



## TERMS OF REFERENCE

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

April-June 2018

#### Background

Sierra Leone faces important development challenges following ten years of civil war (1991–2002) and the more recent Ebola outbreak in 2015. Climate change is further exacerbating these challenges. The country has not yet officially started its NAP process. However, various actions have already been taken to support climate change adaptation planning, with policies and strategies already in place, such as the National Climate Change Policy (2015) and the National Climate Change Strategy and Action Plan (2015). Climate Change Mainstreaming Guidelines (2016) have also been developed. The government has also established in (2014) an *ad hoc* National Climate Change Steering Committee under the Environment Protection Agency (EPA). Finally, Sierra Leone started the process of developing a GCF NAP readiness proposal with the support of UN Environment and the proposal is expected to be submitted in June 2018.

Through the State Department, the U.S. government is investing in a program of technical support for Sierra Leone'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 Sierra Leone is led by the Environmental Protection Agency under the Office of the President. The subject consultancy forms part of the activity to provide technical assistance for Sierra Leone'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 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 Sierra Leone and ensures that it does not contribute to the proliferation of planning processes and related documents.

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 Sierra Leone (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 Sierra Leone 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 Sierra Leone
- 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 the Deputy Director Climate Change Secretariat (Mr. Abdul Salim) and the NAP Focal Point (Mr. Tamba Emmanuel Nyaka) at EPA as well as the IISD Expert Advisor (Ms. Julie Dekens). The Consultant will work closely with the National Climate Change Steering Committee under EPA.

## Application Process

*IMPORTANT: Applicants must have the legal right to work in Sierra Leone. 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@napglobalnetwork.org](mailto:info@napglobalnetwork.org) specifically mentioning in the subject "Consultancy: Development of a National Adaptation Plan (NAP) framework in Sierra Leone".

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

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

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

**Location:** Freetown



## 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 Sierra Leone NAP framework but will also make sure to adapt it based on the needs, priorities and specificities of Sierra Leone.

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 Sierra Leone’s NAP process
- Country’s vision of climate adaptation
- Mandate for Sierra Leone’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 Sierra Leone’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:

