
Terms of Reference

Position Title	:	Documenter
Project Reference	:	Vertical Integration and Learning for Low Emission Development (VLED) Project
Work Focus	:	Event documentation
Work-days Duration	:	4-days work
Event Date	:	26-27 July 2018
Event Venue	:	Novotel Manila Araneta Center, Cubao, Quezon City

1. Introduction about the UN–Habitat

The United Nations Human Settlements Programme, UN–Habitat, is the United Nations agency for human settlements development. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. The main documents outlining the mandate of the organization are the *Vancouver Declaration on Human Settlements*, *Habitat Agenda*, *Istanbul Declaration on Human Settlements*, *the Declaration on Cities and Other Human Settlements in the New Millennium*, and the *Resolution 56/206*. Its activities contribute to the overall objective of the United Nations to reduce poverty and promote sustainable development within the context and the challenges of a rapidly urbanising world.

UN–Habitat is headquartered in Nairobi, Kenya, with a team of some 200 international and local staff, with regional offices for Asia and the Pacific in Fukuoka, Japan (ROAP–Fukuoka), for Latin America and the Caribbean in Rio de Janeiro, Brazil (ROLAC), and for Africa and the Arab States in Nairobi, Kenya (ROAAS). The regional office for Eastern Europe and Transition Countries is also based in Nairobi.

In the Philippines Country Office (CO), key programs and projects include national urban policy support, capacity development to manage urban development and settlements, climate change, post-disaster shelter recovery, urban planning, urban poverty reduction and slum upgrading. Support to climate change programs and projects started as early as early as 2008 under the MDG Demo Project of the UN. Since then, the climate change program has evolved and grown into a strategic and regular technical assistance component of the Philippines Country Office.

This Terms of Reference elaborates the purpose, scope of work and output of the “visual documenter” in relation to the high-level roundtable meeting on “Mainstreaming Urban Issues into the National Climate Action Plan and NDCs”.

2. Event Background

Urbanization has brought both opportunities and challenges for development and growth. Our cities, which are centres of economic activity, are home to over 50% of the global population; represent between 70%-80% of the world’s total emission of greenhouse gases; and have increased the pressure on limited land resources. At the same time, urban areas are already experiencing negative climate change impacts such as higher sea levels, more heat waves, intense storms and heavy precipitation and

extended drought events. These impacts are heavily affecting the vulnerable population and causing major loss of life, social disruption and economic hardship.

The adoption of several landmark agreements—the Sustainable Development Goals, the National Urban Agenda and the Paris Agreement—offers a renewed impetus for the international, regional and local authorities and communities to work together in addressing climate change and development challenges as we face an increasingly urban future.

National urban policies are regarded as an essential instrument for addressing urbanization challenges and identifying opportunities for action. In 2017, the mainstreaming of the urban dimensions of climate change into the Philippines' National Urban Development and Housing Framework (NUDHF), 2017-2023, has been completed. Through this mainstreaming process, the Housing and Land Use Regulatory Board (HLURB), as well as 14 other national government agencies which were part of the technical working group, was assisted and provided capacity building through a 'learning by doing' process. Benefitting from lessons learned of this process, local authorities are currently being assisted in implementing/applying the climate change considerations highlighted in the NUDHF in the formulation of their local climate change action plans and integrated development plans.

At the national level, the recognition of the importance of considering climate change in urban development is embedded in the Philippines' National Framework Strategy on Climate Change (2010). Specifically, the NFSCC has one of its strategic priorities the "institutionalization of guidelines for the construction of innovative climate-resilient and energy-efficient human settlements". However, the articulation of urban climate action in national policies such as the NCCAP and the NDCs has yet to be strengthened such that the design of future and the updating of existing climate change policies already reflect urban adaption and mitigation needs, priorities and responsibilities for action.

