TERMS OF REFERENCE

National CRVA Expert: Lead CRVA Analysis and Output

MyNAP – Malaysia National Adaptation Plan

1. Assignment Details

Assignment Title	National CRVA Expert: Lead CRVA Analysis and Output
Programme	MyNAP – Malaysia National Adaptation Plan
Reporting to	NAP GN (IISD), working in close collaboration with MGTC
Engagement Type	Individual Consultancy
Duration	June-November 2026 (i.e. 6 months), with possibility of extension

2. Background and Context

Malaysia received approval in September 2024 for a grant from the Green Climate Fund to implement the project titled *Strengthening Capacities to Increase Resilience with the Formulation of an Inclusive National Adaptation Plan (MyNAP) for Malaysia*. As the national designated authority (NDA), the Ministry of Natural Resources and Environmental Sustainability (NRES) provides overall oversight of the MyNAP to ensure the planning process is aligned with national priorities.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is Malaysia's delivery partner. The Malaysian Green Technology and Climate Change Corporation (MGTC) will be appointed as an implementing agency, and the NAP Global Network (NAP GN), whose Secretariat is hosted by the International Institute for Sustainable Development, has been engaged as a supporting technical partner. MGTC and NAP GN will support the NDA and GIZ as implementing entities, providing critical technical assistance and quality assurance to project activities.

With the project now underway, Malaysia is making strides in developing its National Adaptation Plan (MyNAP) to systematically address climate risks and strengthen adaptive capacity across sectors and states. MyNAP is currently in Phase 2: Technical Development, which encompasses sectoral and sub-sectoral prioritisation, climate risk and vulnerability assessments (CRVA) and the identification of adaptation strategies and actions.

The CRVA constitutes a foundational analytical component of MyNAP. It provides the evidence base from which sectoral adaptation priorities are derived. The CRVA process is structured around sectoral Technical Working Groups (TWGs), each supported by a dedicated Sectoral CRVA Analyst. The National CRVA Expert plays a critical integrating role, ensuring methodological coherence, analytical rigour and harmonised outputs across all TWGs.

3. Governance Structure and Positioning

The National CRVA Expert operates within a three-tier technical structure:

- **NAP GN Technical Advisor (CRVA):** Develops methodological guidance to support the sectoral CRVA analysis process.
- **National CRVA Expert (this role):** Leads coordination, consolidation, quality assurance and synthesis across all sectoral CRVA workstreams.

- **Sectoral CRVA Analysts:** Conduct hazard, exposure and vulnerability assessments for individual sectors, sourcing and managing datasets in coordination with their respective TWGs.
- **Sectoral TWGs:** Provide expert input on data gathering, data sources and sectoral knowledge to inform the CRVA analysis.

The National CRVA Expert acts as the primary interface between the NAP GN Technical Advisor and the Sectoral CRVA Analysts. They are responsible for ensuring that outputs from each sector are analytically compatible and can be synthesised into an integrated national risk profile.

4. Objectives of the Assignment

The National CRVA Expert will lead the technical coordination and integration of the CRVA process under MyNAP, with the following overarching objectives:

- Ensure methodological consistency and analytical comparability across all sectoral CRVA workstreams.
- Consolidate and harmonise sectoral CRVA data and outputs into coherent national-level products.
- Provide technical oversight and support to Sectoral CRVA Analysts and TWGs throughout the analytical process.
- Synthesise risk profiles, maps and indices that serve as the evidence base for MyNAP's adaptation planning.

5. Scope of Work and Key Deliverables

The National CRVA Expert will work in close coordination with the NAP GN Technical Advisor across four areas: (1) developing and maintaining a standardised, Malaysia-contextualised CRVA methodology and operational guidance for use across all Technical Working Groups; (2) providing ongoing technical support to Sectoral CRVA Analysts, including output review, data gap guidance, and TWG participation; (3) synthesising sectoral outputs into national-level risk rankings, profiles and maps; and (4) producing a consolidated CRVA report, contributing to the MyNAP document, and documenting lessons learned for NAP GN knowledge products. Key deliverables are summarised in table below.

Table 1. Key Deliverables, National CRVA Expert

#	Deliverable	Description
1	Data collection and access support	Support TWGs with CRVA baseline data identification and access, including the integration of NC4 sectoral technical reports data as a starting point, as well as joining planned TWG meetings to guide the inputting of data sources into the data-templates that NAP GN has developed and provided. Liaising with NAHRIM who holds the technical reports, is expected,
2	CRVA Methodological Framework and Guidance Package	Malaysia-contextualised methodology drawing on IPCC AR5 and GCF-aligned approaches, including operational guidance notes for Sectoral Analysts and a living log of methodological choices, assumptions and limitations

