

NAP GLOBAL NETWORK - COUNTRY SUPPORT HUB

TERMS OF REFERENCE

Support for coordination between the Undersecretariat for Climate Change (SCC) of the Ministry of Environment, Water and Ecological Transition (MAATE) and the Secretariat for Risk Management of Ecuador

April-June 2023

The National Adaptation Plan Global Network was established in 2014 at the 20th Conference of the Parties (COP 20) in Lima, Peru, to improve planning processes for adaptation to climate change in developing countries, through peer-to-peer exchange, technical assistance, expert advice and capacity building. The Network's members come from more than 150 countries and are professionals working on national adaptation planning.

The Country Support Hub is one of the mechanisms used by the Global Network to provide expert advice and short-term technical support on specific issues related to the process of formulating or implementing the National Adaptation Plan.

1. Background

The process of formulating Ecuador's National Adaptation Plan began in 2019, through the National Climate-Change Adaptation Plan (PLANACC) project and the Plan was launched nationwide on 7 February 2023.

PLANACC is led by the Ministry of Environment, Water and Ecological Transition (MAATE) in its capacity as National Designated Authority (NDA) to the Green Climate Fund (GCF) and has the support of the United Nations Development Programme (UNDP) as an Accredited Agency.

PLANACC is aligned with the provisions of the Constitution of Ecuador, which establishes that the State shall adopt measures to respond to climate change and protect at-risk populations. Likewise, the aforementioned programme is aligned with the National Strategy on Climate Change 2012-2025, with the provisions of the Environmental Organic Code and its implementing regulations and with the Nationally Determined Contribution of Ecuador 2020-2025.

The central objectives of PLANACC are: i) to contribute to the integration of adaptation to climate change into development planning at the sectoral, territorial and local levels; and ii) to reduce vulnerability and climate risk by building resilience and adaptive capacity in the six sectors prioritized for adaptation in Ecuador.

Similarly, PLANACC provides for the generation of enabling conditions for the adaptation of the priority areas through the use of studies, methodologies, indicators, policies, capacity-building programmes and other useful tools. The priority areas are: i) Natural Heritage; ii) Water Resources; iii) Food Sovereignty, Agriculture, Livestock, Aquaculture and Fisheries; iv) Health; v) Strategic and Productive Sectors; and vi) Human Settlements, to specifically benefit through:

- Improving the coverage and spatial and temporal resolution of climate projections and climate-vulnerability and -risk analyses.
- Strengthening institutional capacities through the development of guidance documents (standards, technical guidelines, etc.), regulations (at the central and local levels), methods and standardized tools to facilitate the management of climate risk.

- Training key personnel, partners and stakeholders (public and private sectors) to facilitate the integration of climate-change adaptation into development planning processes at the sectoral, territorial and local levels.
- The design of Monitoring, Reporting and Verification (MRV) mechanisms for the PLANACC process and for the adaptation actions implemented by stakeholders.
- The formulation of strategies to ensure the financing, sustainability, scaling and replication of adaptation processes and actions relevant to the country.

The National Adaptation Plan of Ecuador constitutes the country's effort to close existing gaps in institutional and informational coordination in order to make possible a determination of the climate rationale and also the sectoral approach and needs for adaptation planning. The first National Adaptation Plan of Ecuador is the catalyst to ensure effective and transformative intervention by local-level adaptation.

Institutional coordination is an essential part of climate-change management. During the process of formulating the National Adaptation Plan (NAP), a coordination process was begun with the Secretariat for Risk Management (SGR). Supporting the continuation of this process will help to define institutional interactions in respect of disaster-risk and climate-change management.

Hence the need to give continuity to a process that transcends institutional coordination in order to manage disaster risks and climate change in Territorial Planning, whose process of formulation began in Ecuador this year, led by the National Planning Secretariat, and which will be implemented from the second half of this year.

The inclusion of climate change in local-level planning is one of the specific objectives of the NAP, which is why this process will make a direct contribution to implementation of the Plan.

