



TERMS OF REFERENCE FOR THE RECRUITMENT OF A CONSORTIUM OF CONSULTANTS

Consultancy Information	
Services/Work Description:	Consultancy to support the NDC 2.0 Stock-take and Update for the NDC 3.0
Post Title:	National Consortium of Consultants – Consultancy to support NDC Stock-take and Update to NDC 3.0
Duty Station:	Namibia – National Consortium of Consultants including an International Consultant for backstopping support
Contract Modality:	Consortium of Consultants Contract
Contract Duration:	15 th April – 30 th September 2025 (60 working days over six months)

I. Background

The first Global Stocktake (GST), mandated by the Paris Agreement and concluded at COP28 in December 2023, underscored that global efforts to combat climate change remain significantly off track in limiting global warming to 1.5°C above pre-industrial levels. This urgency was further highlighted when global average temperatures exceeded the 1.5°C threshold for the first time in 2024. The GST provided Parties, including Namibia, with a clear assessment of progress, gaps, and the need for enhanced collective action.

To meet the 1.5°C goal, the GST outlines critical transformational changes, including:

- **Tripling** global renewable energy capacity and **doubling** energy efficiency improvement rates by 2030.
- **Accelerating** the phase-down of unabated coal power and transitioning towards net-zero energy systems by mid-century.
- **Enhancing** climate resilience, particularly in water supply and sanitation infrastructure.
- **Increasing** adaptation ambition while integrating human rights, social inclusion, and gender equality into climate policies.

Following the GST, Parties are required to submit their third generation Nationally Determined Contributions (NDC 3.0) by 2025. These commitments must represent the "highest possible ambition," considering national circumstances while aligning with the 1.5°C trajectory.

Namibia's Climate Commitments and Progress

Namibia has demonstrated strong climate leadership through its **2023 NDC**, which targets a **reduction of 7.669 million tonnes of CO₂e** in projected greenhouse gas (GHG) emissions by 2030



compared to Business-As-Usual (BAU) scenarios. Achieving this goal requires an estimated **USD 15.065 billion**, with **90% contingent on international support**. Key mitigation targets also include:

- **Enhancing** carbon removals by **4.233 million tonnes of CO₂e**, bringing total mitigation to **11.902 million tonnes of CO₂e**.
- **Increasing** Namibia's carbon sink capacity from **-90.713 MtCO₂e (BAU)** to **-102.615 MtCO₂e (mitigation scenario)**.

Additionally, Namibia has prioritized adaptation by identifying **36 measures and 84 targeted actions** across **eight critical sectors**: agriculture, water, health, biodiversity, fisheries, infrastructure, coastal zones, and water resources. The estimated investment needed for these adaptation measures is **USD 6.013 billion**.

Enhanced Transparency and International Support

In December 2024, Namibia submitted its **First Biennial Transparency Report (BTR1)** and **Fifth National Communication (NC5)** to the UNFCCC, marking a transition to the **Enhanced Transparency Framework (ETF)**. Notably, Namibia maintained its net carbon sink status, achieving a **45% increase** in carbon removals within the **Land Use, Land-Use Change, and Forestry (LULUCF)** sector between 1990 and 2022.

Recognizing the urgency of responding to the GST, Namibia sought international support through the **UNDP Climate Promise initiative** and the **NDC Partnership's Global Call** in August 2024. This request aimed to:

- Conduct an **NDC Stocktake** to assess progress and identify gaps.
- Update Namibia's **NDC 3.0** with higher ambition.
- Develop **implementation and investment plans** aligned with revised climate targets.

As a result, Namibia secured funding from the **British Government** via the **British High Commission in Namibia**, complemented by **UNDP support**, reinforcing its proactive stance in advancing global climate ambition.

Purpose of the NDC Stocktake

The **NDC Stocktake** serves as a comprehensive national assessment of Namibia's progress under the Paris Agreement. It aims to:

1. **Evaluate progress** at national and sub-national levels in achieving climate targets.
2. **Identify barriers** such as financing limitations, coordination challenges, and gaps in national ownership.
3. **Engage stakeholders**, including women, youth, local communities, and vulnerable groups, in a collective review of climate action.



