



NAP GLOBAL NETWORK – COUNTRY SUPPORT HUB

TERMS OF REFERENCE

Short-Term Consultancy:

Conducting a technical analysis of a Monitoring, Evaluation and Learning (MEL) system for adaptation in Namibia

March 2022–June 2022

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. Financial support for the Network has been provided by Austria, Canada, Germany, Ireland, the United Kingdom, and the United States. The Secretariat is hosted by the International Institute for Sustainable Development (IISD).

The NAP Global Network's **Country Support Hub** provides expert advice and short-term technical support on specific issues related to national adaptation planning and implementation.

Background information

Namibia ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1995 and has been a signatory Party to the Paris Agreement since 2016. Namibia's National Adaptation Plan (NAP) process has achieved major milestones and advanced adaptation planning in climate-sensitive sectors. With technical support provided by the NAP Global Network, Namibia prepared its first Adaptation Communication (AdCom) and submitted it to the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat in December 2021. Namibia submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC Secretariat in 2021, which included adaptation priorities that are aligned with the AdCom. Namibia submitted its Fourth National Communication (NC4) to the UNFCCC in 2020, which provided an update on vulnerability and adaptation.

The multi-sectoral National Climate Change Committee (NCCC), chaired by the Ministry of Environment, Forestry and Tourism (MEFT), provides the overall oversight and advisory role for adaptation. The Climate Change Unit (CCU), under the Department of Environmental Affairs and Forestry (DEAF) of MEFT is responsible for coordinating and implementing adaptation activities, including the preparation of the National Adaptation Plan (NAP) and the Adaptation Communication.

The AdCom identified monitoring, evaluation and reporting of the processes and impacts of adaptation actions as a critical need. The AdCom identified the need for support to enable the MEFT to lead the establishment of a robust MEL system for adaptation that is aligned with SDG actions and prepared in coordination with the National Planning Commission, Namibia Statistics Agency, and Ministry of Finance. The National Climate Change Policy, 2011, provides a legal framework and overarching national strategy for the development, implementation, and monitoring and evaluation of climate change mitigation and adaptation activities in Namibia.

Namibia's NDC and the AdCom explain that the country is intending to prepare its NAP. Namibia, through MEFT, is preparing a proposal to access the Green Climate Fund (GCF) readiness support in order to develop a full National Adaptation Plan (NAP). Namibia is receiving support and implementing

projects that complement the preparation of its NAP and the establishment of an adaptation MEL system. A CBIT project is focused on measurement and reporting under the enhanced Paris Agreement contributes to the design and establishment of a domestic measurement, reporting and verification (MRV) system for climate change mitigation and adaptation measures. A GCCA+ programme funded by the European Union is supporting a mechanism to underpin coordination for integrating climate change across development planning.

To further its work on adaptation, the Government of Namibia intends to establish its Adaptation MEL system. This consultancy will support the first phase of work that is focused on identifying an appropriate MEL system for Namibia's NAP process, building on the adaptation priorities identified in the AdCom and revised NDC. The work will be undertaken in a manner that can inform and be informed by the NAP process to be supported with GCF funds.

Assignment

The expert will prepare the technical analysis of MEL for adaptation in Namibia, which will include:

- Clarifying the aims, objectives and needs of the government regarding MEL of national adaptation.
- Analyzing existing MEL systems (approaches and data systems) in Namibia that could be linked to, aligned with or provide information for the adaptation MEL system, such as the M&E system established in the National Planning Commission under the Office of the President and MEL efforts under relevant international conventions.
- Preparing an overview of an appropriate MEL system for Namibia's NAP process, which could include identifying an appropriate institutional framework; roles and responsibilities; a process to review and revise indicators, including consideration of gender; a system to assess and collect data; needed capacity building, and considerations for a doable and resource-efficient MEL system.
- Preparing a work plan for establishing the MEL system, setting out a phased approach. This could include specific next steps, timelines and budget considerations.

Outputs

- The consultancy will result in the preparation of a final and approved report that provides a technical analysis of MEL for adaptation in Namibia.

Activities related to the assignment

- **Detailed workplan for the assignment; and draft outline** of the technical analysis of MEL for adaptation in Namibia.
- **Inception workshop** to introduce the assignment, and to collect information on the aims, objectives and needs of Namibia's MEL system.
- **Interviews and consultation(s)** with government line ministries, agencies and commissions and other relevant stakeholders to provide input to the development of the MEL system for adaptation.

- **Summary document** synthesizing discussions from stakeholder consultations.
- **A first draft of the report**, technical analysis of MEL for adaptation in Namibia that sets out recommendations, a work programme, and capacity building priorities for an appropriate MEL system for adaptation.
- **Validation workshop** to present draft technical analysis to government officials and stakeholders
- **Validation workshop report.**
- **Final and approved report** of the technical analysis of MEL for adaptation in Namibia, incorporating feedback from MEFT, IISD and relevant stakeholders.

Anticipated timeline

Task	Output/Deliverable	Timeline
<p>1. Detailed workplan for the assignment; and draft outline of the technical analysis of MEL for adaptation in Namibia. The detailed workplan will include:</p> <ul style="list-style-type: none"> ▪ Reference list of relevant MEL documents in Namibia (at the national, sectoral and local levels) that could help inform/serve as the basis for the next steps of this assignment ▪ Proposed stakeholders interview list from the different sectors and associated guiding questions. ▪ A detailed timetable indicating the time required to complete each of the products and associated activities of the consultancy. 	<p>Work plan</p> <p>Draft outline of technical analysis</p>	30 March 2022
<p>2. Inception workshop to introduce the assignment, and to collect information on the aims, objectives and needs of Namibia's MEL system.</p>	Workshop report	15 April 2022
<p>3. Technical analysis of M&E for adaptation in Namibia to serve as the basis for the design of the country's M&E system for the NAP. The technical analysis will be conducted based on the identification and review of existent sources (e.g., desk review of M&E related resources at the project, sectoral and national levels), key informant interviews, including with representatives from priority ministries¹). This task involves:</p> <ul style="list-style-type: none"> • Identification of existing MEL approaches, tools, data sources and indicators related to adaptation that are 	<p>Summary of stakeholder/ interview input</p> <p>Draft technical analysis report</p>	10 May 2022

¹ Namibia's priority sectors for adaptation: water resources, agriculture, forestry, coastal zones, tourism, health, and disaster risk management

<p>already being used in Namibia (at the national, sectoral and local levels). To include a table listing existing data collected by each sectoral MEL system</p> <ul style="list-style-type: none"> • Setting out the framework of an appropriate MEL system for Namibia’s NAP process, which could include identifying an institutional framework; roles and responsibilities; a process to review and revise indicators, including considerations of gender; a system to assess and collect data; capacity building priorities, and considerations for a doable and resource-efficient MEL system. ▪ Preparation of a work plan for establishing the MEL system, setting out a phased approach. This could include specific next steps, timelines and budget considerations. 		
<p>4. Validation workshop to present draft technical analysis to government officials and stakeholders planned and delivered in collaboration with MEFT.</p>	<p>Validation workshop report</p>	<p>30 May 2022</p>
<p>5. Final and approved technical analysis of MEL for adaptation in Namibia, incorporating feedback from validation meeting, MEFT, IISD and other relevant stakeholders.</p>	<p>Final technical analysis report</p>	<p>20 June 2022</p>

For all deliverables, the estimated time requirement is **75 days** over an estimated period of four months. The costs of the inception/validation workshop and any approved expenses will be covered by the NAP Global Network.

Required qualifications

- Master’s degree in a relevant field.
- Knowledge of the NAP process and climate adaptation in Namibia.
- Expertise with MEL systems
- Strong research, analysis and writing skills.
- Strong workshop organization and facilitation skills.
- Fluency in English (spoken and written).

Reporting and work arrangement

- The consultant will work closely with the NCCC, the MEFT, and the Government of Namibia in accordance with COVID-19 public health guidelines. The consultant will work closely on a virtual basis with Deborah Murphy, NAP Global Network, who will provide technical guidance for the project.
- 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.
- Consultants are encouraged to work with local youth organizations and programs to provide work experience/mentorship that will help them to build their skills in matters related to the environment, climate change, and sustainable development.

Application process

To apply for this consultancy, please submit a statement of interest, CV (4 pages max), and expected daily rate to info@napglobalnetwork.org, specifically mentioning in the subject "Short-term Consultancy in Namibia." If you are selected for the consultancy, you may be required to provide proof of your daily rate (e.g., a copy of a contract of at least 20 days that states a daily rate).

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

Application deadline: February 28, 2022

Start date: March 7, 2022



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