

## TERMS OF REFERENCE

### **Addressing cascading and transboundary climate risks through cooperation on adaptation in the Hindu Kush Himalaya**

#### **Background**

The International Centre for Integrated Mountain Development (ICIMOD) is implementing the Himalayan Resilience Enabling Action Programme ([HI-REAP](#)) funded by the Climate Action for a Resilient Asia (CARA) Programme of the UK government's Foreign, Commonwealth and Development Office. HI-REAP is a nine-year programme (2022-2031) that supports climate resilience actions in five of ICIMOD's eight regional member countries (RMCs): Bangladesh, Bhutan, China, India, and Nepal. HI-REAP focuses on fostering regional cooperation and collaboration for policy influence and investment towards scaling nature-based solutions and air pollution solutions. These solutions will be co-designed, co-tested, and promoted across various contexts.

#### **Objective**

This project seeks to design and deliver Outcome 1 of the HI-REAP programme – Regional cooperation and collaborative regional and global policy actions for inclusive climate resilience are enhanced and strengthened among participating RMCs. HI-REAP will bring together the five RMCs to build and strengthen regional collaboration, providing an enabling environment for the adoption of climate resilience solutions and addressing transboundary challenges.

#### **Work plan**

1. Development of **two position papers** on strengthening cooperation on adaptation to cross-border and cascading climate risks and identification of future partners who are strategically positioned to support these efforts: one paper focused on India and one on the HKH, with associated stakeholder engagement.
2. **On-demand informal technical backstopping** to ICIMOD and RMC negotiators (initially with Bhutan and Nepal) on leveraging developments from COP28 and opportunities on the path to COP29 and COP30. This support aims not only to advance the mountain agenda but also to enhance transboundary cooperation and regional collaboration on climate change adaptation. It also includes contributions to the proposed mandated workshop under the UAE–Belém work programme on indicators (planned to be held from 15–17 May 2024 in Bhutan) and the expert dialogue on mountains and climate change (scheduled for SB60 from 3–13 June 2024) – with the provision of analytical and policy-relevant inputs.
3. **Design and development of a conceptual programme of work** to strengthen regional cooperation on adaptation to cascading and cross-border climate risks across scales, from the HKH to the Asia Pacific, on-board lessons from activities 1 and 2, and identify

strategic priorities and actions for future investment, with a delivery of a PowerPoint deck presented to FCDO.

### Expected outcome

Enhanced regional cooperation fostering the widespread adoption of climate resilience solutions and effectively addressing transboundary challenges.

### Major deliverables (Outputs)

S.N.	Deliverables	Due date
1	Two position papers on strengthening cooperation on adaptation to cross-border and cascading climate risks: 1 paper on India, 1 on the HKH	30 September 2024
2	One or more technical inputs to regional negotiators engaged in the UNFCCC work programmes on the GGA and GST and/or SB60, or a short negotiator brief on how to leverage developments from COP28 and opportunities on the path to COP29 and COP30	30 May 2024
3	A PowerPoint deck outlining a conceptual programme of work to strengthen regional cooperation on adaptation to cascading and cross-border climate risks across scales – from the HKH to the Asia Pacific	30 September 2024

### Proposal

#### Technical proposal

The bidder must submit the technical proposal, including but not strictly limited to the items mentioned below:

- a. **Technical approach and methodology:** The bidder should explain their understanding of the objectives of the assignment, approach to services, and detailed methodology to obtain the output.
- b. **Work plan:** The bidder should propose the main activities of the proposal, content and duration, milestones, detailed log frame, detailed consultative measures, adoptive measures, baseline indicators, impact indicators measures, targets, and delivery date to achieve the project output. The proposed work plan should be consistent with the technical approach and methodology. The bidder must propose a management and operation plan. The bidder must also include the project management approach including quality management and dedicated project team.
- c. **Organisation and experts:** The bidder should propose the structure and composition of their team, mentioning their qualifications, roles, responsibilities, skills, and expertise. The bidder should list the main discipline of the assignment, key expert responsible, and the proposed technical and support staff. Submitted staff CVs should not exceed three pages each.
- d. **Relevant past experience:** The bidder must include the details of similar and relevant projects and past experience of their organisation and experts in the last five years.

- e. A Consortium is allowed for this RFP. The bidder should either be a company (single legal entity) or a consortium of companies. In the case of a consortium, the bidder consortium shall submit a valid agreement among the members.