4. **Support evidence-based advocacy** for a more ambitious and robust **NDC 3.0** aligned with the 1.5°C goal.
5. **Strengthen coordination** among stakeholders, development partners, and government entities for effective resource mobilization.
6. **Enhance integration** of social inclusion, gender equality, and sustainable development within climate policies.
7. **Identify barriers** regarding **capacity and skills gaps** needed to provide the **basis** for a **green industrialization (Green Skills)**.

Namibia's **NDC Stocktake and NDC 3.0 update** are strategic steps to **bolster national climate ambition**, drive **equitable and transformative action**, and align with both **international commitments** and **sustainable development priorities**.

II. Objective of the Assignment

The objective of this assignment is to assess Namibia's progress in implementing its previous Nationally Determined Contribution (NDC), specifically focusing on greenhouse gas (GHG) emissions and mitigation efforts. The assessment will identify key achievements, barriers, and gaps while providing actionable recommendations to inform the revision of Namibia's next NDC.

By facilitating collective reflection on NDC implementation, this process aims to explore opportunities for **enhancing ambition and strengthening the quality** of Namibia's climate commitments. A key emphasis will be placed on **inclusive stakeholder engagement**, ensuring meaningful participation from all relevant sectors.

The assignment will also establish a **foundation for effective coordination** among stakeholders by deploying a **team of consultants** to conduct the **NDC Stocktake Assessment** and develop a **Stocktake Report**. This report will serve as a critical input for the formulation of **NDC 3.0**, along with its associated **Investment Plan, Implementation Plan, and Communication Plan**.

The consulting team will comprise:

- **National Team Lead**
- **National Consultant for Mitigation**
- **National Consultant for Adaptation**
- **National Consultant for Climate Finance**
- **National Consultant for Communication**
- **National Consultant for Gender Analysis**
- **International Consultant** (providing technical backstopping and review)

III. Scope of Work



The scope of work aims to provide guidance and support to the group of consultants (international and national) working on NDC's stock take assessment of mitigation, adaptation, gender and social inclusion and updating of NDC 3.0; ensure effective coordination from inception to completion while ensuring stakeholder engagement and delivering a high-quality NDC stock take Assessment report and NDC revision roadmap, NDC 3.0 with its Implementation and Investment Plan aligned to the comprehensive tools and guidance for NDC revision provided in the NDC Partnership's [NDC 3.0 Navigator](#).

IV. Tasks/Output/Deliverables

Under the direct supervision of the Deputy Director: Multilateral Environmental Agreements within the Ministry of Environment, Forestry and Tourism, and the SEMER Programme Specialist in UNDP Namibia, the team of consultant's tasks and responsibilities will include:

Responsibilities:

- Determine and agree with UNDP and the government on the appropriate methodologies, techniques and analyses for the activities. Co-ordination by the team lead of all the consultants and activities, following up on the plan and work schedule, reflecting the planned, actual and unplanned business items to the UNDP and the government, and ensuring that the work is carried out according to the established timeframe.
- Ensure the Stocktake Report and NDC 3.0 alignment to the five dimensions UNDP considers essential for ambitious, transparent, inclusive and investable NDCs (*Country ownership and inclusivity, Ambition, Just transition and sustainable development, Clarity and transparency, as well as Feasibility*) as provided in the [Resource UNDP Quality Assurance Checklist for Revising NDCs 3.0 2025](#).
- Investigate the tools and data or information sources that may contribute to the NDC 3.0 revision process and enhance alignment to the comprehensive tools and guidance for NDC revision provided in the NDC Partnership's [NDC 3.0 Navigator](#).
- Ensure that the outcomes of the [First Biennial Transparency Report \(BTR1\)](#) and [Fifth National Communication \(NC5\)](#) supports the stocktake assessment.
- Plan and conduct periodic monitoring check-in meetings and report on the outcome of the meetings.
- Prepare status report of the activities to the UNDP and the government.
- Conduct consultations ensuring communication between UNDP, responsible government institutions and key stakeholders.
- Draft deliverables (NDC 2.0 Stocktake/Assessment Report and NDC Revision Roadmap, NDC 3.0 document, NDC 3.0 Implementation, NDC 3.0 Investment Plan and NDC 3.0 Communication Plan) and submit to the UNDP and the government.

