provide an electronic version of a technical offer including:

- A methodological note explaining exhaustively the approach that will be adopted when carrying out the mission.
- A detailed presentation of the data collection approaches and tools that will be adopted.
- A presentation of the key points for the success of the service.
- A concise note on the experiences and relevant references for similar-task achievements, focused on the African context.

- A timetable defining the deadlines and the steps necessary to conduct the whole mission and submit the different deliverables.
- The detailed Curriculum Vitae (CV) of each of the experts, clearly highlighting the missions carried out in connection with the consultation as well as copies of the certificates from similar services. Use the standard OSS template, downloadable from the following link: [[OSS CV Template](#)].

Finally, based on its experience, the design office will have to outline the strategies and key points deemed necessary for the good conduct of the service and for the success of the mission. It will also have to mention any scenario and possible risks it could face, and consequently, the strategies to manage them.

9.2. Financial bid

The financial bid must be presented in US dollars (USD), detailing the travel fees and other costs, as mentioned in the table below.

Component of the financial bid	Unit (M/D)	Amount (US\$)
Expert 1: A climate change adaptation international/national expert		
Duration of intervention / effort (M / day)		
Estimated effort (M / day)		
Other expenses		
Sub total expert 1		
Expert 2: A socio-economist or sociologist national expert		
Duration of intervention / effort (M / day)		
Estimated effort (M / day)		
Other expenses		
Subtotal expert 2		
Expert 3: A Geographic Information System (GIS) specialist		
Duration of intervention / effort (M / day)		
Estimated effort (M / day)		
Other expenses		
Sub total expert 3		
Communication supporting expert		
Rural development supporting expert		
Land use planning supporting expert		
GRAND TOTAL		

9.3. Selection criteria

The contractor will be chosen by the OSS bid evaluation committee based on:

- A clear and relevant methodological note (15 pages maximum);
- The presented team of required experts.

The following criteria will be applied to select the most economically advantageous bid.

Criteria	Notes	%
A. Technical bid		70%
<i>A.1. Sub criterion 1: Methodological approach in line with the expected results of the mission and implementation schedule</i>	40 points	
A.1.1. Understanding the needs	15 points	
A.1.2. Overall approach	15 points	
A.1.3. Work plan and human resources dispatching by phase	5 points	
A.1.4. Relevance of the design office with the service	5 points	
<i>A.2. Sub criterion 2: Quality of the presented team of experts</i>	60 points	
A.2.1. Consistency, relevance and quality of the presented team organization	5 points	
A.2.2. A climate change adaptation international/national expert, Head of Mission	20 points	
A.2.3. A socio-economics or rural sociologist and gender national expert	10 points	
A.2.4. A Geographic Information System (GIS) specialist	10 points	
A.2.5. A Communication supporting expert	5 points	
A.2.6. A Rural development supporting expert	5 points	
A.2.7. A Land use planning expert	5 points	
B. Financial bid		30%

9.4. Additional considerations

An availability and exclusivity statement must be signed and annexed to the bid for each presented expert. If an expert is involved in several supporting activities of the 3 parts of the ToRs, the bidder must present a table summarizing the mobilization of the expert on the different missions and their schedule compliance.

10. PROPOSAL FOR A MISSION SCOPING NOTE

For the selected design office, this step relates to confirming the methodology to be adopted for the conduct of the mission and to the complementary bibliographic analysis of documents, reports and studies related to the project topic, document (see chapter 4). It will be drafted after the first remote meeting (bluejeans or phone) held with the project team, and will in particular take up the main adjustments to the methodology and the organization of the mission approved during this meeting.

The design office will confirm the appropriate methods for meeting the mission objectives, including the team structuring that will carry out the field surveys.

A process of inclusive and effective involvement of all relevant operators must be implemented to guarantee the success of the study. The map of operators and stakeholders should be better fine-tuned and updated, with an explanation of each operator role in the process, including the OSS (see chapter 3, not complete).

The OSS will provide the design office with every project document. The design office will update the timetable to help determine the extent of the work to be done.

N.B. The performance of the service should adapt to the current world economic situation due to the Covid-19. Some of the discussions or exchanges should be done virtually.

11. DELIVERABLES AND DELIVERY & PERFORMANCE CONDITIONS

11.1. Description of the expected deliverables

Parts	Expected deliverables	Description
Mission start-up	Scoping note	Scoping note: Summary of the adjustments made to the methodology and organization of the mission based on the initial technical proposed bid (10 pages maximum)
	Brief start-up report	
	A draft version of the adaptation plan	Structure of the adaptation plan Writing schedule Version written according to the steps validated in the ToRs

Parts	Expected deliverables	Description
Part 1: Development of the Complex Adaptation Plan (CAP)	A final version of the adaptation plan	Improved version after amendment and improvement proposals
	A summary of the proposed adaptation plan	
	The PPT presentation in French specifying the main results of the adaptation plan;	
	The GIS database and thematic maps that will be developed.	
	Sector report on the progress of this part	The different field visits, including consultations with communities, park managers, local authorities and the different stakeholders in the trans-boundary complex. Photo Library.
Part 2: Development of a methodological guide for the integration of climate change adaptation in the WAP Complex Management Tools (MDP and DMPs)	A draft version of the methodological guide to be integrated in the MDP, DMPs.	Outline of the guide Version written according to the steps validated in the ToRs on hard and soft copies
	A final version of the methodological guide	Improved version after amendment and improvement proposals
	A summary of the proposed methodological guide	
	The PPT presentation in French specifying the main results of this part of the service	
	Sector report on the progress of this part of the mission	The different field visits, including consultations with communities, park managers, local authorities and the different stakeholders in the trans-boundary complex Photo Library
	A draft version of the annex (one document) or annexes (6 annexes)	Structuring of the annex or annexes, Version written according to the steps validated in the ToRs on hard and soft copies

Parts	Expected deliverables	Description
Part 3: Development of annexes to the MDP and DMPs taking into account the CC issue	A final version of the annex or annexes	Improved version after amendment and improvement proposals
	A summary of the annex or annexes drawn up	
	The PPT presentation in French specifying the main results of this part of the service	
	Sector report on the progress of this part of the mission	The different field visits, including consultations with communities, park managers, local authorities and the different stakeholders in the trans-boundary complex Photo Library

Each deliverable must be written in French. Particular attention will be paid to the quality of writing as well as to the presentation of the different deliverables, for which an attractive layout and graphics will be elaborated.

N.B: Although the ToRs encompasses 3 parts for this mission, it is worth noting that the report for each part will be drawn up separately.

11.2. Delivery timetable

The table below presents the deliverable draft and final version deadlines

Deliverables	Submission deadline (in days after contract award)	Related payment
Scoping note	05	No
Start-Up report	09	No
A draft version of the adaptation plan	91	No
<i>First regional workshop: Validation of the adaptation plan (Convened by the OSS in collaboration with countries and other stakeholders)</i>	112	
<i>Improved version of the Adaptation Plan taking into account the proposed amendments including the GIS database and thematic maps developed.</i>	126	Yes
A draft version of the methodological guide on the CC integration in the MDP, DMPs.	133	No
<i>Second regional workshop: Validation of the methodological guide (Convened by the OSS in collaboration with countries and other stakeholders)</i>	154	
<i>Improved version of the methodological guide taking into account the proposed amendments</i>	161	Yes
Draft versions of the six (6) annexes	168	No
<i>Third regional workshop: Validation of the six (6) annexes and all the services, convened by the OSS in collaboration with countries and other stakeholders</i>	189	
A final version of the adaptation plan	196	yes
A final version of the methodological guide,		
A final version of the six (6) annexes		
<i>Final deliveries</i>	203	Yes
<p>After validation of all the documents, the design office should to provide the following deliverables:</p> <ul style="list-style-type: none"> - A general report of the mission progress - The sectoral reports on the progress of each part of the service (Adaptation Plan, methodological guide and the drawn-up annexes. - The summaries of the proposed adaptation plan, methodological guide and the validated drawn up annexes; - The PPT presentation in French specifying the main results of adaptation plan, the methodological guide and the validated drawn up annexes; 		

11.3. Validation of deliverables

At each fundamental step to the development of deliverables (draft versions), the service provider will present the work progress to the sponsor, so that comments, additions and amendments can be made. The design office will conduct a validation workshop at the end of each part. Draft deliverables will be emailed in Word to the OSS.

At the end of the mission, a regional workshop for final validation of all the services would be organized by the regional project unit after which the service provider will have 2 weeks to integrate the proposed amendments in "amendment follow-up" mode. If the deliverable reviewing and explanation work by the service provider is deemed satisfactory, the deliverables will be approved within 2 weeks. The service provider will then forward the final French Word and PDF version to the OSS and to national partners

N.B:

- ***The moderation of presentation, consultation and discussion meetings as well as in validation workshops related to this assignment is provided by the service provider. He/she will also have to prepare the reports and minutes of the discussion and validation meetings.***
- ***The logistical costs of the workshop and validating the results of the mission will be covered by the project.***

12. Payment terms and schedule

The OSS will pay for the fees, to the account specified by the design office in US dollars (USD), after receipt and final validation of all the products requested. The payment schedule will be approved before the contract is signed and should be progressive according to the expected deliverables timetable. The total amount of this service is limited and includes all the expenses necessary to carry out the work, including travel expenses and daily allowances. No additional funding is available beyond the budget once established.

The payment will be broken down as shown in the table below.

Main deliverables	Submission deadline (in days after contract award)	Percentage of payment / overall financial bid
Proposal of the scoping note and fine-tuned methodology for the conduct of the mission	14	0
Part 1: Draft version of the adaptation plan	91	0
Part 1: Final version of the adaptation plan	126	30
Part 2: Draft version of the methodological guide on the CC integration in the MDP and DMPs	133	
Part 2: Final version of the methodological guide	161	25
Part 3: Draft version of the six (6) annexes	168	
Part 3: Final version of the annex or annexes	196	25
Final deliveries	203	20
Total	203	100

13. Deadline and place for application submission

Bids must be received by the OSS no later than **Sunday, August 23, 2020 at 11:59** p.m. Tunis time, or **10.59** p.m. GMT.

Mark in the subject line: "International invitation for applications for the recruitment of a design office for the **"TAKING INTO ACCOUNT OF CLIMATE CHANGE IN THE MANAGEMENT OF THE WAP MANAGEMENT COMPLEX TOOLS [AO/OSS/ADAPT-WAP_PACC-SDA-PAG/060720-24]"**.

Email address: procurement@oss.org.tn