

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Consultancy to develop the Climate Landscape Analysis for Children (CLAC) in Liberia
National/International	International Consultant
Duty Station	Remote work with 2 visits to Monrovia for consultation- field visits and validation workshop
Duration	4 months June 15 th - 14 th October, 2024 (35 working days)
Supervisor	M&E Specialist supported by CSD Chief
Estimated budget	USD 40,000
Funding source	GS24001
Consultant Method Selection	<input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview) <input type="checkbox"/> Single Source (exceptional, only in emergency situations, Rep. approval required)

I. Background

Context

Liberia's extreme poverty and reliance on climate-sensitive, resource-intensive industries like forestry, fishery, and agriculture for economic growth and livelihood support make the country vulnerable to both climate change and climate variability. More extreme weather occurrences, such as torrential rains that frequently cause floods that destroy houses, infrastructure, and livelihoods, are predicted as a result of climate change. Infrastructure in both urban and rural regions is at risk in coastal locations due to increased erosion caused by storm surges, strong rainfall, and sea level rise.

The abundance of natural resources in the nation, especially mining, has been the main driver of economic growth since the civil war ended in 2003. In spite of this abundance of natural resources, poverty is nevertheless pervasive and is exacerbated by ongoing deforestation and land degradation. Contributions from agriculture to the national GDP are significant. Due to the fact that many farmers abandoned rural areas during the civil war, the population is primarily urban, 54.5 per cent, according to the 2022 Liberia Population and Housing Census.

Climate change would probably make the diseases that are already prevalent in Liberia worse. The country has some of the highest rates of environmental factors-caused or -exacerbated diseases in the world. The frequency of vector and waterborne illnesses like malaria, cholera, and diarrheal illnesses will rise in response to increased rainfall, flooding, and temperature increases. In Liberia, malaria is the primary cause of death for children under five and one of the main causes of morbidity and mortality overall. Inhaling contaminants from stagnant air and heat stress can worsen respiratory disorders.

Due to ongoing food insecurity brought on by low agricultural productivity, a heavy reliance on food imports, and inadequate infrastructure, all of which are vulnerable to climatic variability and change,

Liberia scores poorly on nutrition metrics. The UN Joint Malnutrition Estimates for Liberia as of 2022 have modeled the stunting proportion at 26.6%.

Throughout the civil war, access to water and sanitation significantly decreased, although in the last few years, improvements have been observed. Although Liberia has a large supply of water, only about 76% of the population has access to improved water sources (from both surface and groundwater). However, due to mining (pollutants from iron ore, gold, and diamonds), farming (agrochemical runoff), and industrial activities (discharge from rubber processing), some areas still have poor water quality. If water resources are not adequately managed, changes in rainfall patterns may have a detrimental effect on the water balance.

Shallow wells are the primary source of water supply in rural areas, and they are extremely vulnerable to variations in rainfall, especially in the dry months of November through April. Lower water levels put extra strain on the quality of the water since they concentrate pollutants and force people to use surface water when wells dry up. Populations that depend on surface water supplies for daily needs will be more vulnerable if these sources become scarcer and of lower quality. Frequent and stronger storms can also result in storm water flows, which raises the risk of contaminating shallow wells as well as surface sources. According to the WHO/UNICEF Joint Monitoring Program (JMP), just 9 percent of people living in rural regions have access to basic sanitary facilities (compared to 34 percent in urban areas), while 35 percent of people in Liberia defecate in the open (57 percent being in the rural areas and 16 percent in urban areas).

The World Bank has estimated that a 1-metre rise in sea level could put over 200,000 people at risk, including a high percentage of children, and cause a loss of 2,150 Km² of land and infrastructure. Even more moderate sea-level rises, in combination with the expected more extreme precipitation, will lead to increased flooding, which can cause major economic damage and health impacts through outbreaks of malaria, cholera, and diarrheal diseases that Liberia's poor health care infrastructure is ill-equipped to cope with. Liberia is particularly vulnerable to flooding and sea-level rises as not only in the capital city, but also a string of secondary cities located along the coast.

The Children's Climate Risk Index ranks countries by children's exposure to climate and environmental shocks, and their vulnerability to those shocks, based on their access to essential services, and Liberia is put at 7.5 which is extremely high.

II. Purpose of Activity/Assignment

In this context, UNICEF Liberia is planning to conduct a Climate Landscape Analysis for Children (CLAC), examining the baseline situation of climate, energy and environment-related, and disaster risk reduction (CEED) issues affecting children and identification of strategies and solutions related to priorities for children in Liberia. It will also provide recommendations on how UNICEF Liberia could further incorporate and strengthen CEED-related actions into the new country programme to commence 2026. The report will also look at stakeholders, government actors and policies and relevant programmes. This CLAC will inform UNICEF's overall programmatic approach and implementation of effective cooperation activities that specifically consider climate, energy and environment risks and benefits of action, for and with children in Liberia. As such, the CLAC report should include a holistic child-centered analysis on the environment, climate, and energy situation in relation to UNICEF's six sectoral programme components: nutrition, water, sanitation and hygiene (WASH), health, education, child protection and social policy. In addition, disaster risk reduction and climate resilience are to be considered. Evidence generated by the analysis is expected to contribute to explore climate financing opportunities.

UNICEF Liberia therefore seeks an international consultant to support the development of the CLAC in Liberia in line with UNICEF guidance.

III. Scope of Work:

Project Aim:

The international consultant will lead the production of a CLAC for Liberia and provide direction and recommendations on how to improve inclusion of climate, energy, environment and disaster risk reduction (CEED) actions into country office (CO) programming.

The international consultant will be responsible for collecting, compiling, reviewing and analyzing key resources, gathering in-country information, and undertaking a key-stakeholder analysis. In addition, he/she will work closely with CO management and technical staff in relevant sections within the CO to identify and develop programming options and recommendations for the successful integration of CEED actions into the country programme cycle commencing 2026, including providing brief training of UNICEF staff on CEED notions and CEED-informed programming. If needed, he/she will liaise with the climate, energy, and environment team in Regional Office and/or HQ/NY for support, feedback, and coordination.

Given the aim of the project outlined above, the international consultant will develop study questions during the inception period which will be agreed with UNICEF Liberia during the inception meeting. However, the following key questions should be considered by the consultant:

Background Data/Information

- What are the main Climate, Energy, Environment and Disaster Risk Reduction (CEED) issues affecting Liberia?
- What are the government priorities on CEED?
- What are the ongoing initiatives on CEED?
- Who are the main actors?

Children needs and CEED issues.

- How do the issues identified above affect children?
- What issues from these are major for growth and safety of children?
- Do government strategies/priorities on CEED take into account children's needs?
- Do sector strategies incorporate CEED issues?
- Do ongoing initiatives in CEED benefit children?
- What are the gaps?

UNICEF Country Programme and CEED

- How do the issues identified, affect planned UNICEF Liberia initiatives?
- How can UNICEF and partners support inclusion of children's needs in government strategies/priorities/commitments on CEED?
- How can UNICEF and partners address gaps in CEED programming to benefit children?

Expected Results:

Output 1: Generate an inception report for children in Liberia and comparison with other countries where CLAC studies have been commissioned:

- **Activity 1.1: Adapt and develop a generic template for Climate Landscape Analysis for Children (CLAC) reports, tailored to UNICEF Liberia needs.**
 - Review example reports from other country offices and the global guidance materials.
 - Propose changes needed to accommodate the national context and CO priorities.
 - Develop a method for the CLAC in Liberia.

- **Activity 1.2: Conduct desk review and provide CEED baseline for children**
 - Conduct a desk review of the CEED issues, stakeholders and policies in the country.
 - Provide a brief synthesis of the above, and general implications for the country's sustainable development, with a focus on issues as they relate to UNICEF's mandate.
 - Review key policy documents related to climate, energy and environment and UNICEF's corporate priorities with a view of assessing child-rights and CEED linkages.
 - Identify and compile information on past, present/ongoing or planned programmes related to energy, environment, and climate change and stakeholders active in these fields in Liberia. This should include a review of on-going donor supported climate risk management financing initiatives in the country overall and specifically as it responds to child needs and UNICEF covered sectors.
 - Identify knowledge and information gaps in CEED for children.
 - Collect, incorporate, and triangulate comments from all stakeholders with reference materials from the desk review.
 - Analyse CEED interventions for relevance to UNICEF programming, including identifying direct threats to current program activities.
 - Collect information and reports from different sections in UNICEF Liberia country office about the office's work and linkages to climate, energy, and environment.
 - Identify and collect data, information and reports from government ministries, development partners, UN and community-based organizations to fill gaps to better understand the situation and needs of children in a changing climate in Liberia at present or under future climate situations to inform action related to climate change, environment, and energy issues.
 - Identify and provide evidence as required to support the development of child-responsive climate financing proposals (including Green Climate Fund Readiness proposals).