Tasks:

	NDC STOCKTAKE
1. Stage	Development of a plan, work schedule for the Contract implementation (<i>within 1 week after signing the contract</i>)
	1.1. Development of a plan and schedule of service provision.



	1.2. Present the plan and work schedule to the government and UNDP for comments and approval.
2. Stage	Stakeholder consultations
	2.1. Identify and organize consultations with stakeholders including but not limited to government, private sector, academia, and local communities, women, indigenous groups and youths. 2.2. Facilitate stakeholder meetings at national and regional level to define sector classifications for mitigation and adaptation in the design, implementation and assessment of the NDC 2.0 taking into consideration local communities, women, indigenous groups and youths in addition to strategically important national strategies and documents such as the BTR 1, draft LT LEDS, NAP, draft NBSAP, LDN targets, as well as the National Development Plan (NDP) 6. 2.3. Compile stakeholder feedback into a final consultation report including classification (sectoral) recommendations. 2.4. Incorporate findings from the already concluded NDC Sectoral dialogues discussions and organise the missing ones into the stocktake report. 2.5. Prepare agenda, materials for stakeholder consultations and capacity building (representatives of the government, private sector, academia, and indigenous groups, local communities, women, indigenous groups, youths, national administrations, experts, NGO). 2.6. Conduct consultations with the stakeholders (at least 2: 1 – to present work and collect comments and 2 – to present final result).
3. Stage	NDC 2.0 Adaptation and Mitigation Actions Analysis
	3.1. <u>Review the submitted First Biennial Transparency Report (BTR1) and Fifth National Communication (NC5).</u> 3.2. Analyze and evaluate the implementation of adaptation and mitigation actions in key sectors (e.g., agriculture, transport, water, energy, waste and health) against NDC2.0. 3.3. Review relevant policy documents and prior NDC adaptation and mitigation reports. 3.4. Consult and incorporate findings in the Policy Assessment Report for any updates and identify gaps. 3.5. Consult and incorporate findings in the Vulnerability Assessment Report and the Risk Profiling Report. 3.6. Integrate findings from adaptation and mitigation assessment into the stocktake report.
4. Stage	Green House Gases emission analysis in relation to NDC 2.0
	4.1. Review the First Biennial Transparency Report (BTR1) and Fifth National Communication_(NC5) for integration into the stocktake report. 4.2. Assess the GHG inventory and emission status and compare it against the targets of NDC2.0 and or implementation progress. 4.3. Consult and incorporate findings for GHG emission data collection and review taking into consideration transparency, accuracy, completeness, comparability and consistency (TACCC) for integration into the stocktake report. 4.4. Consult and incorporate findings on the comparisons of GHG emission reductions against NDC2.0. 4.5. Consult and incorporate findings of the 2020 National Inventory Document (NID) for integration into the stocktake report. 4.6. Align with the prepared GHG emission findings for integration into the stocktake report.
5. Stage	Monitoring, Reporting and Verification (MRV) data reconciliation



