

# TERMS OF REFERENCE – 100011357

Project Title: Support for Mainstreaming Climate Change Adaptation into Sectoral Planning in Lao PDR– GCF Readiness Support Project.

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# Background

## 1) GGGI's Mission and Approach

The Global Green Growth Institute (GGGI) was established as an intergovernmental organization with the objective of promoting sustainable development of developing and emerging countries including the least developed countries. GGGI is dedicated to supporting the creation and diffusion of the model of economic growth known as “green growth”. The green growth model integrates economic growth, environmental sustainability, poverty reduction and social inclusion.

Working as an impartial trusted advisor to governments, GGGI provides technical assistance to countries on policy and planning, investment mobilization, capacity development, and knowledge sharing to help countries and communities achieve the Sustainable Development Goals (SDGs) under UN's Agenda 2030 and the Nationally Determined Contributions (NDCs) under the Paris Climate Agreement. GGGI measures its development impacts through six Strategic Outcomes that include greenhouse gas emissions reduction, green jobs creation, access to sustainable services (such as energy and waste management), improved air quality, adequate maintenance of natural ecosystem services, and enhanced adaptation to climate change. To deliver on its mandate, the organization partners with key government entities, multilateral institutions, the private sector as well as civil society, and deploys local knowledge and international best practices.

## 2) Project Background and Objectives

Lao PDR is highly susceptible to climate change especially flood and drought. Over the last decade, annual economic loss and damage from disaster events, especially flood and drought, had almost quadrupled from about \$94 million in 2009, to \$200 million in 2011 and \$371.5 million in 2018 which was equivalent to 2.1% of the country's projected 2018 GDP, and 10.2% of its 2018 budget (NDC Implementation Plan 2024). Lao PDR completed the 2<sup>nd</sup> Nationally Determined Contribution (NDC) in 2020 and in the process of finalising the National Adaptation Plan (NAP) in 2024 which is an update of the National Adaptation Programme of Action (NAPA) prepared in 2009. As a signatory to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement, Lao PDR is aware of the various decisions of the Conference of the Parties (COP) to provide technical and financial for support the production and implementation of the NAPs<sup>1</sup>. The 2020 NDC has identified challenges in measuring progress on adaptation due to an absence of sectoral adaptation plans and monitoring indicators in vulnerable sectors to climate change especially agriculture & forestry, urban development, and water resources.

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<sup>1</sup> NAP Global Network, **National Adaptation Plan (NAP) Process**, accessed December 2023, available at <https://napglobalnetwork.org/2019/12/the-national-adaptation-plan-nap-process>

The Green Climate Fund (GCF) approved a Lao PDR Readiness Proposal titled “Support for Mainstreaming Climate Change Adaptation into Sectoral Planning in Lao PDR” in November 2022 with the Department of Climate Change (DCC), Ministry of Natural Resources and Environment (MoNRE) as an implementing entity, and GGGI as Delivery Partner to provide technical assistance to MoNRE and other relevant ministries. The project aims to enhance climate resiliency in Lao PDR by integrating climate adaptation into the three vulnerable sectors’ plans and strategies namely agriculture and forestry, transport, urban development, and water resources as well developing concept notes of potential project pipelines featuring gender analyses for priority adaptation projects to access GCF funding. The project duration is 18 months and will end in November 2025.

There are two other similar projects, i.e. UN Habitat’s NAP funded by GCF and UNEP’s NAPs funded by the Global Environment Fund (GEF) that have similar activities and planned outputs with this Project. The NAP project led by UNEP operates at the national level, with a primary focus on crafting the first Lao PDR’s National Adaptation Plan which will be submitted to the UNFCCC secretariat in 2024. This NAP serves as the National Framework and sets goals and a roadmap for the sub-national and local levels to align with which also aims to strengthen the institutional and technical capacity of stakeholders and the government to advance the National Adaptation Plan (NAP) process. Meanwhile, the UN Habitat’s NAP Project operates at the local level, concentrating on advancing Lao PDR’s NAP through climate change vulnerability assessments for disaster risk management in human settlement. These efforts aim to support and align with the National Adaptation Plan, with three district-level Adaptation Plans being piloted as part of the initiative.

### **Objective of the assignment:**

This assignment aims to provide a scientific report which indicates the possible exposure of the prioritized sectors to climate risk (i.e. floods and droughts) and vulnerability in the medium and long terms by using a suitable downscaled climate projection at the national level. The results will be integrated into the sectors’ five years development plans and strategies where relevant to enhance the sectors’ climate resilience.

## **Proposed Activities and Scope of Work**

### **1) Proposed Activities for the Overall Project**

GGGI is seeking proposals from eligible and qualified consulting firms, hereinafter refer to as ‘the Consultant’, to undertake the downscaled climate projection on the risks and vulnerability of the agriculture and forestry, urban development and transport and water resource to the exposure from floods and drought that will be used in the preparation of Sectoral Adaptation Plans 2025-2030. The detailed methodology and work plan to deliver required outputs shall be proposed by the Consultant. The proposed climate modeling shall consider the relevance of exposed risks from flood and drought and

vulnerabilities in those sectors and complement the latest models carried out under the UNEP NAP project and other relevant projects.