2. Objective of the consultancy

Identify boundaries and complementarities between theory, practice and legal powers in adaptation, mitigation and losses and damages associated with the adverse effects of Climate Change and Disaster Risk Management, in order to coordinate inter-institutional efforts leading to the achievement of impactful results at the national, subnational and local levels.

3. Activities related to the task

This contract consists of providing support for the development and execution of the following tasks:

- a) **Generate independent bilateral meetings with SGR and MAATE** to collect technical and legal inputs in respect of:
 - i. The legal and regulatory framework determining powers in respect of the management of climate change in Ecuador and the responsibilities of MAATE.
 - ii. The legal and regulatory framework determining powers in respect of Disaster-Risk Management in Ecuador and the responsibilities of SGR

- iii. The technical scope and methodological framework¹ for the management of adaptation, mitigation and losses and damages associated with the adverse effects of climate change and the responsibilities of MAATE.
 - iv. The technical scope and methodological framework for disaster management and the responsibilities of SGR.
 - v. The identification of the technical and methodological scope suggested by each of the parties, including for adaptation, mitigation and losses and damages associated with the adverse effects of climate change; and for disaster risk management.
- b) **Prepare a technical report** that contains the results of the **five (5)** bilateral meetings for each topic set out in **activity a)**.
 - c) **Develop and propose a methodological approach** to conduct a **face-to-face workshop between representatives of SGR and MAATE** with the goal of presenting and synthesizing the results of the bilateral meetings with respect to legal responsibilities and boundaries as well as complementarities between climate-change and disaster-risk management, with the objective of establishing a common understanding that facilitates agreements and consensus on these issues and the proposed inter-institutional coordination approach.
 - d) **Conduct a face-to-face and participatory workshop between SGR and MAATE** based on the methodological approach proposed and validated in **activity c)**.
 - e) **Synthesize the results** by means of a Power Point or similar presentation and a written technical report of no more than 30 pages.

4. Expected outcomes

- Five technical notes from the independent bilateral meetings (maximum of five pages each).
- A technical report with the results of the bilateral meetings for each topic set out in activity a) (maximum of 30 pages plus annexes).
- Methodological proposal for the conduct of a participatory workshop between SGR and MAATE for the generation of a common understanding and consensus regarding the legal responsibilities and areas of action of both government institutions in respect of implementation of the NAP.
- Systematization, synthesis and presentation of the results of the interviews, technical notes, review of the respective regulations and participatory workshop between representatives of SGR and MAATE.
- Report defining legal responsibilities and boundaries, as well as complementarities and potential coordination between disaster-risk management and adaptation, mitigation and losses and damages associated with the adverse effects of climate change.

¹ The methodological framework refers to concepts, methodologies, tools and management approaches.

5. Deliverables (Products)

The following table sets out the deliverables required of the consultancy team or company:

| No. | Deliverable | Date of delivery | Percentage of payment |
|-----|--|--|-----------------------|
| 1 | Detailed work plan (maximum 5 pages) | 7 days after the start of the consultancy | n/a |
| 2 | Methodological proposal for the face-to-face workshop between representatives of SGR and MAATE | 15 days after the start of the consultancy | 30% |
| 3 | Five technical notes from the independent bilateral meetings (maximum of five pages each) | 60 days after the start of the consultancy | n/a |
| 4 | A technical report with the results of the bilateral meetings for each topic set out in activity a) (maximum of 30 pages plus annexes) | 60 days after the start of the consultancy | n/a |
| 5 | Systematization, synthesis and presentation of the results obtained (with special emphasis on the results of the SGR-MAATE workshop) | 90 days after the start of the consultancy | n/a |
| 6 | Report setting out the legal responsibilities and boundaries and complementarities and potential inter-institutional coordination | 90 days after the start of the consultancy | 70% |

For all deliverables, the estimated time required to complete all tasks is 90 days. Payments will be made against delivery and acceptance by the Ministry of Environment, Water and Ecological Transition (MAATE) and the IISD in accordance with the requirements of each section in each phase.