	5.1. Ensure that the MRV (Monitoring, Reporting, Verification) data/information and GHG inventory including Finance, Technology and Capacity Building (FTC) informs the NDC 3.0 revision process by allowing transparency in tracking progress indicators for mitigation, GHG inventory and adaptation. 5.2. Ensure that the MRV data and National Inventory Document (NID) and data stored in the MRV portal with the Namibian Statistical Agency (NSA) including means of implementation and support received under FTC. 5.3. Incorporate findings of the external audit of GHG emission calculations at both upstream and downstream sources 5.4. Consult and integrate findings of the QA/QC Plan into the NDC stocktake report.
6. Stage	NDC 2.0 Financial resources analysis
	6.1. Assess the financial resources mobilized for NDC-related programmes. 6.2. Assess the draft Integrated national financing frameworks (INFFs) 6.3. Review current domestic and international funding sources for the NDC programmes based on the conditionality set by Namibia's NDC implementation. 6.4. Compile findings into a financial mobilization report for the stocktake review.
7. Stage	NDC 2.0 Stocktake Report and NDC 3.0 Roadmap
	7.1. Compile and present the final NDC Assessment/Stocktake Report (following regulatory compliance and standards) findings to key stakeholders for feedback. 7.2. Develop and submit NDC 3.0 revision roadmap. 7.3. Compile all findings from stakeholder consultations, GHG emission data, and adaptation reviews into a final report.
8. Stage	Coordination and supervision of the work of national consultants to perform activities during the implementation of Stages 1-18 (throughout Contract duration):
	8.1. Conducting of periodic working meetings. 8.2. Coordination of the process of implementing Stages 1-18. 8.3. Quality assurance of the results of the work of the national consultant.
9. Stage	Development of the NDC ST Assessment Report and NDC 3.0 Revision Roadmap (week 12 after the contract start)
	NDC 3.0 UPDATE
10. Stage	Review and update the 2nd NDC based on stocktake findings
	10.1. Analyse stocktake findings and identify additional, more ambitious NDC targets based on current climate science and national goals taking into consideration the NDP 6. 10.2. Engage sectoral experts to ensure the feasibility of new targets and alignment with global climate commitments under the Paris Agreement including gender analysis, nature-climate nexus analysis, socio-economic assessment, and technology development and transfer needs. 10.3. Conduct a costing of the targets and include it in the document. 10.4. Develop the draft NDC 3.0 document, incorporating updated targets and strategies. 10.5. The NDC 3.0 document should incorporate Gender Equality and Social Inclusion (GESI). Consultations and reviews by the Commonwealth Advisors on Gender and Health highly recommended.
11. Stage	Revise the scope and coverage of all relevant sectors for mitigation (Energy, Generation and Infrastructure. Waste, Circular Economy, IPPU and Health and Resilient Society) and adaptation (Agriculture, Forestry and Other Land Use including Food Security, Water



	Resources, Coastal Zone, Fisheries, Aquaculture, Biodiversity and Ecosystems, Cross-cutting).
	11.1. Revise sectoral coverage in NDC based on recent mitigation and adaptation assessments (as per the Fourth and the Fifth National Communication to the UNFCCC, d 1BTR). 11.2. Review indicators and gases covered under NDC 2.0 to improve targets for NDC 3.0 taking into consideration the LT-LEDS work, where appropriate. 11.3. Incorporate stakeholder input from adaptation and mitigation consultations into the revised sectoral scope.
12. Stage	Conduct validation workshops to present the draft NDC 3.0 for feedback from key stakeholders.
	12.1. Organize national and regional validation workshops to present the draft NDC 3.0 to government, private sector, academia, local communities, women, indigenous groups and youths. 12.2. Facilitate discussions during workshops and collect feedback from stakeholders using the modalities, procedures, and guidelines (MPGs) for the Enhanced Transparency Framework (ETF) of the UNFCCC checklist and the country's priorities related to climate change and discuss targets and measures for incorporation and the 2025 horizon into the final NDC 3.0.
13. Stage	Incorporate feedback from validation workshops and finalize the NDC 3.0 document.
	13.1. Revise the draft NDC 3.0 based on feedback from validation workshops and stakeholder consultations. 13.2. Conduct final internal reviews including QA/QC and prepare the NDC 3.0 for submission to the UNFCCC.
	NDC IMPLEMENTATION PLAN
14. Stage	Revise and update of the NDC Implementation Plan
	14.1. Review the sectoral NDC 2.0 Strategies and Implementation Plans (NDC -ISAPs) 14.2. Conduct consultations with key sectors (mitigation (Energy, Generation and Infrastructure. Waste, Circular Economy, IPPU and Health and Resilient Society) and adaptation (Agriculture, Forestry and Other Land Use including Food Security, Water Resources, Coastal Zone, Fisheries, Aquaculture, Biodiversity and Ecosystems, Cross-cutting)) to gather input for revising the NDC implementation plan, ensuring alignment with NDC 3.0 targets including local communities, women, indigenous groups and youths. 14.3. Review and enhance the MRV framework (identify means to improve the current MRV for efficiency) to ensure compliance with the enhanced transparency requirements under the Paris Agreement for the updated NDC implementation plan. 14.4. Finalise the updated NDC Implementation Plan based on stakeholder feedback, MRV analysis and findings from other relevant documents.
	NDC Investment Plan
15. Stage	Revise and Update NDC Investment Plan -
	15.1. Review and investigate the findings of the Climate Investment Funds (CIF) Nature People and Climate (NPC) Investment Plan for incorporation into NDC 3.0 Investment Plan 15.2. Conduct an analysis of existing investment flows and identify gaps where additional investments are needed for NDC 3.0 implementation. 15.3. Engage with public and private sector stakeholders to identify investment opportunities and financing mechanisms for NDC 3.0. 15.4. Review the existing NDC investment plan and Climate Finance Landscape Report and incorporate findings into the NDC 3.0 Investment Plan