This assignment is related to the Outcome 3.2 of the GCF Readiness Project Proposal which can be summarized as the following:

**Outcome 3.2: Evidence basis produced to design adaptation solutions for maximum impact**

**Output 3.2.1: Agriculture & Forestry, Urban Development, and Water Sectoral Adaptation Action Plans Develop and Disseminated.**

- *Activity 3.2.1.1: Review and analysis of available climate information including past and planned studies and assessments to identify the gaps and needs*
- *Activity 3.2.1.2: Conduct Climate Change Vulnerability and Risk Assessment*
- *Activity 3.2.1.3: Develop a guideline for sectoral planning*
- *Activity 3.2.1.4: Organize workshop with sectoral adaptation teams to formulate adaptation action plans*
- *Activity 3.2.1.5: Formulate sectoral adaptation action plans*
- *Activity 3.2.1.6: Provide recommendations for the effective integration of priority sectoral adaptation actions*
- *Activity 3.2.1.7: Organize workshop to communicate sectoral adaptation action plans*
- *Activity 3.2.1.8: Consolidate sectoral monitoring and reporting systems developed under 3.2.1.5*

The selected Consultant shall carry out the above tasks covering the following three priority sectors. Each sector has its own set of focus areas, which may include, but are not limited to, aligning with the priorities of the NAP, NDC and NSEDP of Lao PDR:

- a) **Agriculture and Forestry:** Assess the impact of climate change on major crops such as rice and livestock value chains, which are vital for addressing food security and land use in Laos. The assessment should focus on the potential impact from flooding, drought and extreme events that impact agriculture and forest sector in Lao context. This includes ensuring physical and economic access to safe and sufficient produce from agriculture, livestock, and local and international trade (food product imports and exports). Additionally, consider gender roles and vulnerabilities within agricultural and forestry livelihoods. Lastly, identify opportunities for private sector investment in climate-smart agricultural practices and sustainable forestry initiatives.
- b) **Urban development:** identify the expected climate impacts on the most vulnerable city infrastructure including roads, buildings, water supply, drainage and storm-water management, and ICT (Information and Communications Technology) infrastructure, and other engineered structures, analyze gender-specific implications of climate impacts and infrastructure vulnerabilities, and assess opportunities for private sector investment in climate-resilient urban infrastructure.

- c) **Water resources:** Cover the water supply and demand scenarios under different climate change projections (groundwater and potable water), assess vulnerabilities of water infrastructure (dams, irrigation systems, sanitation, etc), water management and explore opportunities for private sector involvement in water management and resource efficiency.

The specific activities are further fleshed out in the Scope of Works. For this consultancy assignment, flexibility may be required to adapt to the local needs and context. Thus, while the activities are elaborated above, the consultant should anticipate reasonable changes that may affect the nature and scope of the final deliverables.

## 2) Scope of Work

The Consultant shall be engaged for a period of 12 months after the contract signing. The scope of work mainly encompasses the climate situation analysis, downscaling climate modelling for three targeted sectors, providing recommendations for integrating identified climate risks and priority sectoral adaptation actions into those targeted sectoral plans and strategies, development of guidelines and action plans for sectoral adaptation planning and budgeting processes. More details on each activity are described in the following section:

The selected Consultant shall:

### **Activity 1: Preparing a Workplan and Baseline Assessment**

- a) Guided by GGGI best practice and workshop design, conduct a kick-off meeting with GGGI and the project's Sectoral Coordination Group/three Sectoral Teams to explain the objectives and scope of the work and their expected roles in completing the required tasks.
- b) Undertake a review of existing climate projections and needed data available in the country for the above-mentioned sectors.
- c) Conduct a desk review of existing policies, plans and strategies of those sectors to identify gaps for opportunities to mainstream climate adaptation principles and investments.
- d) Deliver an Inception Report that includes a summary of activities that have been completed, proposed workplan, methodology, gaps and needs and detailed timetable for the delivery of planned activities within one year of the contract period.
- e) Ensure that the Gender Equality and Social Inclusion (GESI) standards are included in the workplan and assessment.

### **Deliverable:**

- One (1) Inception Report for the completion of climate downscaling models and Sectoral Adaptation Plan development for agriculture and forestry, water resources, urban development and transport sectors (4 plans).