6. Required profile

The requirement is for a team of two (2) professionals from such areas as social sciences, environmental studies, psychology, law, engineering or similar. Experience is required in the conduct of at least three (3) processes using participatory methodologies and at least three (3) processes in respect of climate-change adaptation or disaster-risk management. Specialized education in adaptation to climate change and the management of its associated risks will be considered an advantage.

ESSENTIAL REQUIREMENTS

- ✓ Two (2) experts in climate-change adaptation and disaster-risk management and facilitation of technical-political consensus processes.

ACADEMIC EXPERIENCE

- ✓ Bachelor's degree in environmental sciences, engineering, risks, local development or similar.
- ✓ A post-graduate degree in adaptation to climate change, territorial planning, disaster-risk reduction or similar will be considered an advantage.

TECHNICAL EXPERIENCE

- ✓ Three years' general employment, professional services or consultancy experience in areas related to adaptation to climate change and disaster-risk management and the formulation or implementation of public policies.
- ✓ Experience in processes oriented towards territorial analysis in respect of adaptation to climate change, risk reduction or development.
- ✓ Knowledge of climate and non-climate risk analysis and its complementarities/synergies.
- ✓ Experience in processes that involve the use of public data and its scope and possibilities, especially in the context of spatial planning and regulation (territorial and marine-coastal) such as cadastres, public-institution databases, etc.
- ✓ Experience in consultancy work with government agencies and/or international organizations.
- ✓ Experience of work in inter-institutional coordination processes, technical-political dialogues and seeking consensus.
- ✓ Experience in the elaboration of participatory methodological processes, systematization of information, technical reports and political synthesis for policy makers.

DESIRABLE REQUIREMENTS

- ✓ Knowledge and experience in developing capacity in climate-change adaptation and climate-risk management.
- ✓ Experience in facilitating participatory construction and technical-political dialogue.
- ✓ Diplomatic capacities in political contexts and communication with government and international-cooperation actors.
- ✓ Excellent writing skills and experience of collaborative work on the preparation of technical reports and recommendations for policy makers.
- ✓ Ability to work in multidisciplinary teams and to pragmatically integrate different disciplinary approaches to changing political contexts.

ADMINISTRATIVE REQUIREMENTS

- a. Copy of identification document or passport (for foreigners).
- b. Copy of legal invoice to be used for collection of fees.
- c. CVs (maximum two pages, plus attachments) for each consultant.
- d. Letter of interest specifying why you should be considered for this consultancy.

FINANCIAL PROPOSAL

Signed by the proposers, indicating the fee (in US dollars, in numbers and words) for all the professional services. This must include each consultant's daily rate with evidence that they have used the same daily rate in previous projects.

TECHNICAL PROPOSAL

This must include no more than 350 words describing how the consultants plan to add value to this task. Also please include, if possible, a link to a text (e.g., an article, blog or report) written by the consultant and relevant to this consultancy.

The CV must explicitly state the activities and experiences considered relevant to this consultancy.

8. Consultancy report

The consulting team will report to IISD through its Climate-Change Adaptation Governance Policy Advisor, Mauricio Luna Rodríguez. It will also work in close collaboration with the focal points of the Ministry of Environment, Water and Ecological Transition (MAATE) and the team of specialists they choose to designate.

9. Application Process

To apply for this consultancy, send, for each person proposed, a cover letter and CV highlighting their relevant experience. The technical proposal and estimated budget may be sent together by the consultancy team. Please email all required documentation to: info@napglobalnetwork.org

You should clearly show in your application how you meet the criteria described above.

Deadline for receipt of applications: 26 March 2023 (midnight, Ecuador time)

Start date: 01 April 2023

Finish date: 30 June 2023

Location: remote with meetings and workshops as required.



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