	15.5. Develop and finalise the revised NDC investment plan, ensuring that it addresses the identified gaps and aligns with stakeholder feedback. 15.6. Develop an Investment Prospectus for NDC 3.0 in consultation with the Namibia Investment Promotion and Development Board (NIPDB)
	UPDATED NDC COMMUNICATION STRATEGY
16. Stage	Update of the NDC 3.0 Communication Strategy
	16.1. Revise the NDC 2.0 Communication Plan and prepare a comprehensive communication strategy to effectively disseminate NDC 3.0 updates to national and international stakeholders. 16.2. Gather inputs from stakeholders to refine the communication strategy, ensuring it meets the communication needs for NDC 3.0.
	NDC 3.0 VALIDATION WORKSHOP
17. Stage	Conduct Validation Workshop and Final Reporting
	17.1. Organise a validation workshop to review and approve the updated NDC 3.0. Implementation Plan, Investment Plan, and Communication Strategy. 17.2. Finalise and submit the validated documents.
	FINAL NDC 3.0
18. Stage	Submission and dissemination of the final NDC 3.0 Document
	18.1. Submit the final NDC 3.0 Document to the Government of Namibia for approval and dissemination to international, national and regional stakeholders.
19. Stage	19.1. Submission of the NDC 3.0 Document with its Implementation Plan, Investment Plan and Communication Plan (week 26 after the contract start)

V. Deliverables:

1. NDC 2.0 Stocktake/Assessment Report

- a. Summary of NDC Targets
 - i. Overview of conditional and unconditional targets
- b. Achievement of Targets in Priority Sector(s) (agriculture, transport, water, energy, waste and health)
 - i. Evaluation of progress towards targets in Priority Sectors
 - ii. Analysis of measures implemented to achieve targets
 - iii. Level of implementation of measures, including financial aspects and social inclusion considerations
 - iv. Identification of barriers and gaps hindering measure implementation
 - v. Other measures in the sector, not included in the NDC, that were identified during the study and could contribute to the achievement of the targets in the sector
 - vi. Opportunities for increasing ambition in the sector (adaptation and mitigation)

2. NDC Revision Roadmap

- a. Key Recommendations for enhancing ambition on mitigation and adaptation, inclusivity, consistency with Long-Term Low-Emission Development Strategies,



National Biodiversity Strategies and Action Plans, National Adaptation Plans, and other relevant global processes

- b. Clarity on financial and technological requirements necessary for NDC revision
 - i. Identification of technical expertise required for successful NDC revision, including data analysis, scenario modeling, and policy development.
 - ii. Assessment of financial resources needed for NDC revision and its implementation
 - iii. Outline of next steps for initiating the NDC revision process, including timelines and responsible parties.