### **Financial proposal**

The bidder should provide the financial quote with the breakdown of all the costs and include the tax in the budget:

- Breakdown of the experts needed, number of days required, quantity, rate
- Breakdown of other costs – unit, quantity, rate

### **Reporting**

The reporting will be done as discussed and approved by ICIMOD in advance.

### **Pre-qualification criteria**

<b>S. No.</b>	<b>Criteria</b>	<b>Supporting documents</b>
1	The bidder shall be legally registered in their base country. (In the case of Consortium, all members must adhere to the clause)	Registration document
2	The bidder should have an average annual turnover of USD 50,000 or more for the best three financial years in the last five years. (In the case of Consortium, the lead member must adhere to 60% of the turnover mentioned in the clause)	Audited financial statements for the three financial years and tax clearance certificate
3	The agency should have successfully completed at least 2 projects for bilateral/international donors, at least 2 sector assessment/market studies of a similar nature in the last 5 years	Work order along with project details/ Contracts
4	The bidder should not have been blacklisted or barred or have any such cases pending for blacklisting/ debarment in any court of law by any state government, central government, or any other public-sector undertaking or corporation or any other Autonomous organisation of central or state government as on the bid submission date. (In the case of a Consortium, all members must adhere to the clause).	Self-declaration by the bidder

### **Evaluation**

The service provider will be selected on the basis of the highest-ranked technical proposal (60% weightage) and lowest-cost financial proposal (40% weightage).

The service provider will be selected on the basis of the highest cumulative scores obtained in the technical and financial proposals using the following formula:

- Technical score = Score obtained based on technical proposal (total 100)
- Financial score = Score obtained based on financial proposal (total 100)
- Total score = 60% of technical proposal + 40% of financial proposal

The service provider scoring the maximum score based on the criteria will be awarded. However, the service provider should score at least 70 points in the technical proposal.

### **Proposal submission**

The completed proposal should be submitted through email to [consultancy.int@icimod.org](mailto:consultancy.int@icimod.org) by **6 PM (Nepal Standard Time), 06 May 2024**. Two separate files of technical and financial proposals should be submitted.

### **Ethical consideration**

The consultant will be required to take all the necessary actions to handle the collected data responsibly (see ICIMOD Responsible Data Policy) to ensure data privacy, anonymity, and confidentiality. The consultant needs to adhere to the in-country regulations while executing the project.

### **Our commitment to the prevention of sexual harassment**

ICIMOD is committed to the prevention and redressal of sexual harassment at the workplace and promoting the welfare of children, young people and adults and expects all staff, consultants and volunteers to share this commitment. We will do everything possible to ensure that only those who are suitable to work within our values are selected to work for us.

### **Confidentiality/non-disclosure**

All material issued in connection with this ToR shall remain the property of ICIMOD and shall be used only for the purpose of this procurement exercise. All information provided shall be either returned to ICIMOD or securely destroyed by unsuccessful applicants at the conclusion of the procurement exercise.

During the performance of the assignment or at any time after expiry or termination of the Agreement, the consultant shall not disclose to any person or otherwise make use of any confidential information which s/he has obtained or may obtain during this agreement relating to the partner organisation/ICIMOD, the respondents or otherwise.

The consultant will be required to sign a non-disclosure / confidentiality agreement as part of their undertaking of this work.

**Intellectual property, copyright, and ownership of all prepared information**

The consultant shall retain all rights to pre-existing (background) intellectual property or materials used by the consultant in the delivery of this study. All arising intellectual property, ideas, materials, or processes formed in contemplation, the course of, or as a result of this study shall be passed to ICIMOD without restriction.

The consultant shall warrant that all arising intellectual property, materials and/or products produced in pursuit of this study shall be original and shall not infringe on any third party's claim. All technical or business information, in whatever medium or format, originated, collated, or prepared by or for the consultant in contemplation, the course of, or as a result of this assignment shall be transferred to ICIMOD without restriction on completion and shall not be used by the consultant for any other purpose without express written permission of ICIMOD.

Copyright of all arising documents, data, information, or reports produced by the consultant under this agreement shall belong to ICIMOD and will be passed to ICIMOD without restriction. Such documents, data, information, and reports shall not be used by the consultant for any other purpose other than in conjunction with this assignment, without the express written permission of ICIMOD's HI-REAP Coordinator.