



NAP GLOBAL NETWORK – COUNTRY SUPPORT HUB TERMS OF REFERENCE

Short-term Consultancy: Drafting Assistance for the Adaptation Communication of Mexico June 2021 – Mid-November 2021

About the institutions:

The National Adaptation Plan (NAP) Global Network is a multi-funder initiative that was created in 2014 to support developing countries in advancing their NAP processes and help accelerate adaptation efforts around the world. The Network's members include individual participants from more than 140 countries involved in developing and implementing NAPs. Financial support for the Network has been provided by Austria, Canada, Germany, and the United States. The Secretariat is hosted by the International Institute for Sustainable Development (IISD).

The NAP Global Network's activities are demand-driven and we strive to respond flexibly to support participants in addressing emerging NAP-related challenges and opportunities. The NAP Global Network's Country Support Hub provides expert advice and short-term technical support on specific issues related to the development or implementation of NAPs.

The National Institute of Ecology and Climate Change (INECC), created in 2012 under the General Law on Climate Change (LGCC), is the institution of the Government of Mexico (GoM) that has the mission to generate and integrate technical and scientific knowledge and increase qualified human resources for the formulation, conduction, and evaluation of public policies on environmental protection, ecological preservation and restoration, green growth, and adaptation and mitigation to climate change in the country, as well as to integrate the information to prepare the reports submitted by Mexico to the United Nations Framework Convention on Climate Change (UNFCCC).

The General Coordination of Climate Change Adaptation and Ecology (CGACCE) is the unit within the INECC that carries out scientific and technological research on climate change adaptation to identify, design, and evaluate measures, as well as develop tools, methods, indices, indicators, and guidelines for the analysis and generation of public policies related to climate change adaptation. Likewise, the CGACCE generates inputs for the integration of the country's position in the UNFCCC and participates in the preparation of plans, strategies, programs, instruments, and Nationally Determined Contributions (NDCs) in terms of climate change adaptation.

Mexico's background on climate change adaptation:

On June 6, 2012, the LGCC was published and it guarantees the right to a healthy environment and establishes the concurrence of powers of the federation, the federative entities, and the municipalities in the elaboration and application of public policies for climate change adaptation and mitigation of greenhouse gases and compounds, and establishes the bases for Mexico to contribute to the fulfillment of the UNFCCC's Paris Agreement.

In 2013 the GoM published the National Climate Change Strategy (ENCC) as the guiding instrument of national policy in the medium and long term to face the effects of climate change and move towards a competitive, sustainable and low-carbon economy. It includes a 10, 20, and 40-year outlook for achieving climate change goals. And it establishes 3 pillars in terms of climate change adaptation.

In 2015 the GoM submitted its first NDC to the UNFCCC, which was updated on December 29, 2020¹, and includes, as in 2015, an adaptation component that reflects a greater understanding of the country's vulnerability to the climate change impacts, and it includes 5 thematic axes on climate change adaptation with 27 action lines focused on implementation. The axes are: A. Prevention and management of negative impacts on the human population and the territory; B. Resilient production systems and food security; C. Conservation, restoration and sustainable use of biodiversity and ecosystem services; D. Integrated Water Resources Management for climate change; and E. Protection of strategic infrastructure and tangible cultural heritage.

Additionally, the GoM works on the development of the Special Program on Climate Change (PECC) 2021-2024 with the actions of the federal government in terms of adaptation and mitigation, as well as the preparation of the National Adaptation Policy². Besides, the GoM is working on the development of the Roadmap of the NDC updated to 2020, wherein its adaptation component will detail the actions and sub-actions, timeframes, key actors, and responsibilities of each activity. And which will be published at the second semester of 2021 and will complement the scope of the National Adaptation Policy (pending to start).

Furthermore, concerning the country's reports to the UNFCCC, since 1997 the GoM, as a non-Annex I Party, has prepared and submitted 6 National Communications (NCs), 2 Biennial Update Reports (BURs), 1 Long-Term Low Greenhouse Gas Emission Development Strategy (LT-LEDS), and 2 NDCs (first and updated).