3. NDC 3.0 document

- a. Review of indicators and gases covered under NDC 2.0 to improve targets for NDC 3.0 taking into consideration the LT-LEDS, BTR 1, LT LEDS, NAP, draft NBSAP, LDN targets, as well as the National Development Plan (NDP) 6, were appropriate.
- b. Incorporated updated targets and strategies.
- c. Incorporated stakeholders input from adaptation and mitigation consultations into the revised sectoral scope.
- d. Incorporated Gender Equality and Social Inclusion (GESI) Strategy

4. Updated NDC Implementation Plan

- a. Review of the current sectoral plans
- b. Updated NDC Implementation Plan based on stakeholder feedback and MRV analysis.
- c. Alignment with NDC 3.0 targets including local communities, women, indigenous groups and youths.

5. Updated NDC Investment Plan and Investment Prospectus

- a. An analysis of existing investment flows and identify gaps where additional investments are needed for NDC 3.0 implementation.
- b. Public and private investment opportunities and financing mechanisms for NDC 3.0 identified.
- c. Revised NDC investment plan, ensuring that it addresses the identified gaps and aligns with stakeholder feedback.
- d. Investment Prospectus

6. Updated NDC 3.0 Communication Strategy

- a. A comprehensive communication strategy aligned to the needs and to effectively disseminate NDC 3.0 updates to national and international stakeholders.

Payment terms against the deliverables:

- i) **10%** upon completion of Stage 1
- ii) **20%** upon completion of Stage 7
- iii) **20%** upon completion of Stage 13
- iv) **10%** upon completion of Stage 15



Table 1. Deliverables, approvals, and payment terms

Deliverables / Stages	Required reviews and approvals ¹	Payment terms ²	Timelines
Stage 1 - Development of a plan, work schedule for the Contract implementation	MEFT/UNDP	10 percent	April 2025
Stage 7 - NDC 2.0 Stocktake Report and NDC Revision Roadmap	MEFT/UNDP	20 percent	May 2025
Stage 13 - Drafted NDC 3.0 document	MEFT/UNDP	20 percent	June 2025
Stage 15 - Revised and updated NDC Investment Plan	MEFT/UNDP	10 percent	July 2025
Stage 18 - Submitted and disseminated final NDC 3.0 with the Implementation, Investment Plan, Investment Prospectus and Communication Plan	MEFT/UNDP	40 percent	September 2025

VI. Institutional arrangements

a) The group of Consultant's are required to exhibit their commitment to the Climate Change Unit of MEFT and UNDP Country Office through the team lead.

b) The Consultants will be accountable to MEFT and UNDP's climate change team, for all matters relating to the preparation of the deliverables, as well as respecting the deadlines. During this process, the Consultant will brief MEFT Deputy Director and UNDP's climate change portfolio specialist about the progress at least every two weeks. The supervision will include approvals/acceptance of the outputs as identified in the previous section.

c) In the event of delay, the Consultants will inform MEFT and UNDP promptly so that decisions and remedial action may be taken accordingly.

d) Should the MEFT and/or UNDP Country Office deem it necessary, it reserves the right to commission additional inputs, reviews or revisions (including omissions), as needed to ensure the quality and relevance of the final Report.

e) Any public speaking (including social media usage) about the activity (whether with the target groups or indirect) should be coordinated with MEFT, UNDP and British High Commission.

VII. Duration of work

The consultancy is for 60 person days and is expected to end on 30 September 2025 (last payment inclusive).

¹ The review of the deliverable by the UNDP team will take place within 5 working days after the submission of the deliverables

² Payments will be processed once UNDP approves the deliverables



VIII. Duty station

The national consultant's work will be based in Windhoek, and if necessary, with some travelling to the regions for consultations.