**Activity 2: Sectoral Adaptation Visioning and Synthesis of Climate Trends**

- a) Conduct data collection and apply the existing stakeholder engagement plan and capacity needs assessment of the Project and relevant documents to provide a comprehensive stocktaking of global and regional NAPs and international guidelines from relevant organizations, e.g., UNFCCC, UNEP, UN-Habitat, etc., and proposals for ensuring these points are integrated to the Laos' SAP. GGGI has conducted some scoping exercises on the existing policy frameworks related to these key sectors as well as coordinating with the main development partners working in the similar scope to ensure complementarity and can share with the Consultant these information after signing of the contract.
- b) Ensure that Regional Climate Models (RCMs) are preferred over Global Circulation Models (GCMs) for future climate projections. This risk assessment shall consider not only climate-related climate stressors but also the ways in which natural and human-included stress factors interact (e.g., population growth, rapid urbanization, technological advancements, development of hydropower projects and cascade dams, etc.) to achieve a more holistic approach to adaptation planning.
- c) Conduct a review of adaptation-related climate change legislation, laws, and regulations in Laos, identify gaps, and recommend legislative reforms and institutional arrangements to strengthen the climate adaptation framework at the sub-national level.
- d) Using existing data establish the methodological approach for prioritizing and costing of adaptation measures, propose objective and systematic decision support tools and methodologies (including methodology for data gathering, research framework, interview plans, etc.) to facilitate transparent and evidence-based decision-making in the prioritization process.
- e) Undertake climate risk and vulnerability assessments using agreed downscaling climate projection that is suitable for Lao PDR and complements other existing climate models at the country and regional levels. The selected model shall provide an overview of three sectoral national conditions and future climate projections in order to provide recommendations for addressing climate hazards (floods and droughts) in the Sectoral Adaptation Plans (SAPs) of prioritized sectors described above. Undertake further analyses relating to risk against different climate scenarios following the reception of feedback from GGGI and Sectoral stakeholders.

The analysis should also incorporate findings from UN Habitat's rapid national climate change vulnerability assessment in 18 provinces of Lao PDR <sup>2</sup> and UNEP GEF NAP's provincial risk and vulnerability assessment and corresponding climate change adaptation measures<sup>3</sup>.

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<sup>2</sup> UN Habitat's Activity 3.1.2a, 3.2.1b and 3.1.2c on rapid national climate change vulnerability assessment in 18 provinces of Lao PDR.

<sup>3</sup> UNEP GEF NAP's Activity 2.1.4 on 18 provincial risk and vulnerability assessments and corresponding climate change adaptation measures.

**Deliverable:**

- One (1) Situation analysis report on the guiding methodology (timeline, activities, consultations, workshops and budget) and criteria for identifying adaptation priorities and measures for three sectors including agriculture and forestry, urban development, and water resources.

**Activity 3: Prepare a Climate Risk and Vulnerability Assessment and Report**

The Consultant team shall work closely with the Project team and Sectoral Coordination Group to efficiently deliver the outcomes. The consultant shall allocate a local team member to serve as the project coordinator throughout the contract period for effective communication and coordination. The consultant shall be responsible for conducting the assessment in agriculture and forestry, transport and urban development, and water resources. Specifically, in the water resource sector, the consultant will work closely with the Department of Water Resources (DWR) within the MoNRE for supporting the conducting of the CRVA. DWR will serve as the key focal point in water resource sector that will mainly supporting the Consulting team in data collection and running the climate risk assessment modelling and/or mapping regarding flooding in specific areas, based on the situation analysis and agreed upon by DWR and Project team. DWR will serve as the key focal point and team lead in conducting the Climate Risk and Vulnerability Assessment (CRVA) for the water resource sector. This includes data collection and running climate risk assessment modeling and/or mapping, as well as conducting workshops, specifically focusing on flooding in targeted areas based on the situation analysis from Activity 1. The consulting team will support DWR by reviewing and providing feedback on the assessment results and integrating these findings into the CRVA report.

For the two remaining sectors, agriculture and forestry and transport and urban development, the consultant will lead data collection, assessments and consultations, with support from the Project team.

The identification of the potential impact of climate change on the three sectors shall employ the latest Regional Climate Model data and encompass, but not limited to, the following areas:

- Develop climate risk projections for three sectors according to two Representative Concentration pathway (RCP) scenarios, aligned with the UNEP GEF NAP.
- Explain the wide range of impacts of different climate parameters on natural and human systems over the medium and long term based on robust evidence and sound methodology.
- Ensure that this describes the state of play for each sector – through the lens of climate change – by providing an overview of how climate change has been affecting the sector in various ways.
- Ensure that the process of gathering evidence first considers the high-level sectoral impacts of climate change from reliable sources such as the latest IPCC and other pertinent sources (e.g., scientific publications). This will be then narrowed down into the more specific impacts that are most relevant to Lao PDR based on local evidence and the judgment of identified experts.

- Ensure that the scope of the analysis considers both the direct (primary) and indirect (secondary or tertiary) impacts of climate change on the sectors. Direct impacts may arise when climate change affects the sector's operation or functioning whereas indirect impacts manifest through other cascading economic or social effects such as rising cost of materials, water crisis, land cover change, disruption in delivering essential services, displacement of communities, etc.
- Ensure that the analysis covers all major efforts taken by both public and private sectors, primary features of these efforts, and an assessment of the attributed impact of these efforts in reducing climate change risks in the sectors, and an assessment of adaptation gaps in line with the existing measures, climate risk, and impacts in sectors.
- Apply the GCF's Gender Equality and Social Inclusion (GESI) standards and relevant existing data undertake the SAP GESI assessment, capturing the role of gender and vulnerable communities across three sectors. Integrate this assessment into CRVA and outline specific actions defined for implementation in the SAPs.
- Organize at least one validation workshop with sectoral adaptation teams and all relevant stakeholders. The workshop aims to verify the assessment findings and soliciting guidance, insights, and recommendations from these stakeholders that will lead to the development of climate adaptation measures, mainstreaming guidelines and action plans.
- The Consultant shall prepare a concept note which includes the objective, expected deliverables, targeted participants that consist of 50% of women, methods and topics to be delivered for prior discussion and agreement with GGGI and MoNRE. Private sector involvement should also be taken into consideration when preparing the workshops.

**Deliverables:**

- A draft CRVA Report for three sector is developed, covering all the points above for consultations with relevant stakeholders (including an executive summary highlighting key messages, findings, *stakeholder consultation report documenting the stakeholder outreach process* and recommendations for decision-makers for each three sectors).
- A workshop report containing the following details: concept note, agenda, invitation list, presentation materials, workshop outcomes, feedback survey and communication materials, etc.
- A final CRVA report that incorporates all comments received.

**Activity 4: Develop three Sectoral Adaptation Guidelines and Action Plans.**

Following the completion of the CRVA for those sectors, the Consultant is tasked with developing and delivering three specific Sectoral Adaptation Guidelines for climate mainstreaming and separate three Sectoral Action Plans (SAP) that integrate the results of the CRVAs and are in line with the broader sectoral strategies during 2025-2030. These Guidelines shall provide necessary steps for identifying and prioritizing adaptation options as well as identifying actions for the public and private sectors including



appraising investment projects for the public sector and private sectors. The Consultant shall collaborate with UN Habitat's Activity 3.2.4a <sup>4</sup> for estimating investment costs of such interventions to guide adaptation planning for those sectors.

The Consultant shall develop the Action Plans using the developed guidelines and agreed timeframe with the Sectoral Coordination Teams that incorporate gender analysis, a results-based performance management framework with quantitative targets, a monitoring plan, and financial needs. It also shall identify potential barriers to mobilizing private sector investments, with consideration of UNEP GEF NAP's Activity 2.1.3 <sup>5</sup>, 2.1.4, 2.4.1 and 2.4.2 <sup>6</sup>, 4.1.1<sup>7</sup> and UN Habitat's Activity 3.1.2a and 3.2.4a. The adaptation action plans must be comprehensive and inclusive of all stakeholders, with a focus on building resilience and enhancing adaptive capacity. This will in turn align with UNEP GEF NAP Activity 2.4.1 and 2.4.2 on sectoral adaptation priorities, and Activity 4.1.1 on designing and implementing monitoring and reviewing systems.

Each Sectoral Adaptation Action Plans shall include, but not limited to the followings:

- a) A summary of situation analysis with results of climate risks and projections on the potential impacts on the priority sector. The Consultant shall clearly illustrate these with support of easily understandable graphs and other features.
- b) Adaptation options or measures to address the identified risks and potential impacts in the short, medium and longer terms.
- c) Identified proposed investment projects reflecting the suggested adaptation measures for each sector with costing tables and assessments of investment requirements of prioritized adaptation measures.
- d) Assess financing gaps and identify potential financing instruments to bridge these gaps.
- e) For each of the Sectoral Adaptation Action Plan, develop strategic implementation and operational mechanisms of the climate adaptation measures in terms of institutional arrangements, gender, and social inclusion considerations, monitoring & evaluation (e.g., key performance indicators, timeline), partnerships, and means of implementation (e.g., support needed to enable their delivery).
- f) Organize a workshop to communicate sectoral adaptation action plans to relevant public and private sectors as well as other relevant none-governmental organisations and representatives of the local people.
- g) Revise the draft of SAPs for three sectors based on the outcomes of the workshop.
- h) Decision over the final structure of the SAPs shall be influenced by international guidelines/standards, recommendations by partners and stakeholders, and recommendations by GGGI and line ministries including MoNRE.

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<sup>4</sup> UN Habitat's 3.2.4a focuses on consulting to identify and prioritize adaptation needs and actions at the sub-national level in Lao PDR to enhance resilience against climate change.

<sup>5</sup> UNEP GEF NAP's Activity 2.1.3 on Climate Risk and Vulnerability Assessment for 18 provinces.

<sup>6</sup> UNEP GEF NAP's Activity 2.4.1 and 2.4.2 on sectoral adaptation priorities.

<sup>7</sup> UNEP GEF NAP's Activity 4.1.1 on designing and implementing monitoring and reviewing system.

**Deliverables:**

- A workshop report containing the following details: concept note, agenda, invitation list, presentation materials, workshop outcomes, feedback survey and communication materials, etc.
- Three (3) sectoral adaptation planning guidelines.
- Three (3) SAPs for targeted sectors namely (i) agriculture and forestry; (ii) transport and urban development; and (iii) water resources.

The workshop materials and others shall be translated into the Lao language by the consultant as required.

***Activity 5: Recommendation on climate adaptation mainstreaming into sectoral plans and strategies***

- As the Government is preparing the 10<sup>th</sup> National Socio-Economic Development Plan (NSED) and the Five Years Sectoral Strategies during 2025-2030 for agriculture and forestry, transport and urban development, it is important that the results of the CRVA and recommendations for priority adaptation options and recommendations are integrated into these key policy documents.
- The recommendations should also build on a comprehensive stocktaking of past and current adaptation-related efforts to identify the gaps.
- The adaptation options and recommendations will include nature-based solutions (NBS) and Ecosystem-based Adaptation (EbA) approaches to the extent possible and may include reframing existing efforts to better highlight adaptation components, continuing existing adaptation actions that have been proven to be effective, and introducing new measures to address significant gaps.
- Provide priority to low-regret actions, which are proven to be cost-effective with significant benefits under a range of future climate scenarios and do not entail hard trade-offs. Win-win options should also be emphasized to reap adaptation-mitigation co-benefits and other sustainable development gains from climate change adaptation activities.
- In proposing adaptation options, the Consultant shall note that it is also critical to avoid unintended maladaptation, ensuring that the proposed measures in one sector will not reinforce vulnerability in other sectors or create new sources of vulnerabilities (e.g., short-term stopgap measures inadvertently lead to longer-term risks).
- In prioritizing adaptation measures in consultation with stakeholders, the Consultant shall propose a set of criteria to assess the options, which may include indicative cost, technical feasibility, effectiveness, impact in terms of contribution to economic growth and resilience dividends, mitigation co-benefits (if any), other benefits, etc.
- Provide recommendations for the effective integration of priority sectoral adaptation actions with relevant planning and budgeting processes, including for the NDC updates scheduled in 2024, and relevant 5-year sectoral development plans (rolling basis).

- Organize one technical workshop to discuss the draft recommendations with the Sectoral Coordination Team for comments and buy-ins.

**Note:** Regarding the water resource sector, unlike the other two sectors, it already has a Water Resource Strategy 2030 and Vision 2040. However, with evolving challenges like climate change and population growth, it's crucial to ensure these strategies remain relevant. Therefore, the consultant should review the documents to identify any gaps and recommend updates to make the strategy robust and adaptive to the findings and recommendations.

**Deliverables:**

- A workshop report containing the following details: concept note, agenda, invitation list, presentation materials, workshop outcomes, feedback survey and communication materials, etc.
- One (1) Final mainstreaming plans.
- One (1) Executive summary for decision-makers.

**Activity 6: Prepare and submit a Final Completion Report**

The Final Completion Report shall be submitted to the GGGI and shall contain the following:

- A summary of all deliverables for the above activities, gaps, challenges and mitigation measures applied and recommendations on the next adaptation projects.

**Deliverables:**

- A Final Completion Report in English and Lao language
- Copies of all deliverables saved in Google Drive.

GGGI Lao country team and the DCC, MoNRE who acts as the focal point for climate change action in Lao PDR will support the Consultant in arranging introductory meetings and issue invitations for related meetings. The reports, presentation and/or workshop materials throughout the contract period shall be provided mainly in English. Translations into the Lao language will be required for presentations, executive summary of various reports and Final Completion Report.

Costs associated with organizing the workshops (venue rental, catering, simultaneous translation) will be covered by GGGI. However, the Consultant shall be responsible for the direct and indirect costs for translating workshop and report related materials in Lao language and for attending and facilitating the workshop which will be organized in Vientiane, Lao PDR.

## Deliverables and Payment Schedule

The expected outputs of the Consultant are as follows:

Deliverable number	Description	Payment Schedule
<b>Activity 1: Preparing a Workplan and Baseline Assessment</b>		
D-1	<ul style="list-style-type: none"> <li>One (1) Inception Report for the completion of climate downscaling models and Sectoral Adaptation Plan development for agriculture and forestry, water resources, urban development and transport sectors (4 plans).</li> </ul>	10%
<b>Activity 2: Sectoral Adaptation Visioning and Synthesis of Climate Trends</b>		
D-2	One (1) Situation analysis report on the guiding methodology and criteria for identifying adaptation priorities and measures for three sectors including agriculture and forestry, urban development, and water resources.	10%
<b>Activity 3: Prepare a Climate Risk and Vulnerability Assessment and Report</b>		
D-3	<ul style="list-style-type: none"> <li>A final draft of CRVA Report for selected sectors including annexes presenting the compendium of evidence that provides a detailed explanation for the assessment and CRVA methodology and framework.</li> </ul>	20%
<b>Activity 4: Develop sectoral adaptation planning guidelines and action plans</b>		
D-4	<ul style="list-style-type: none"> <li>A workshop report containing the following details: concept note, agenda, invitation list, presentation materials, workshop outcomes, feedback survey and communication materials, etc.</li> <li>Three (3) sectoral adaptation planning guidelines.</li> <li>Three (3) separate SAPs for targeted sectors namely (i) agriculture and forestry; (ii) transport and urban development; and (iii) water resources.</li> </ul>	25%
<b>Activity 5: Prepare recommendations on climate adaptation mainstreaming into sectoral plans and strategies</b>		
D-5	<ul style="list-style-type: none"> <li>A workshop report containing the following details: concept note, agenda, invitation list, presentation materials, workshop outcomes, feedback survey and communication materials, etc.</li> <li>One (1) Final mainstreaming plan.</li> <li>One (1) Executive summary for decision-makers.</li> </ul>	15%

Deliverable number	Description	Payment Schedule
<b>Activity 6: Prepare and submit a Final Completion Report</b>		
<b>D-6</b>	<ul style="list-style-type: none"> <li>• A Final Completion Report in English and Lao language</li> <li>• Copies of all deliverables saved in Google Drive.</li> </ul>	20%
		100 %

All reports and outputs must be prepared in English acceptable by GGGI, in accordance with GGGI's formatting requirements. All reports and outputs have to be submitted in electronic formats along with complete sets of raw data, research materials, and interview notes for review and approval by GGGI.