Background on the Adaptation Communication:

Article 7 para. 10 of the Paris Agreement of the UNFCCC established that each Party should, as appropriate, submit and update periodically an Adaptation Communication (ADCOM), which may include its priorities, implementation, and support needs, plans and actions, without creating any additional burden for developing country Parties.

In the Conference of the Parties (COP) no. 24 of the UNFCCC, the Parties adopted the Katowice Climate Package³, which elaborates implementation guidelines for the Paris Agreement, including

¹ Contribución Determinada a nivel Nacional. Actualización 2020.
https://www.gob.mx/cms/uploads/attachment/file/603401/Contribucion_Determinada_a_nivel_Nacional.pdf

² In the case of Mexico, the National Adaptation Policy is a simile of the Process of the National Adaptation Plan (NAP) established by the UNFCCC.

³ Katowice Climate Package. <https://unfccc.int/process-and-meetings/the-paris-agreement/the-katowice-climate-package/katowice-climate-package>

procedures and mechanisms that will operationalize the Agreement. Decision 9/CMA.1 of the COP noted that the purpose of the ADCOM is to:

- Increase the visibility and profile of adaptation and its balance with mitigation.
- Strengthen adaptation action and support for developing countries.
- Provide input to the Global Stocktake (GST).
- Enhance learning and understanding of adaptation needs and actions.

Also, the COP invited Parties that choose to submit an ADCOM to do so in time to inform each GST (the first one will take place in 2023) and to provide information on the 9 elements formulated and included in an annex of the decision⁴. It is important to highlight that the ADCOM and the elements are voluntary and should not put an additional burden on the Parties. To this end, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) has developed an Adaptation Communication Drafting Assistance Tool ([GIZ AdComm-DAT tool](#)) to assist countries in the preparation. The consultant will apply this tool in the drafting of the ADCOM of Mexico.

The first ADCOM of Mexico will support the country's efforts on climate change adaptation that are being carried out through the Roadmap of the NDC updated to 2020 and the National Adaptation Policy and will serve as the basis for the preparation of the Seventh National Communication (NC7) to the UNFCCC.

It is expected that developing the ADCOM will be a three-phase process (see Annex A) and this consultancy will focus on activities related to Phase 1. It will also integrate inputs being developed for Phase 2. Subsequently, a separate piece of work will be contracted in the future (to the same or to a different contractor from those which develop Phase 1 and 2) to develop Phase 3. Phase 3 will prepare the final version of the ADCOM of Mexico in Spanish and English versions to be submitted to the UNFCCC.

Objective and expected outcomes of the consultancy

To prepare the final and approved draft of the ADCOM of Mexico based on existing documents, reports, other literature, and other projects in development. The ADCOM should include (based on available information) the following outcomes according to the GIZ AdComm-DAT tool and Decision 9/CMA.1:

1. Brief summary of the national circumstances in terms of climate change adaptation, taking into account the Sixth National Communication (NC6) to the UNFCCC⁵ and focused on environmental, economic, and social aspects.
2. Overview of the institutional arrangements, legal frameworks, and governance concerning climate change adaptation in Mexico at the national and sub-national levels.

⁴ Decision 9/CMA.1. https://unfccc.int/sites/default/files/resource/cma2018_3_add1_advance.pdf#page=23

⁵ Sexta Comunicación Nacional y Segundo Informe Bienal de Actualización ante la Convención Marco de las Naciones Unidas sobre el Cambio Climático. <https://cambioclimatico.gob.mx/sexta-comunicacion/>

3. Concise summary of observed impacts, risks, and/or vulnerabilities to climate change in Mexico, identification of vulnerable regions/sectors/groups, as well as description of the methodologies, taking into account the National Atlas of Vulnerability to Climate Change (ANVCC)⁶ and the NC6.
4. Analysis of national adaptation priorities, strategies, policies, plans, goals, and actions, aligned with the NDC updated to 2020 and its Roadmap, the National Adaptation Policy, and other reports of actions⁷, and grouped according to the INECC's typology of climate change adaptation measures⁸.
5. Concise analysis of mainstreaming of climate change adaptation into sectoral plans, special programs, and programs at the national and sub-national levels. Considering the INECC's work (if applicable).
6. Summary of formal and informal assessments of technical capacities for planning, implementing, and Monitoring and Evaluation (M&E) of adaptation activities, as well as the implementation and support needs in terms of the capacity-building, technology, and finance for adaptation (Means of Implementation of the UNFCCC) related to the Roadmap of the NDC updated to 2020 and grouped into the categories of the Roadmap.
7. Brief summary of methodologies to assess the costs of climate change adaptation and advances on the economic analysis for climate change adaptation in Mexico, taking into account the progress to date.
8. Concise analysis of international and domestic sources for adaptation and estimation of the amount to date allocated to climate change adaptation in Mexico, considering the INECC's^{9,10,11} work and SEMARNAT's information.
9. Concise summary of barriers, challenges, and gaps related to the engagement of the private sector into adaptation action, as well as other key groups for the country such as youth, civil society, academia and/or indigenous communities, taking into consideration the information in the Roadmap of the NDC updated to 2020.
10. Summary of progress on implementation of adaptation actions and plans (NC6, NDC updated to 2020 and its Roadmap, National Adaptation Policy, other reports of actions and other planning instruments according to the LGCC), including key findings, progress and

⁶ Atlas Nacional de Vulnerabilidad al Cambio Climático (ANVCC). <https://atlasvulnerabilidad.inecc.gob.mx>

⁷ Investigaciones en Monitoreo y Evaluación (M&E) de adaptación al cambio climático.

<https://www.gob.mx/inecc/documentos/investigaciones-2018-2013-en-materia-de-adaptacion-al-cambio-climatico>

⁸ Nota técnica: Tipología de medidas de adaptación al cambio climático.

https://www.gob.mx/cms/uploads/attachment/file/584204/7_CGACC_Nota_Tecnica_Tipologia_2020.pdf

⁹ Artículo: Financiamiento climático para la adaptación en México.

<https://www.gob.mx/cms/uploads/attachment/file/551561/FinanciamientoClimaticoParaAdaptacionDivulgacion.pdf>

¹⁰ Identificación y análisis de los flujos financieros internacionales para acciones de Cambio Climático en México. <https://www.gob.mx/inecc/documentos/identificacion-y-analisis-de-los-flujos-financieros-internacionales-para-acciones-de-cambio-climatico-en-mexico>

¹¹ Oportunidades y barreras para aprovechar las fuentes de financiamiento internacional que favorezcan el alcance de los objetivos climáticos sectoriales de México.

https://www.gob.mx/cms/uploads/attachment/file/422301/Barreras_Oportunidades_Financiamiento_CGC_V.pdf

results achieved from any evaluations conducted, and any lessons learned to date; taking into account the evaluations of INECC¹².

11. Concise analysis of the cooperation on enhancing adaptation at a national, regional, and international level, as well as the provision of support to developing country Parties, grouped into categories for better understanding.
12. Analysis of barriers, challenges, and gaps related to the implementation of adaptation, grouped into categories for better understanding. Considering the information of the Means of Implementation of the UNFCCC mentioned in outcome 6.
13. Brief analysis of the identification of good practices¹³, lessons learned, and information-sharing practices on planning, implementation, and M&E of adaptation actions grouped into categories for better understanding.
14. Analysis of progress to date on M&E systems, tools, and indicators related to adaptation planning and implementation, considering the INECC's work on M&E¹⁴.
15. Brief summary of the identification of adaptation actions, or plans with co-benefits to economic diversification, sustainable development and mitigation (e.g. blue carbon actions).
16. Brief analysis of the contribution of adaptation actions to other international frameworks and conventions, including the Convention on Biological Diversity (CBD), the United Nations Convention to Combat Desertification (UNCCD), the 2030 Agenda for Sustainable Development, and the Sendai Framework for Disaster Risk Reduction, according to the information at the date of the Roadmap of the NDC updated to 2020.
17. Overview of relevant information on the integration of gender considerations in adaptation plans, policies, and actions, taking into account the work to date of the Interinstitutional Group on Gender and Climate Change (GIGCC)¹⁵, and the inputs derived from the workshops for the integration of gender and human rights approaches into the NDC updated to 2020.
18. Summary of how local, traditional, and Indigenous knowledge is integrated into adaptation plans, policies, and actions, as well as mechanisms for the participation of vulnerable groups.

All the information of the aforementioned outcomes will be included and summarized by the consultant in the GIZ AdComm-DAT tool. The draft ADCOM of Mexico must be referenced in APA style and must meet IISD and INECC quality assurance guidelines, which include a plagiarism check.

¹² Investigaciones en materia de evaluación de la política de cambio climático.

<https://www.gob.mx/inecc/documentos/investigaciones-2017-2013-en-materia-de-evaluacion-de-la-politica-del-cambio-climatico>

¹³ A good practice is not only a practice that is good, but a practice that has been proven to work well and produce good results, and is therefore recommended.

¹⁴ Investigaciones en Monitoreo y Evaluación (M&E) de adaptación al cambio climático.

<https://www.gob.mx/inecc/documentos/investigaciones-2018-2013-en-materia-de-adaptacion-al-cambio-climatico>

¹⁵ The Interinstitutional Group on Gender and Climate Change (GIGCC) comprises the National Institute for Women (INMUJERES), INECC, SEMARNAT and other federal actors, international cooperation agencies and academy.

Each section of the GIZ AdComm-DAT tool will include an explanatory introduction to each topic and a detailed analysis of the information described in outcomes 1-18.

It is proposed that the ADCOM of Mexico will be presented as a stand-alone document (without using a vehicle document)¹⁶ no later than January 2022 (see Annex A for further details).

Activities of the consultancy

The consultant will carry out the following activities to provide a final and approved draft of the ADCOM of Mexico fulfilling the 18 outcomes listed in the previous section:

- A. Workplan with dates, activities, and techniques to carry out the assignment, as well as the description of the whole process for the preparation of the ADCOM of Mexico. Considering the information gathering process, reviewing, compilation, analyze and systematization of the information, inception meetings, consultation and workshops, and preparation of documents.
- B. Inception meetings (via videocalls) with INECC and IISD to clarify the scope of the assignment and agree on the process.
- C. Literature review of key documents, reports, and other literature, including but not limited to, NC6, NDC updated to 2020 and its Roadmap, National Adaptation Policy, and other adaptation-relevant and complementary documents, projects in development, and webpages provided by the CGACCE of the INECC and the General Directorate of Policies for Climate Change of the Ministry of Environment and Natural Resources (SEMARNAT) (through the CGACCE) to assist the information gathering process.
- D. Reviewing, compilation, analyze and systematization of the information gathered from the INECC, SEMARNAT, or other official sources.
- E. Consultations with INECC, SEMARNAT, ministries and key actors within the Climate Change Adaptation Policies Working Group (GT-ADAPT) of the Inter-ministerial Climate Change Commission and other parts of the National Climate Change System (SINACC), and other relevant stakeholders the draft of the ADCOM of Mexico. The consultations will be through interviews and a validation workshop (virtual) of the draft, as well as the preparation of reports (including agenda, participants' list, presentations, key discussion points, and feedback received). Also, all requested adjustments will be addressed in order to present an updated draft of the ADCOM of Mexico.
- F. Developing the final draft of the ADCOM of Mexico using the GIZ AdComm-DAT tool (in Spanish) for review and validation of INECC and IISD. Beside, all requested adjustments will be addressed to present a final and approved draft of the ADCOM of Mexico.
- G. Developing a two-three pager reflection document (in Spanish and English) providing advice to other countries' adaptation teams in preparing an ADCOM. This document should include:
 - Gaps and challenges on gathering information for the ADCOM.

¹⁶ Draft supplementary guidance for voluntary use by Parties in communicating information in accordance with the possible elements of an adaptation communication.

https://unfccc.int/sites/default/files/resource/ac19_6b_adcomms.pdf

- Good practices and lessons learned on developing an ADCOM.
- Suggested changes or updates to the GIZ AdComm-DAT tool.
- Brief guidance for the INECC describing the process for developing future ADCOMS.

The CGACCE of the INECC will facilitate the liaison with the DGPCC of SEMARNAT and with other relevant actors.

Deliverables of the consultancy

The following table describes the anticipated key five (5) deliverables for the assignment:

Number of deliverable	Deliverables	Link with Activities	Number of days	Due date
1	Detailed workplan of the whole process for the preparation of the ADCOM of Mexico approved by the CGACCE of INECC and IISD (considering outcomes 1-18) (in Spanish)	A and B	16	June 18, 2021
2	First draft of sections E to I of the GIZ AdComm-DAT tool (considering outcomes 1-18) (in Spanish)	C and D	30	July 23, 2021
3	Consultations and summary report with the CGACCE of the INECC on the first draft of the ADCOM, and updated first draft of the ADCOM (in Spanish)	E	25	August 27, 2021
4	Validation workshop (virtual) with INECC, SEMARNAT, ministries and key actors within the Climate Change Adaptation Policies Working Group (GT-ADAPT) of the Inter-ministerial Climate Change Commission and other parts of the National Climate Change System (SINACC), and other relevant stakeholders on the first draft of the ADCOM, and a report (including agenda, participants' list, presentations, key discussion points, and feedback received) (in Spanish)	E	30	October 1, 2021
5	Final and approved draft of the ADCOM of Mexico, incorporating feedback from INECC, stakeholders, and IISD (Spanish), and two-three pager reflection document (in Spanish and English)	F and G	30	November 8, 2021
TOTAL			131	

For all deliverables, the estimated time requirement is 131 days over an estimated period of five and a half (5.5) months, including revision times. The consultant will work directly with the CGACCE of the INECC and a member of the NAP Global Network Secretariat (IISD) on all activities and deliverables.



All documents derived from this service must be provided to the CGACCE of the INECC and IISD in their editable formats, and considering quality criteria.

Contract duration: 6 months (June 1, to November 15, 2021).

Maximum budget: EURO 30,000. Please cost your proposals either in EURO or in MXN. Later, at the contract development stage, the contract will be developed in either EURO or USD.

Payment:

Payments will be done upon completion of the deliverables and as per the schedule of payment:

Number of deliverable	Percentage of payment	Delivery date	Approval date by INECC / IISD
1	10%	June 18, 2021	June 28, 2021
2	20%	July 23, 2021	August 2, 2021
3	25%	August 27, 2021	September 6, 2021
4	20%	October 1, 2021	October 11, 2021
5	25%	November 8, 2021	November 15, 2021
TOTAL	100%		

The payments will be upon acceptance by the CGACCE of INECC and IISD. The IISD will proceed with the payments in forty (40) days after the payment processing date, once the INECC and IISD give the final approval and the corresponding invoice of the consultant is delivered.

Reporting:

- For contractual matters, the consultant will report to IISD.
- For technical matters, the consultant will report directly with the CGACCE of the INECC and IISD.

The consultancy will be under the direct supervision of the Directorate of Environmental Economics and Natural Resources, and the general supervision of the CGACCE of the INECC and IISD. Supervision will be permanent via e-mail, telephone or other available electronic means, with periodic meetings to review progress.

The required qualifications are:

- Master's degree in a relevant field (e.g., Public Policies, Environmental Science, Social Science, Atmospheric Sciences, Earth Science, Environmental engineering, Geography, International Relations).
- A minimum of six (6) years' demonstrable experience on climate change adaptation, climatology, climate variability, and/or vulnerability to climate change.
- Demonstrable experience in developing climate change adaptation projects, advising or developing public policies on climate change adaptation with government authorities,

and/or preparation of reports to the United Nations Framework Convention on Climate Change (UNFCCC). At least three (3) projects/policies, and at least one (1) report to the UNFCCC.

- Excellent conceptual understanding of climate change adaptation and associated concepts.
- Solid understanding of Mexico's institutional arrangements regarding climate change, with an emphasis on adaptation.
- Familiarity with the UNFCCC processes, tracks, and bodies on climate change adaptation.
- Strong research, analysis, and writing skills.
- Strong workshop organization and facilitation skills.
- Fluency in Spanish and English (spoken and written). Strong writing skills in English are essential for some deliverables.

For this consultancy it is expected to have one or two consultants for its development in a timely manner.

Due to the ongoing travel restrictions and health risk posed by the COVID-19 pandemic the consultancy is open to candidates residing in the country at the time of application and throughout the length of the consultancy.

Application process:

- To apply for this consultancy, please submit a cover letter (maximum 1 page), CV (maximum 4 pages), and a financial proposal detailing the amount for each of the 5 deliverables and the total amount for the consultancy (the total amount quoted shall be all-inclusive and include all costs required to perform the deliverables identified in the Terms of Reference) to: info@napglobalnetwork.org
- In your application, please clearly demonstrate how you meet the criteria outlined above in the required qualifications. Attach supporting information for verification.
- Applications submitted after the deadline will not be considered.

Application deadline: May 21, 2021 (Midnight Mexico City, Mexico).

Location: Mexico City, Mexico.

Conditions:

In accordance with the COVID-19 pandemic conditions, the consultancy should be carried out remotely in close coordination with the CGACCE of the INECC. However, once sanitary conditions allow it, if requested, the consultant must attend meetings with INECC and counterparts in Mexico City. Possible travel expenses will be paid by the consultant and will not be paid by IISD or INECC.

The consultant must have their own computer equipment, as well as the appropriate software to carry out the activities provided for in these Terms of Reference. The consultant is expected to work during normal working hours.

Annex A: Three-Phase Approach to Developing the Adaptation Communication

This consultancy will focus on Phase 1 but will include and integrate inputs from phase 2.

Phase 1: Final and approved draft of the ADCOM of Mexico.

- Workplan and description of the whole process.
- Inception meetings (via videocalls).
- Information gathering process and processing.
- Consultations with relevant stakeholders.
- Final draft of the ADCOM of Mexico using the GIZ AdComm-DAT tool (in Spanish)
- Two-three pager reflection document (in Spanish and English)

From June to Mid-November, 2021.

With the support of the NAP Global Network.

Phase 2: Additional inputs to complement the ADCOM of Mexico.

- General analysis of mainstreaming of climate change adaptation into sectoral plans, special plans, and programs at the national and/or subnational level.
- Analysis and proposal to improve a catalog of methods of economic analysis for climate change adaptation.
- General analysis of barriers, challenges, and gaps related to the engagement of the private sector into adaptation action.
- Consultation/validation with relevant stakeholders, if applicable.

From June to October, 2021.

With the support of the NAP Global Network (depending on resource allocation). Likewise, this could be complemented with projects and studies developed by the INECC on topics of interest to be reported in the ADCOM (according to budget availability of the INECC for 2021).

Phase 3: Finalization of the ADCOM of Mexico.

- Updated draft of the ADCOM of Mexico.
- Consultation/validation with relevant stakeholders, if applicable.
- Editing, design, translation of the document from Spanish to English, publishing, and printing of the ADCOM of Mexico.
- Submission of the final version of the ADCOM of Mexico to the UNFCCC's Registry for Adaptation Communications as a stand-alone document through Mexico's National Focal Point, the Ministry of International Affairs (SRE).

From late November, 2021 to no later than January 2022.

With the support of the NAP Global Network (depending on resource allocation). The GoM, through the SRE, will make the formal submission to the UNFCCC.