

## NAP GLOBAL NETWORK - COUNTRY SUPPORT HUB

### TERMS OF REFERENCE

#### **Development of interactive content for facilitating understanding of baseline information of current and future climate hazards and risks in the six socioeconomic regions of Costa Rica**

**April-June 2021**

The National Adaptation Plan (NAP) Global Network was established in 2014 to enhance climate adaptation planning processes in developing countries through coordination of bilateral support and in-country actors. Participants of the Network come from over 150 countries and consist of practitioners working on national adaptation planning. Costa Rica is an active member and has participated in numerous peer learning exchange forums organized by the Network.

The Country Support Hub is one of the mechanisms the NAP Global Network uses to deliver its support by providing expert advice and short-term technical support on specific issues related to the NAP process or its implementation.

#### **Purpose of the consultancy**

The Climate Change Directorate under the Ministry of Environment and Energy of Costa Rica has undertaken various efforts to advance its Adaptation Planning processes at the national and subnational level. This includes the development of information on current and future climate hazards, vulnerability, exposure, and climate risks.

However, at the moment all information produced is only made available through technical reports which are accessible through different Ministries' websites (Ministry of Planning, Ministry of Finance, Ministry of Environment and Energy, among others) making it difficult for different stakeholders (private sector, civil society, local governments) to easily access and utilize this information during their planning and decision making processes.

To this end, the aim of this consultancy is to support the Ministry of Energy and Environment of Costa Rica in presenting this baseline information on current and future climate hazards and risks in a clear, user-friendly, interactive, and digestible manner that facilitates understanding and utilization of information by a wide non-technical audience, by combining interactive visuals/multimedia content (text, interactive maps, storymaps, graphs, dashboards, amongst other options).

#### **Considerations:**

- Information must be presented for each of the six socioeconomic regions (Chorotega, Huetar Caribe, Huetar Norte, Brunca, Pacifico Central, Central) and include information on climate hazards and risks that affect key sectors included in the National Climate Change Adaptation Policy 2018-2030 (biodiversity, agriculture, tourism, health, water, territorial development and infrastructure).
- The content must be able to be integrated into the Ministry of Environment and Energy's National System of Climate Change Metrics (SINAMECC) platform. By integrating it in SINAMECC, the information will serve as one of the inputs that the country will use to communicate in a digestible manner, the baseline on current hazards, vulnerabilities and risks, that will

continuously be examined over time to assess whether the level of climate risk is being reduced (due to strengthening of adaptation capacities or reductions in sensitivity, exposure, and/or climate hazards). Therefore, it is an input directly linked to the country's monitoring and evaluation (M&E) processes.

- Considering the high amount of information that will be made available to the team of consultants, the proposal may not include all information that will be made available and rather include options for making additional supporting information available in an easily accessible manner, in case users want to access additional content.
- In order to ensure that key information of the interactive content is updated and to extend in time its use, the Costa Rican government requires the consultancy to produce a clear update process so government officials with adequate capacities can update key information after the consultancy is finished.
- The platform to be used to incorporate the digital content and the interactive visualizations should be open, reducing future licenses fees that the government should assume and to ensure its ability to be linked up with the SINAMECC open ecosystem.

### Activities related to the assignment

The assignment will involve:

1. Conduct an inception meeting with MINAE and IISD to discuss the scope and expectations from the project.
2. Develop a workplan that details the methodological process and schedule to be used to successfully complete the expected deliverables.
3. Review existing examples of similar interactive content and indicate what may be learned from them in relation to this project.
4. Conduct additional meetings with Ministry of Environment and Energy to better understand the target audience and its needs, as well as available information on climate hazards, vulnerabilities and risks.
5. Review and analyze available information on current and future climate hazards, vulnerabilities and risks, to identify key messages to be delivered to target audience
6. Develop a preliminary proposal of the content and the visualization structure, techniques, and elements (maps, graphs, dashboards, narrative texts) to be used.
7. Develop a draft version of the interactive content, to be reviewed by MINAE and IISD.
8. Develop a process for the update of key content and capacitate government selected officials on it.
9. Develop a final version of the interactive content, that incorporates the feedback provided by MINAE and IISD, and is ready for incorporation in MINAE's websites.

### Deliverables

The following table describes the anticipated deliverables for the assignment:

Deliverables	Due date
(1) Work plan, methodological proposal, analysis of existing interactive content platforms, and schedule of activities approved by the project authorities	May 11 (10%)

(MINAE, IISD).	
(2) Preliminary proposal of: i) information to be represented based on review of existing information made available by the Ministry of Environment and Energy, ii) visualization structure, techniques and elements (maps, graphs, dashboards, narrative texts) to be used.	May 21 (15%)
(3) Draft version of interactive content ready for revision by IISD, MINAE and process for updating key information defined.	June 15 (25%)
(4) Final version of interactive content, that incorporates the feedback provided by MINAE and IISD, and is ready for incorporation in MINAE's websites.	June 30 (50%)

For all deliverables, the estimated time requirement for completing this assignment is 43 days (21 days May, 22 days June).

### Budget limit

Euro 18,000 maximum for completing all the activities listed in this ToR. Price should be indicated per each deliverable. It should reflect the daily rate.

### Required qualifications

The team must include specialists in the following areas:

- 1) **Specialist in Information Visualization Design:** Must count with a bachelor's degree or higher in a relevant field (interaction design, graphic design, UX design or similar), and at least 5 previous experiences performing similar tasks
- 2) **Specialist in Geographic Information Systems:** Must count with a bachelor's degree or higher in a relevant field (geography, SIG, architecture, or similar) and at least 3 previous experiences presenting spatial data in a digestible way to easily communicate complex topics.
- 3) **Specialist in Environment or Climate Change:** Must count with a bachelor's degree or higher in a relevant field (environmental studies, sustainable development, climate change or similar) and at least 5 previous experience performing similar tasks. Fluency in Spanish (written and spoken).
- 4) **Specialist in Sciences Communication:** Must count with a bachelor's degree or higher in a relevant field (communication studies, journalism, or similar) and at least 5 previous experiences performing similar tasks. Fluency in Spanish (written and spoken).

### Reporting

The Consultant will report to IISD through its Policy Advisor, Adaptation (Daniel Morchain).

The consultant will work closely in consultation with the NAP focal point at the Climate Change Directorate (Ximena Apéstegui), the SINAMECC Coordinator (Ana Lucia Moya) and the Communication Specialist (Diego Arguedas) of the Ministry of Environment and Energy of Costa Rica.

### Application Process

To apply for this consultancy, please submit a cover letter, CVs of team members, a portfolio with the



firm's previous experiences performing similar tasks, and an estimated budget to: [info@napglobalnetwork.org](mailto:info@napglobalnetwork.org)

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

**Application deadline:** April 23, 2021 (at midnight Costa Rica time)

**Start date:** April 30, 2021

**End date:** June 30, 2021

**Location:** Home-based

This project is undertaken with the financial support of:  
Ce projet a été réalisé avec l'appui financier de :

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