- **Activity 1.3: Conduct interviews & meetings with key stakeholders in the area of CEED and child rights**
 - Conduct interviews with UNICEF sections, external partners and stakeholders on CEED issues affecting children and gather input on innovative approaches to deal with identified issues as adaptation measures require a lot of innovation – more over in the context of children.
 - Lead a consultation with adolescents on CEED related issues to reveal how they affect their lives, including preparing research tools (considering also 'left behind' children, e.g. children living with disability and illness, etc.).
 - Provide an overview of the child-CEED nexus, including analysis of implications for UNICEF sectors (i.e., Health, WASH, Child Protection, Nutrition, Education).
 - Identify appropriate CEED-child rights linkages and evaluate relevance for potential UNICEF programming options and identify new CEED-Child nexus issues/themes for CO consideration.
 - Prepare and present a summary presentation of findings for CO and relevant Government and development partners.

2) Output 2: Identify priority entry points for UNICEF engagement and programming of CEED

- **Activity 2.1: In close collaboration with UNICEF Liberia office staff, identify and evaluate potential entry points for UNICEF engagement with CEED**
 - With CO sections and Management, develop and define priority areas for UNICEF engagement.
 - Propose options for prioritization of issues and entry points and facilitate the decision-making process.
 - Provide brief training of UNICEF staff on CEED notions and CEED-informed programming.

3) Output 3: To provide UNICEF Liberia with recommendations and identification of actionable opportunities to integrate climate, environment, energy and disaster risk reduction (CEED) issues across UNICEF programmes and partnerships, especially for inclusion in the CO’s programming cycle 2026 to 2030.

4) Output 4: To develop a print ready document of CLAC for Liberia

- **Activity 4.1: Finalization and dissemination of report**
 - Develop and submit CLAC Final Report based on the validation workshop.
 - Develop and submit Final Power Point presentation.
 - Develop and submit a short administrative report (1-3 pages) confirming the progress made and any gaps/challenges and lessons learned to facilitate learning.
 - Submit a print ready document of CLAC Final Report in consultation with UNICEF Liberia.

IV. Work Assignment Overview

Tasks/Milestones	Deliverables/Outputs	Timeline	Estimated Budget
Inception phase	Inception Report with Stakeholder Interview and Consultation Plan	8 days	20%
Report development	Development of the report through analysis and consultation with stakeholders	22 days	50%
Finalization and Dissemination of report	Finalization and dissemination of report, submit print ready version, submit final Power Point, and submit a short administrative report (1-3 pages) confirming the progress made and any gaps/challenges and lessons learned to facilitate learning.	5 days	30%

Deliverables	Timeline	Payment Schedule
Inception phase - Inception Report with a Stakeholder Interview and Consultation Plan	8 days	20%

<p>1. Develop a work plan with the following components:</p> <ul style="list-style-type: none"> • A chronogram/Gantt Chart of key consultancy milestones. • A Stakeholder Interview and Consultation Plan (with national stakeholders and UNICEF staff), with a proposed schedule for consultations and a draft list of discussion topics. • A catalogue of primary and secondary data and sources required for the study. • A list of documentation required from UNICEF Liberia. • Other necessary components to ensure completion of the CLAC. 		
<p>2. Develop a draft outline of CLAC with key elements envisaged for each report chapter.</p>		
<p>3. Develop an inception report</p> <ul style="list-style-type: none"> • Conduct a desk review of key documents, existing policies and data • Identify gaps in the existing analysis, summarize and highlight primary data to be collected. • Update the work plan drafted in the first Inception Phase integrating UNICEF feedback on the work plan. 		
<p>Development of the report through analysis and consultation with stakeholders</p>	22 days	
<p>4. First stakeholder consultation: Conduct the first round of consultations with key stakeholders and UNICEF Staff for data collection and validation.</p> <p>5. Provide brief training of UNICEF staff on CEED notions and CEED-informed programming</p>		
<p>6. Final Draft Report and final validation of findings and recommendations</p> <ul style="list-style-type: none"> • Finalize the Final Draft Report, integrating UNICEF feedback on the First Draft Report and results of stakeholder consultations. • Develop a draft Power Point presentation with key findings and recommendations. • Conduct the second and final round of consultations with stakeholders from UNICEF's government counterparts and UNICEF staff for final Draft document. 		50%
<p>7. Finalization and dissemination of report</p> <ul style="list-style-type: none"> • Develop and submit a print ready document of CLAC Final Report based on the validation workshop, and in consultation with UNICEF Liberia • Develop and submit Final Power Point presentation. • Develop and submit a short administrative report (1-3 pages) confirming the progress made and any gaps/challenges and lessons learned to facilitate learning. 	5 days	30%

V. Qualification/Experience/Competencies/Skills Required

Education:

Advanced university degree (a master's degree) in climate change, environmental science, natural resource management, meteorology, social and economic development, or related areas.

Work Experience:

- At least 8 years' of demonstrated experience and skills in international development with research and analysis on climate change and environment related topics and their impact on communities and children, expertise and experience in adaptation policy is highly preferred.
- Must have developed and finalized a CLAC for at least one country.

- Understanding of the international climate change action set up including main players for risk financing.
- Excellent research skills required.
- Demonstrated skills and expertise in child rights associated with UNICEF's sectoral priorities: nutrition, water, sanitation, and hygiene (WASH), health, education, child protection, social policy, HIV/AIDS.
- Knowledge of gender equality and rights of people with disabilities are desired.
- Knowledge of the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Convention on the Rights of Persons with Disabilities (CRPD), and the child-focused Sustainable Development Goals.
- Good understanding of key climate risk financing opportunities including at least basic understanding of Green Climate Fund Readiness window opportunities.
- Ability to coordinate, convene stakeholders and report in a timely manner.
- Excellent organizational skill, service-mind, punctual, self-motivated, proactive, reliable and demonstrated ability to work in harmony with government, private sector and staff members of different national backgrounds.
- Excellent Team working skills including some supervisory experience.
- Respect for the principles of UNICEF.
- Excellent report writing skills.
- Strong communication skills including and presentation skills.
- Proven capability to meet deadlines and work under pressure.

Language Proficiency:

- Fluency in English is required; Understanding local colloquial Liberian English will be an added advantage.

VI. Working conditions

Home Based Office Based

The consultant is expected to use his/her own ICT equipment. The consultant is expected to travel to Liberia for field visit 7 days and for validation workshop 2 days.

VII. Supervision

The Consultant will work under the direct supervision of the Programme Monitoring and Evaluation (PME) Specialist supported by the CSD Chief, and work closely with the Deputy Representative, Programme team to implement the assignment.

Informal weekly updates on the project, formal monthly meetings to provide updates and data provided monthly.

VIII. Technical and financial proposals

Applicants are invited to submit with their online application:

- A technical proposal that outlines their understanding of the task and proposed methodology **or** a cover letter explaining why they are well placed to undertake this assignment
- A recently updated CV

- A financial proposal which must be an all-inclusive cost (consultancy fees, mission expenses, travels, etc.).

Applicants are invited to submit their financial proposals in USD using the template below:

Description	Unit	Quantity	Unit cost	Total (USD)
Consultancy fees				
Daily subsistence allowance				
Air ticket (economy class, most direct route)				
Other (to be specified)				
Total				

Selection criteria will be based on qualifications, skills, expertise and experience in the required field, and quality of the technical and financial offer. Each application will be assessed first on its technical merits and subsequently on its price.

Evaluation Criteria (This will be used for the Selection Report)

A) Technical Evaluation (e.g. maximum 75 Points)

B) Financial Proposal (e.g. maximum of 25 Points)

Recourse

UNICEF reserves the right to terminate the contract and/or withhold all or a portion of payment if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the partners are not followed, the performance is unsatisfactory, or work/deliverables are incomplete, not delivered or fail to meet the deadlines. The deliverables will remain the copyright of UNICEF.

The consultant must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#) from a child safeguarding perspective?

YES NO If YES, check all that apply

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Remarks

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein. Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

Included in Annual/Rolling Workplan: Yes No, please justify:

Included in Annual Consultancy Plan: Yes No, please justify:

Reasons why assignment cannot be done by staff:

The assignment requires specialized knowledge and skills related to climate and environment.