## Timetable and Reporting Arrangements

### 1) Timetable

This project is expected to be completed within 12 months from the date of contract execution with a tentative timetable and exact date to be agreed upon later as follows:

Deliverable Number	Deliverables	Timeline / Due Date
D-1	<ul style="list-style-type: none"> <li>• Final inception and stocktake report</li> </ul>	2 weeks after the contract signing
D-2	<ul style="list-style-type: none"> <li>• A final situation analysis report</li> </ul>	8 weeks after the contract signing
D-3	<ul style="list-style-type: none"> <li>• Final draft of CRVA assessment report</li> </ul>	15 weeks from the start of the contract signing.
D-4	<ul style="list-style-type: none"> <li>• Three (3) sectoral adaptation planning guideline.</li> <li>• Three (3) separate SAPs for targeted sectors namely (i) agriculture and forestry; (ii) transport and urban development; and (iii) water resources.</li> </ul>	30 weeks from the start of the contract signing.
D-5	<ul style="list-style-type: none"> <li>• A workshop report</li> <li>• One (1) Final mainstreaming plan.</li> <li>• One (1) Executive summary for decision-makers.</li> </ul>	36 weeks from the start of the assignment.
D-6	<ul style="list-style-type: none"> <li>• A Final Completion Report in English and Lao language</li> </ul>	40 weeks from the start of the assignment.

	<ul style="list-style-type: none"> <li>• Copies of all deliverables saved in Google Drive.</li> </ul>	
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## 2) Reporting Arrangements

The Consultant's work progress will be monitored primarily through monthly review meetings conducted with GGGI. The precise schedule and frequency are to be determined based on consultation during the kick-off meeting. The Consultant is also expected to periodically produce, upon GGGI's request, a formal progress report that includes: an overview of the project, a narrative description of project activities, detailed information on project objectives and milestones, actual achievements made against the timeline set, etc.

The Consultant, under a direct contract agreement with GGGI, shall provide technical expertise in conducting the risk assessment. GGGI will supervise project implementation and provide regular updates to DCC, MoNRE who will provide feedback on the outputs through GGGI. The Consultant shall work together with GGGI in revising and finalizing the outputs that should be acceptable to both GGGI and MoNRE.

Prior to the start of the consultancy, the Consultant will have to sign a non-disclosure agreement stating that the collected data, information, contacts, and outputs cannot be shared externally without GGGI's consent.

As for the stakeholder consultation process, while GGGI and MoNRE will assist, the firm will be responsible for identifying suitable stakeholders to engage and conducting the necessary consultation and liaison activities for data collection. Furthermore, to ensure close consultation and engagement with stakeholders, all stakeholder interviews, consultations, and workshops should be aimed to be conducted in person, with the physical presence of one or more team members in Laos.

The Consultant shall be responsible for delivering two (2) major stakeholder workshops, which GGGI/MoNRE will help organize and will be co-chairs. The first workshop will aim to verify the findings of the risk assessment with sectoral adaptation teams and stakeholders; while the second workshop will present a guideline and adaptation action plans for three sectors including the proposed adaptation measures and recommendations on mainstreaming plans. **Note that the final contract amount is inclusive of all the travel-related costs from the stakeholder consultation activities. Thus, the firm should consider necessary travel costs during budgeting and make their own arrangements.**

## Suggested Methodology

The step-by-step process of carrying out risk assessment has been explained previously. However, the Consultant shall propose a methodology/workplan in their proposal, consisting of a breakdown of activities into key tasks and sub-tasks, outputs, staff allocation, and timeline in strict accordance with the timetable above. The proposal should also outline how the methodology will be applied in practice, suggest areas for improvement and innovation, and include plans for mission trips to Vientiane Capital, Laos for facilitating workshops.

Proposals will highlight possible challenges, bottlenecks foreseen, and possible solutions, and provide comments on the TOR, if any.

## Competence Requirements and Allocation

The Consultant shall propose a team of experts who have an appropriate mix of experience and expertise in the ASEAN region and internationally concerning the development of national and sectoral climate adaptation plans, green growth strategies, and nationally determined contributions. Specifically, the consulting firm should have, but not limited to:

- Strong team composition including both local and international experts, with at least seven (7) years of professional experience in the identified priority sectors. The expertise required for this consultancy should not only cover the technical knowhow of the sector itself but also include the capacity to “climate proof” the sector at the national and international scale.
- Proven track record in formulating and developing national-level and sub-national strategic and development plans, particularly for the climate, environment, and sustainability sectors; specific experience in Laos and the ASEAN region is an advantage.
- The Consultant shall have sufficient skilled member staff to undertake all aspects of the assignment, including clear provisions for local experts who understand the local key stakeholders and contexts.
- Extensive professional experience in working with the government in the ASEAN region as well as international organizations.
- Solid track record in managing a diverse team of experts for similar assignments.

The proposed team of experts shall consist of but not limited to the following qualifications:

### **Team Leader**

The team leader is a senior specialist with a proven track record with extensive experience in leading similar assignments. He/she should demonstrate expertise in effectively integrating sectoral climate adaptation plans, as well as a comprehensive understanding of Lao climate change context. The team leader shall meet the following requirements:

- A relevant university degree, Master's degree or equivalent in climate change, climatology, meteorology, climate change management, natural resources management, disaster risk management, environmental sciences, engineering, sustainability studies and any other pertinent degree or area directly related to this project scope.
- A minimum of 7 years of demonstrated experience related to climate risk and vulnerability assessment at sub-national level and also in key economic sectors. Understanding climate risk and vulnerability assessment including integrating with sectoral vulnerability and risk assessment of major sectors such as agriculture and forestry, transport and urban development and water resources is desirable.

- Minimum 7 years relevant experience of leading and managing assignments/projects of similar scope.
- Demonstrated past working experience in climate change and government stakeholder engagement.
- Experience working with key stakeholders from national, regional and government line ministries from the priority vulnerable sectors and cross-cutting sectors. Operational knowledge of climate change and economic development issues and prospects in the global, national, and local context is essential.
- Demonstrated ability to produce robust analysis under tight data constraints.
- Physical presence in Lao PDR for the duration of the contract period will be considered an advantage.

### **Technical Specialists**

The team of technical specialists shall include a lead modeler and three technical specialists who will serve as a focal point and take the lead in assessing the risk and vulnerability of climate impacts on each of the specific sector including collecting and analyzing relevant data, assessing the potential impacts of climate change within the sector and cross-cutting sectors, identifying vulnerable areas and populations, engaging with stakeholders, developing tailored adaptation strategies, and effectively communicating findings and recommendations to support climate adaptation efforts. Each Specialist in the team to be selected shall have the following requirements:

- Advanced degrees (Master's Degree or equivalent) in relevant disciplines such as geographic information systems, environmental or civil engineering, climate science, urban development, agriculture, forest sciences, hydrological modeling or areas directly related to the three key sectors.
- Has a minimum of 5 years of working experience on climate change with an emphasis on sub-national level adaptation strategy planning and also in key economic sectors; understanding climate risk and vulnerability assessment including integrating with sectoral vulnerability and risk assessment of major sectors such as agriculture and forestry, transport and urban development and water resources and cross cutting sectors is desirable.
- Experience in preparing national adaptation plans and interpreting sectoral vulnerability and risk assessment to make relevant sectoral and sub-national adaptation options and strategies is a strong plus.
- Previous experience working with governments and development partners on climate change mitigation and adaptation in national and international contexts.
- Excellent written communication in English and Lao is a plus.

## **Environmental and Social Considerations**

Environmental, Social, and Gender considerations are of high importance for GGGI. The Consultant will ensure that sufficient criteria are included, particularly in setting up prioritization criteria and stakeholders' engagement and participation, among others:



- a. The method needs to employ a participatory approach that may include in-depth interviews, focus group discussions, consultative workshops, training etc., with equal participation of women and men from the entity.
- b. The Consultant shall be guided by Lao regulations; GGGI's policies regarding gender and social safeguards, social inclusion, and poverty reduction; GCF gender, environmental and social safeguards guidelines, policies, and assessment.

## Evaluation Criteria and Method

From the last time and date of submission of the Quotations to the time the Contract is awarded, if any Tenderer wishes to contact the GGGI on any matter related to its Proposal, it should do so via the GGGI e-Green Procurement Portal (<https://in-tendhost.co.uk/gggi>).

Tenders will not be opened by GGGI until after the deadline for submission of Proposals. The Technical Component will be opened at one opening event, soon after the submission date, be listed in an opening protocol, submitted to, and thereafter be evaluated by the Procurement Committee, without unnecessary delay. The Procurement Committee, which has been appointed in accordance with GGGI's Procurement Rules, will first perform a Technical Evaluation. The Tenders that have passed the Technical Evaluation will thereafter be subject to a Financial Evaluation, which includes a calculation of the total scoring for both the Technical and the Financial Evaluation, in accordance with the formula presented below. The Financial Component will not be opened until after the Technical Evaluation is finalized, and then by a corresponding procedure.

Selection will be based on the following process. The total possible score for the Technical component is a maximum of 100 points. 80% of the score received in the technical evaluation will be added to the obtained financial score, which is maximum 20 points, and calculated as described below.

The maximum budget available for this Contract is **USD 100,000**, inclusive of any Value Added Tax or other taxes or costs.

Please note that we do not recommend this maximum amount as a 'target' for your financial proposal. The evaluation is a result of a combination of technical soundness and cost effectiveness of the proposals i.e. the evaluation of the financial component will be added to the evaluation result of the technical component, in accordance with the principles and weights set out in this document.

### 1) Evaluation of Technical Component

The proposal will be considered at this stage if it fails to achieve a minimum technical score of 70 points.

The detailed technical evaluation criteria and possible scores for each criteria are as follows:

Major criteria	Details & sub-criteria	Points
Methodology and Work Plan	<ul style="list-style-type: none"> <li>• High technical soundness of the proposal, demonstrating in-depth knowledge of climate risk assessment and NAP process.</li> <li>• Shown in-depth understanding and application of the requirements in the proposal.</li> <li>• Previous experience in at least one assignment related to climate change modelling focusing on floods and drought, and climate change mainstreaming into national or sub-national level policy/strategy in the region.</li> <li>• Previous experience working with governments and development partners on climate change policy development.</li> <li>• Can efficiently and effectively complete the tasks in the provided timeframe.</li> </ul>	25
	<ul style="list-style-type: none"> <li>• Incorporation of knowledge of the local context in Lao PDR.</li> <li>• Team structure, responsibility, and time allocation are in line with the schedule of deliverables.</li> </ul>	20
Experience of the Firm	<ul style="list-style-type: none"> <li>• Technical proposal and supporting references show the bidder has at least 7 years of relevant experience in sectoral climate risk assessment and national adaptation planning.</li> <li>• With proven track records for managing multi-disciplinary teams in challenging environments and delivering high-quality results on time, with at least 5 similar projects completed in the last 5 years</li> <li>• Previous experience in at least 3 assignments related to climate change adaptation in the Lao PDR or ASEAN region.</li> <li>• Previous experience working with governments, international organizations, and other development partners</li> <li>• The team structure and responsibility matrix are in line with the project scope of activities, with a significant amount of work allocated to experts with proven experience in the Lao context.</li> </ul>	30
Qualifications of proposed personnel	<ul style="list-style-type: none"> <li>• A minimum of 7 years of experiences for the proposed team leader with the successful implementation of climate change mitigation and adaptation. The proposed team leader should have allocated a significant amount of time to this project.</li> <li>• Strong team composition including both local and international experts, with at least five years of professional experience in the identified priority sectors.</li> </ul>	25

	<ul style="list-style-type: none"> <li>• Experts of the selected firm should possess at least advanced degrees (Master's Degree or equivalent) including, but not limited to, the priority sectors identified above.</li> <li>• Team members should have proven experience in the Lao PDR or ASEAN region and completed at least 3 similar assignments in the past.</li> <li>• Team members must show relevant experience and knowledge of the Lao context; experience working with the Lao government and other local stakeholders and private sectors is desirable</li> </ul>	
	<b>Total</b>	<b>100</b>

## 2) Evaluation of Financial Component

The maximum score for the financial component is 30 points. The maximum score shall be allocated to the lowest priced Proposal. All other Proposals shall receive points in inverse proportion according to the following formula:

$$p = y * (x / z)$$

where: p = points for the financial Proposal being evaluated.  
y = maximum number of points for the financial Proposal.  
x = price of the lowest priced Proposal.  
z = price of the Proposal being evaluated.

## 3) Evaluation of Financial Soundness

The tenderer must demonstrate that its financial resources, less its financial obligations for its current contract commitments, meet or exceed the total requirement for the subject contract of USD 25,000. Information will be verified from Annual Financial Statements and any other documents that verify the availability of financial resources submitted by the tenderer.

### Special notes on financial proposal

#### Financial Compliance Check:

Following things will be checked:

1. The quantities and items are consistence with technical proposal
2. Prices offered are fair and in line with current market or industry trends
3. Reasonable to the GGGI
4. Rates are balanced

Compare technical and finance offers line by line and item by item before submission.

**Financial Soundness Check:**

Following will also be checked for financial soundness:

1. Current Ratio = (Current assets/Current liabilities)

The ideal current ratio is sometimes said to be 2 or minimum cash in hand as requested in TOR.

2. Quick Ratio also referred to as acid test, the quick ratio tests an organization's true liquidity by assuming that stock is not immediately saleable.

Quick ratio = (Current assets – stock) /current liabilities

The ideal quick ratio is sometimes said to be 1.

3. Check historical performance of the firm from financial statements to ensure that firm is not facing insolvency during contract duration

4. If financial statements are in local languages, please submit all documents in English translation

**Direct and Indirect Tax:**

Any liability of direct or indirect tax will remain with the consultant as per local /national applicable laws, for example if tax (direct or indirect) is applicable on payments from outside the country of the firm ( where firm is based) as per local laws , the consultant is liable to pay; or in case tax law in countries of assignment impose taxes on offshore services on foreign non-registered firms, the consultant is liable to pay their liabilities in accordance with national laws. It is the duty of the firm to conduct its own due diligence on tax liabilities before submission of proposals.

**4) Evaluation of Technical and Financial components for total scoring**

The score for the technical component is added to the score for the financial component to arrive at the total score for a Proposal. The Proposal with the overall highest score after this is the best Proposal. The other Proposals will be ranked in descending numerical order based on the total score.