The current initiative of national government in updating the NCCAP (including its Nationally Determined Contributions or NDCs) serves as a good entry point for using the NUDHF as framework for highlighting urban principles and strategies and the built environment in the NCCAP and the NDCs; and at the same time, given the framework's strategies, for the NCCAP and the NDCs to already identify the potential action/implementation areas for cities and the urban systems.

Objectives

The Roundtable Discussion on Climate Change in Urban Development aims to provide a space for discussion of and agreements on the key elements of the NUDHF and the entry points to highlight the urban dimension and built environment in the NCCAP and the NDCs. The event will bring together multiple actors in the urban ecosystem—policymakers, national and local government representatives, the private sector, academics and practitioners- to co-generate ideas and scalable solutions and recommend policies, strategies and actions for addressing urban climate issues; and explore policies and actions needed to deepen the linkages between climate action and sustainable urban development.

Specifically, the activity aims to strengthen the formulation approach of mainstreaming urban issues into the updating process of the National Climate Change Action Plan by:

- Identifying the entry-points in the NCCAP and NDCs to highlight the urban dimension in climate action and the sustainability of the built environment to climate change;

- Defining urban-related targets for the NCCAP, and formulating national, subnational and local climate action recommendations and inputs for integrating urban concerns into the NCCAP and the NDCs;
- Developing indicators (national and local) for urban climate action that are aligned with the climate-related indicators of the New Urban Agenda and the climate-related strategies of the enhanced NUDHF;
- Articulating next steps to support the formulation of mainstreaming urban issues into the NCCAP and the NDCs;
- Making recommendations for localizing the NCCAP and the NUDHF that support climate-friendly development in urban areas.

3. Scope of Assignment

Working in coordination with UN-Habitat team, the short-term consultant will perform the following tasks:

1. Guided by the workshop programme, document the substantive discussions and ensure that inputs, queries, comments, and elaborations on workshop outputs are covered:
 - highlights of presentations (per topic) as reflected in the program
 - highlights of sharing of efforts and initiatives on GHG inventory/management and formulation of LCCAP
 - essential questions and answers on specific topics
 - capture the substantive discussions and outputs of the workshops (as indicated in the program)
 - messages of invited resource persons
2. Capture and summarize action points discussed and agreed upon.
3. Consolidate all presentation materials and workshop outputs; organize them into folders and subfolders based on the programme segments and/or sequence of events; and include a link to them in the documentation report.
4. Integrate post evaluation results into the documentation report.
5. Submit the documentation report 5 working days after the last day of the workshop.
6. Submit final documentation report after one revision round, reflecting comments, feedback, inputs, or changes 3 working days upon receipt of the prescribed revisions.

4. Deliverables

Following the performance of the tasks outlined in the Scope of Work above, the short-term consultant is expected to deliver the following:

- a) Final documentation package of the workshop including
 - a. Table of Contents
 - b. Directory of participants
 - c. Copy of presentations
 - d. Processed evaluation results
- b) Audio recording
- c) Matrix of participant's response to event evaluation forms

5. Schedule of Payment and Conditions

Outputs	Target Timeline	Payment Tranche
Upon submission and acceptance of the packaged documentation report of the whole event	One week after the event (3 August 2018)	100%

6. Required Qualifications

1. Has a Bachelor’s Degree in development communications, social marketing, journalism, media or other related field.
2. Have at least five (5) years of relevant experience on similar assignment.
3. Has a prior experience in the documentation of climate change and environment-related events.
4. Understands UN-Habitat mandate.
5. Excellent communication skills-both verbal and writing

7. Reporting Arrangements and Coordination

The consultant will report to UN-Habitat Project Manager.

8. Recommended Presentation of Offer

Interested parties shall submit the following to alli1@un.org and rea.epistola@un.org

- a) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- b) Sample of documentation report.
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

9. Approval

This Terms of Reference is approved by Maria Adelaida Mias-Cea.

Signature _____
Name and Designation _____
Date of Signing _____