



## TERMS OF REFERENCE

### Consultancy: Development of a National Adaptation Plan (NAP) framework in Ghana

April-June 2018

#### Background

Ghana has not yet officially started its National Adaptation Plan (NAP) process. However, the government has already taken various actions to support climate change adaptation planning, with policies and strategies already in place such as the National Climate Change Adaptation Strategy (2012) and the National Climate Change Policy (2014). The government has also established a National Climate Change Committee hosted under the Ministry of Environment and a Climate Change Unit under the Environmental Protection Agency (EPA). Other key sectors such as Energy, Forestry and Agriculture have climate units established.

Through the State Department, the U.S. government is investing in a program of technical support for Ghana's NAP process. The program is part of a multi-country initiative designed to fill identified capacity gaps in order to facilitate NAP development and implementation. The in-country support program is managed and administered by the [International Institute for Sustainable Development](#) (IISD), the Secretariat of the [NAP Global Network](#). The NAP Global Network was created in 2014 to support climate adaptation planning processes in developing countries. As of March 2018, there are over 100 countries with membership in the Network and the Secretariat is working directly with 19 countries in Africa, Latin America, Caribbean's and the Pacific.

Implementation of activities in Ghana is led by the Climate Change Unit at the Environmental Protection Agency under the Ministry of Environment. The subject consultancy forms part of the activity to provide technical assistance for Ghana's NAP.

#### Purpose, objectives and expected outcomes of the consultancy

The purpose of this consultancy is to develop a NAP Framework to guide the country in developing, coordinating, and implementing the various policies, plans, strategies and legislation that will help the country to address its medium- and long-term adaptation needs. Specifically the objectives will be to:

- Clarify the country's approach to its NAP process. This will include an articulation of the country's vision of climate change adaptation, objectives, principles, roles of the national government, priority actions to be undertaken, and provide a reference point for bringing together various adaptation planning efforts from different sectors, sub-national structures, and scales of decision-making
- Align the NAP process with existing policies, strategies and adaptation research
- Focus on specific themes that are particularly relevant and/or unique to the country context

The expected result is the creation of a NAP Framework document that clearly describes the benefits of the NAP process in the context of Ghana and ensures that it does not contribute to the



proliferation of planning processes and related documents.

Ghana has submitted a GCF NAP readiness proposal in October 2017. The development of the NAP framework should not only help the country maintain the momentum with its NAP process before it receives funding from the GCF but also help position the country to maximize the expected benefits coming from the GCF funding.

### Activities related to the assignment

The assignment will involve:

- Literature review on the status of climate adaptation planning in Ghana (both at the national and subnational levels)
- Mapping of key stakeholders that should be involved in the NAP process
- Face-to-face and written consultations with key stakeholders (including with the private sector) to a) understand the benefits of the NAP process, ensure alignment with existing policies and planning processes and identify key issues in relation to climate adaptation planning in Ghana and b) collect feedback on the first draft of the framework
- Analysis of the implications for the NAP process

The potential elements to be considered in the NAP framework are presented in Annex A. Specific attention should be given throughout the process to ensure a gender-responsive NAP framework.

### Deliverables

The following table describes the anticipated deliverables for the assignment:

Deliverables	Due date
1. Detailed work plan including: <ul style="list-style-type: none"> <li>▪ Draft detailed outline for the NAP framework including, and based on, key findings from the literature review. A reference list of relevant documents available and reviewed should be annexed to the outline.</li> </ul>	April 13
<ul style="list-style-type: none"> <li>▪ Stakeholders interview list based on a stakeholder mapping exercise</li> <li>▪ Stakeholders interview guide for semi-structured face-to-face and telephone interviews listing key themes and associated questions</li> </ul>	April 20
2. Updated outline for the NAP framework and documentation from key informant interviews (filled interview guide and, if relevant, photos)	May 9
3. First draft of the NAP framework (about 20-25 pages without annexes)	May 16
4. Consolidated feedback received from national consultations (the first draft should be shared with key stakeholders for written feedback over a 2-week period)	June 4
5. Second draft of the NAP framework	June 11
6. Organize and contribute to a national workshop to disseminate the framework in collaboration with EPA	June 22
7. Blog post written in collaboration with EPA about the NAP framework to be posted on the NAP Global Network website	June 27

For all deliverables, the estimated time requirement is 35 days.



## Required qualifications

The required qualifications are:

- Master's or higher degree in development studies or related field
- At least ten years of work experience in a field related to sustainable development
- At least five years of experience working on climate change adaptation in the context of development policies and programs in developing countries
- Excellent understanding of the NAP process and related international commitments
- Solid technical knowledge on climate change adaptation and links to poverty reduction and sustainable development
- Familiarity with the climate and development policy context in Ghana
- Excellent inter-personal skills
- Strong research, analysis and writing skills in English

## Reporting

The Consultant will report contractual matters to IISD (Ms. Julie Dekens, Senior Researcher at IISD and Lead for the NAP Global Network in West Africa). Technical reporting will be done to both the NAP Focal Point at EPA (Mr. Antwi-Boasiako Amoah) and the IISD Expert Advisor for Ghana (Ms. Julie Dekens). The Consultant will work closely with the National Climate Change Committee under the Ministry of Environment, Science, Technology and Innovation (MESTI).

## Application Process

*IMPORTANT: Applicants must have the legal right to work in Ghana. This consultancy is open to local and international consultants; however, preference will be given to local consultants.*

To apply for this consultancy, please submit a cover letter, CV, your daily rate and a proof of your daily rate (e.g., copy of a contract of at least 20 days that states a daily rate) to: [info@napgloalnetwork.org](mailto:info@napgloalnetwork.org) specifically mentioning in the subject "Consultancy: Development of a National Adaptation Plan (NAP) framework in Ghana".

In your application, please clearly demonstrate how you meet the criteria outlined above.

**Application deadline:** Monday, April 2<sup>nd</sup>, 2018 (at midnight Ghana time)

**Start date:** April 9<sup>th</sup>, 2018

**Location:** Accra



## Annex A: Elements to consider in the framework

The consultant will use the [Fiji NAP framework \(2017\)](#), which was developed by the Government of Fiji with support from the NAP Global Network, as an example to develop the content of the Ghana NAP framework but will also make sure to adapt it based on the needs, priorities and specificities of Ghana.

Elements to consider for inclusion in the framework may include:

- Introduction (incl. approach used for the development of the framework and how the framework differs from a NAP document – e.g. no prioritization of climate adaptation actions in the medium and long-term)
- Goal of Ghana’s NAP process
- Country’s vision of climate adaptation
- Mandate for Ghana’s NAP
- Approaches underpinning the NAP process
- Guiding principles
- Alignment with a) international frameworks/conventions and the SDGs, b) relevant regional frameworks and c) existing national policies and planning processes
- Key issues/specific themes that are particularly relevant and/or unique to Ghana’s context
- Proposed institutional arrangements for the NAP process (incl. linking climate adaptation planning at national and subnational levels)
- Status of the M&E of climate adaptation and implications for the NAP process
- Process moving forward – next steps and milestones
- References
- Annexes:
  - Proposed structure of the NAP document

## United States In-Country National Adaptation Plan (NAP) Support Program

Gift of the United States Government



In collaboration with:



Implemented by:



Initial funding for the Network also provided by:

