Terms of Reference

Developing Practitioners' Guidebook and Providing Technical Support for Capacity Development Programme on Climate Change Adaptation

1. Background:

Climate change has been recognized as one amongst the various challenges faced by the nation, along with increasing population, poverty alleviation and environmental degradation. The challenges of climate change such as rise of temperature, sea level etc. impact freshwater availability, oceanic acidification, food production, flooding of coastal areas and increase burden of vector and water borne diseases. The economy of India especially livelihood of rural population is dependent heavily on climate-sensitive sectors namely, agriculture, forest, water, tourism, animal husbandry etc. Addressing climate change concerns through development planning and identifying appropriate measures is a challenging task and needs systemic thinking and collaborative efforts from all allied stakeholders and sectors who share a common understanding and concern about climate change related issues. It is highly important that decision-makers, development planners and practitioners at the state and local levels are strengthened so that they are enabled to mainstream climate change into their existing schemes and implement the same to address the challenges of climate change. This would require extensive training at various levels of governance (legislators, state departmental officials, community etc.) on climate change science, impact, risk & vulnerabilities, formulating and implementing adaptation and mitigation projects/ programmes, climate finance, monitoring and evaluation etc.

2. Project background:

The project titled 'Climate Change Adaptation in Rural Areas of India (CCA RAI)' is being implemented under the bilateral cooperation of MoEFCC and GIZ, which aims to integrate climate change adaptation (CCA) measures into the national and state development planning through capacity development, generating pilot experiences on adaptation and knowledge management. Under the project, GIZ is supporting capacity development of relevant stakeholders (senior state officials, technical and field officers, early to mid-career scientists, scholars, non-government organizations (NGOs), women Self Help Groups (SHG)) at the state level on CCA planning, implementation, accessing finance and Monitoring & Evaluation in association with respective climate change nodal department. Capacity development programme is being carried out under five categories:

i. Sensitization programme for senior officials of the state
ii. State level sectoral training programme
iii. District/Panchayat level training programme on community level CCA measures
iv. Training Programme on mainstreaming gender on CCA measures for women SHG and
v. Master Trainers Programme for academics, students, NGOs

The strategy for capacity development has already been finalized in partnership with State nodal climate change department/agencies and is being implemented by respective host agencies.

3. Scope of the assignment:

Overall scope of this assignment is to develop a practitioners' guidebook as part of the proposed capacity development programmes on CCA for each CCA-RAI Project Partner States—Himachal Pradesh, Punjab, Telangana and Tamil Nadu. The assignment will have two components:

Component I: Development of practitioners' guidebook for capacity development programme on CCA

Under this component, it is envisaged to develop practitioners' guidebook for aforementioned categories of training programmes with focus on needs of each target group relating to climate change impact and adaptation needs; interpreting climate data, identifying vulnerabilities and prioritizing adaptation strategies and actions including approaches for vulnerability assessment; mainstreaming climate change into development planning with special emphasis on local level planning; understanding and identifying mitigation co-benefits; accessing climate finance and developing project documents; monitoring & evaluation and ways to augment capacities for implementation. This will act as a guidance/ reference document on curriculum to be covered for training programmes at different level of governance with state specific real time case studies along with examples of field visits and training methodologies. Thus, practitioners' guidebook will mention which information will be useful for which target group. The qualified agency therefore will be tasked to develop state wise practitioners' guidebooks customized for each of CCA-RAI project partner States which would include information on:

- Finalizing and elaborating on content with reference to each target group and focusing on strategy, methodology and mode for delivering trainings
- Inventory of background documents (concept notes, agenda, case studies etc.) for each training programme

Component II: Technical support in facilitating Master Trainers Programme and State level sectoral training programmes

Under this component, it is envisaged to provide technical support to the host/ nodal agency in implementing Master Trainers Programme and State level sectoral training programme as per the details below:

State	Type of Training Programme	Number of Trainings
Himachal Pradesh	State level sectoral training programme	4
	Master Trainers Programme	4
Punjab	State level sectoral training programme	2
	Master Trainers Programme	2
Telangana	State level sectoral training programme	2
	Master Trainers Programme	2
Tamil Nadu	State level sectoral training programme	2
	Master Trainers Programme	2
	Total	**20**

The qualified agency therefore will be tasked to take specific responsibilities:

- Engaging with the host institutions in developing a training schedule
- Developing a tentative workshop programme as well as the detailed training script based on the concept frame

- Supporting host agency for identifying appropriate training participants and resource institutions/ persons jointly and drafting call for nominations
- Provide facilitation support during the training sessions and coordinating with resource persons
- Ensuring quality of training programmes
- Supporting documentation of each training programme

4. Expected Output

- Strategy cum inception document
- State wise Trainer's Manual/ Guidebook for each of the 4 partner states highlighting the above content for different target groups
- Facilitation of Master Trainers Programme and State level sectoral training programme

5. Deliverables with timeline and format of delivery

S. No.	Task	Deliverable	Timeline	Number of days
1.	To prepare a strategy cum inception document	Inception report	April, 2018	5
2.	To develop state wise practitioners' guidebook for each of the 4 partner states	-Draft practitioners' guidebook for CCA-RAI Project Partner states - Finalize the document based on the input from GIZ, if any.	April 2018 to September 2018	40
3.	Facilitation of training programme	- Proceedings of each training programme - Data inventory of invited experts and participants - Collating testimonials after each training programme - List of resource persons	April 2018 to March 2019 (Based on training schedule)	125

6. Supervision: The agency will work in coordination with climate change nodal Agency/ Cell/ Department of the CCA-RAI project partner States under the overall guidance of Director (Climate Change), GIZ-India.

7. Duration and person days of the contract: 170 person days from April 2018 to March' 2019

8. Required qualification/ experience for the consulting agency

a.* Agency *should have following experience in conducting the assignment:

- Substantial knowledge and experience in developing training manuals and facilitating training programme for different level of governance at state level Prior experience of working with GIZ or other multi-lateral/ bilateral organizations would be preferred.

- Requisite technical expertise on various environment issues including climate change
- Excellent reporting and writing skills with the ability to coordinate inputs form a wide variety of sources and structure/ synthesize the inputs as per the needs.
- Rapporteuring experience with basic understanding of climate change/ development issues and well versed with report preparation

b. Agency should have following administrative and financial requirement in conducting the assignment:

- Average annual turnover for the last three financial years should be at least 110,000 Euro
- Number of employees as at 31.12.2017 should be at least 15
- Agency must have handled at least 2 projects on Climate Change and Natural Resource Management in India in the last three years (with a minimum commission value of Euro 50,000).

c. Required Experience of Personnel:

S. No.	Position	Professional Qualification & Experience	Total Man days
1.	Team leader cum training moderator (1)	PhD preferred in climate change adaptation, development plans and policies, with experience (at least 15 years) in engaging and liaising with different government and non-government stakeholders in India, developing training modules; conducting/ facilitating training programme on development issues including environment, climate change and other natural resource management issues	70
2.	Research Associate - Climate Science and vulnerability assessment (1)	Masters in Environmental studies/Natural Resource Management/MSW or related field, Minimum 5 years of experience and technical expertise in the field climate change adaptation, development policy, vulnerability assessment.	20
3.	Research Associate-NRM (1)	Masters in Environmental studies/Natural Resource Management/Development studies or related field. At least 5 years of experience of working on aspects related to Natural Resource Management, Training and capacity building on related issues.	40
4.	Documentation expert (2)	Masters in Environmental science/Mass communication/Economics or related field. At least 5 years of experience of documentation and editing related to training programmes on climate change and development issues.	40

9. **Place of assignment**: Duty station for the assignment is New Delhi. However, consultant might need to travel in 4 project partner states (Himachal Pradesh, Punjab, Tamil Nadu and Telangana)