IX. Requirements for experience and qualifications

Team Lead (National Consultant)

A. Academic Qualifications:

- Advanced university degree in climate change policy, environmental studies, development studies, international development, climate finance and investments or other closely related field. A PhD will be regarded as an added advantage.

B.

C. Years of Experience:

- At least 10 years of experience in climate change policy and strategy support with specific focus on NDCs.

D. Technical Experience:

- Demonstrated experience in conducting gap analysis and prioritization of actions in government's national climate action policies and plans
- Demonstrated understanding of NDCs development process and most especially BTRs or NCs.
- Demonstrated experience working with government(s) and international organizations
- Excellent organizational skills, especially for facilitating meetings and writing reports
- Excellent analytical, writing, editing and oral communication skills in English is required.

E. Competencies:

- Strong reporting and writing abilities
- Ability to work in a team, develop synergies and establish effective working relations with government counterparts
- Strong interpersonal and communication skills
- Ability to work under pressure, stressful situations, and with a tight deadline.

National Consultants (One for Adaptation and One for Mitigation)

A. Academic Qualifications:

- Master's degree in climate change, engineering, economy, environmental studies or relevant natural science

B. Years of Experience:



Minimum 8 years of experience reporting on GHG Inventory, emissions, and mitigation and adaptation measures, including developing assessments related to implementation of mitigation actions/projects

- Minimum 8 years designing climate policies and reports (e.g. NCs, BURs, etc.)
 - Minimum 8 years of professional experience in preparation of studies, reviews, recommendations, and development of comprehensive reports.
- C. Technical Experience:
- Demonstrated experience and knowledge of UNFCCC relevant methodologies and reporting processes, relevant for the scope of assignment
 - A well-established track record in implementation of projects similar by nature (minimum 5 projects), e.g. development/ revision of NDCs, NCs, BURs, BTRs
 - Demonstrated experience and knowledge of UNFCCC, Paris Agreement reporting processes and UNFCCC NDC Global Stocktake
 - Demonstrated experience working with international organizations
 - Demonstrated experience working with national partners, state bodies, CSOs, NGOs, etc.
- D. Competencies:
- Excellent communications, analytical and negotiation skills
 - Excellent public speaking and presentation skills
 - Fluency in English with excellent writing skills.

National Consultant (Climate Finance)

- A. Academic Qualifications:
- Master's degree in Climate Finance and Investments, Economics, Social Sciences, International Relations, Political Sciences, Development Studies, Environmental Studies or related field.
- B. Years of Experience:
- Minimum of 10 years of relevant work experience in research related to economic development, climate finance preferably MDG or SDG related, and/or climate change adaptation or sustainable development.
- C. Technical Experience:
- A well-established track record in research related to climate adaptation, (sectoral) climate vulnerability and risk assessments
 - Demonstrated experience working with developing investment plans for climate finance and resources mobilisation
 - At least 8 years of experience with developing National Adaptation Plans, (sectoral) adaptation strategies and action plans, Communication on Adaptation, NDCs, BURs
 - Demonstrated experience working with international organizations
 - Demonstrated experience working with national partners, state bodies, CSOs, NGOs, etc.
- D. Competencies:
- Excellent communications, analytical and negotiation skills



Excellent public speaking and presentation skills

- Fluency in English with excellent writing skills.
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National Consultant (Communication)

A. Academic Qualifications:

- Master's degree in Communication Studies, Literature, Journalism, Social Sciences, International Relations, Political Sciences, Development Studies or related field.

B. Years of Experience:

- Minimum of 10 years of demonstrated relevant work experience in communication and reporting on NDC related programmes implementation and results, research related to economic development, preferably MDG or SDG related, and/or climate change adaptation or sustainable development.

C. Technical Experience:

- Knowledge of NDCs, BURs and Namibia's climate change communication landscape
- Demonstrated experience working with national and international stakeholders and developing communication strategies for climate related frameworks At least demonstrated 8 years of experience in developing communication plans for climate change related programmes
- A well-established track record in research related to climate change
- Demonstrated experience working with national partners, state bodies, CSOs, NGOs, etc.