#	Deliverable	Description
3	Sectoral Output Review Memos	Structured feedback on sectoral analytical outputs (hazard maps, exposure matrices, vulnerability indices), including guidance on data gaps, proxy data and uncertainty characterisation
4	Within-Sector Risk Rankings	Sector-level prioritisation of climate risks by magnitude, likelihood and potential impact, providing a defensible evidence base for sectoral adaptation planning
5	National Climate Risk Profile and Maps	Synthesis of sectoral risk profiles into a national overview highlighting cross-sectoral vulnerabilities and compound risks, with GIS-based national and sub-national risk maps (where data permit)
6	CRVA Report, MyNAP Contributions and Lessons Learned Note	Consolidated analytical report integrating all findings with a policy-accessible narrative; CRVA sections and annexes for the draft MyNAP and a lessons learned note for NAP GN knowledge products

6. Required Qualifications and Experience

6.1 Education

- Advanced degree (PhD or Master's level) in climate science, environmental science, geography, natural hazards, development economics or a closely related field.

6.2 Technical Expertise

- Demonstrated expertise in climate risk and vulnerability assessment, including hazard analysis, exposure mapping and vulnerability indexing.
- Strong quantitative analytical skills, including experience with statistical methods and geospatial analysis (GIS).
- Familiarity with internationally recognised CRVA frameworks, including IPCC approaches, applied in developing country contexts.
- Experience synthesising multi-sectoral data into integrated risk profiles or national assessments.
- Knowledge of Malaysia's climate risks, environmental context and key vulnerable sectors is a significant advantage.

6.3 Coordination and Leadership

- Demonstrated experience coordinating multi-stakeholder technical processes, including managing inputs from multiple analysts or working groups.
- Strong capacity to provide technical leadership, including setting standards, reviewing outputs, and building analytical capacity in peers.
- Ability to translate complex quantitative findings into accessible outputs for policy and planning audiences.

7. Working Arrangements

Collaboration and reporting: CRVA Expert will work under the overall guidance of NAP GN and MGTC, with MGTC leading on day-to-day operations, and NAP GN retaining technical oversight, quality review and formal sign-off on deliverables, with inputs from NAP GN's Technical Advisor. The CRVA expert

will prepare a monthly progress report and share with the team at the end of each month to outline advancements as well as any challenges with delivering the work. Day-to-day coordination will be maintained with the Sectoral CRVA Analysts who support each of the 5 TWGs . Regular check-in meetings will be established with MGTC and NAP GN to ensure methodological alignment and address emerging challenges. The assignment covers MyNAP Phase 2 (Q2 2026) and Phase 3 (Q3 2026), with outputs feeding directly into Phase 4: MyNAP Document Finalisation (Q4 2026).

Contract duration: Initially from May to October 2026 (i.e. 6 months), with possibility of extension based on project needs and performance

Work location: Remote work possible, with in-person presence required for workshops, consultations, as well as meetings with the MyNAP project team at their respective offices.

8. Confidentiality and Data Protection

The National CRVA Expert will be required to adhere to strict standards of confidentiality and responsible data management throughout the duration of the assignment.

Confidentiality of Information: The Expert shall treat all data, documents, and information obtained during the assignment as confidential. This includes, but is not limited to, government data, sectoral datasets, geospatial information, and analytical outputs. Such information shall not be disclosed to any third party without prior written consent from the relevant authorities, including MGTC, NAP GN, and/or NRES, as applicable.

Use of Data: All data and information accessed or generated under this assignment shall be used solely for the purposes of the MyNAP CRVA process. The Expert shall not use such data for personal, commercial, or research purposes outside the scope of this engagement without explicit approval.

Data Security and Handling: The Expert shall implement appropriate technical and organisational measures to ensure the secure handling, storage, and transmission of data. This includes safeguarding sensitive datasets against unauthorised access, loss, misuse, or disclosure, in accordance with applicable data protection standards and project-specific protocols.

Data Ownership and Intellectual Property: All outputs, datasets, analyses, and materials developed under this assignment shall remain the property of the MyNAP project, unless otherwise agreed in writing. The Expert shall ensure the proper documentation and handover of all data and analytical outputs upon completion of the assignment.

Non-Disclosure Agreement (NDA): Where deemed necessary by the contracting parties, the Expert may be required to sign a Non-Disclosure Agreement (NDA) prior to accessing sensitive data. Any such NDA should clearly define:

- the scope and purpose of the confidentiality obligations, aligned with the MyNAP project activities;
- the categories of information considered confidential, preferably limited to information explicitly identified as such;
- reasonable exceptions, including information that is publicly available or disclosures required by law;

9. Application Procedure

Suitably qualified individuals or firms are invited to submit their application, including the following documents:

- Cover letter presenting motivation and detailing relevant qualifications, experience, and professional networks (4–6 pages max)
- CV(s) of the team
- Financial proposal

All submissions must be in English. Applications will only be accepted via email sent directly to info@napglobalnetwork.org, with the **subject:** *MyNAP National CRVA Expert: Lead CRVA Analysis and Output*

If you are selected for the consultancy, you may be required to provide proof of a recent consultancy contract. The deadline for submission is **May 31, 2026 at or before 11:59 p.m. EST.**