D. Competencies:

- Excellent communications, analytical and negotiation skills
- Excellent public speaking and presentation skills
- Fluency in English with excellent writing skills.

International Consultant (Review and Backstopping Support)

A. Academic Qualifications:

- A PhD in climate change policy, environmental studies, development studies, international development, climate finance and investments or other closely related field.

B. Years of Experience:

- At least 15 years of experience in climate change policy and strategy support with specific focus on NDCs, BURs/BTRs and NCs.

C. Technical Experience:

- Demonstrated experience in reviewing actions in government's national climate action policies and plans
- At least 10 years demonstrated understanding of NDCs development process and most especially BTRs or NCs.



Demonstrated experience working with government(s) and international organizations related to climate change

- At least 3 papers authored and/or co-authored of technology needs assessments in climate change
- Excellent organizational skills, especially for facilitating meetings and reviewing reports
- Excellent analytical, writing, editing and oral communication skills in English is required.

D. Competencies:

- Strong reporting and writing abilities
- Ability to work in a team
- Strong interpersonal and communication skills
- Ability to work under pressure, stressful situations, and with a tight deadline.

X. **Scope of Price and Schedule of Payments**

Payments will be made upon submission and approval of deliverables and upon submission of the certificate of payment.

The schedule of payment is detailed in section 3.

XI. **Application Process**

Interested consultants or firms should submit:

- A technical proposal outlining their approach and methodology.
- A financial proposal detailing consultancy costs.
- CVs of key team members.
- Examples of previous similar work.

Kindly submit your proposals in PDF format only to Esther.Nambahu@meft.gov.na cc: esthernambahu@gmail.com by 25 March 2025 before 17h00.

XII. **Criteria for selection of the best offers (if applicable)**

- a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria.

Criteria	Weight	Max. Point
<i>Technical Competence</i>	<i>70%</i>	<i>70</i>
• <i>Criteria A: Academic Qualifications</i> Master's Degree: 7 points Ph.D. Degree: 9 points Relevant trainings/certificates: additional 1 point		<i>10</i>
• <i>Criteria B: Years of Experience</i>		<i>10</i>



10 years: 20 points			
• <i>Criteria C: Technical Experience</i> ▫ Demonstrated understanding of NDCs development process most especially BTRs or NCs - 5 points ▫ A well-established track record in implementation of projects similar by nature (minimum 5 projects), e.g. development/ revision of NDCs, NCs, BURs, BTRs - 5 points ▫ Demonstrated experience working with developing investment plans for climate finance and resources mobilisation – 5 points ▫ Demonstrated experience working with government(s) and international organizations, and developing communication strategies for climate related frameworks – 5 points ▫			20
• <i>Criteria D: Methodology</i>			30
<i>Financial (Lower Offer/Offer*100)</i>		30%	30
Total Score		Technical Score * 0.7 + Financial Score * 0.3	
Weight per Technical Competence			
Weak: below 70%	The consortium of consultants has demonstrated a WEAK capacity for the analyzed competence		
Satisfactory: 70-75%	The consortium of consultants has demonstrated a SATISFACTORY capacity for the analyzed competence		
Good: 76-85%	The consortium of consultants has demonstrated a GOOD capacity for the analyzed competence		
Very Good: 86-95%	The consortium of consultants has demonstrated a VERY GOOD capacity for the analyzed competence		
Outstanding: 96-100%	The consortium of consultants has demonstrated an OUTSTANDING capacity for the analyzed competence.		

XIII. Other important Information:

Proposed evaluation panel:

Name	Institution
1. Mr. Petrus Muteyauli	MEFT
2. Ms. Uazamo Kaura	UNDP



3. Mr. Eric Chipeta

Commonwealth

XIV. Approval

This TOR is approved by:

Signature _____

Name and Designation: Mr. Petrus Muteyauli

Date of Signing: