TERMS OF REFERENCE FOR THE COLLECTION OF

INFORMATION AND DATA FOR THE ELABORATION OF THE

NATIONAL CLIMATE CHANGE LEARNING STRATEGY

**I- General context and justification:**

The United Nations Framework Convention on Climate Change (UNFCCC) supports education, training and public awareness on climate change, including the training of scientific, technical and managerial personnel, in its Article 6. It is within this framework that [country] has launched the *UN CC:Learn Project to Strengthen Human Resources and Skills to Advance the Nationally Determined Contribution (NDC) and the National Adaptation Plan (NAP).*

Specifically, the project focuses on:

* Promoting a systematic and country-led process to strengthen human resources, learning and skills development to address climate change;
* Identifying specific actions to improve learning in the area of climate change and the strengthening of institutions involved in learning processes;
* Ensuring that climate change learning is linked to and contributes to national climate change objectives, including the implementation of the Nationally Determined Contribution (NDC) and the National Adaptation Plan (NAP);
* Increase resource mobilization for training and skills development within national budgets and the budgets of external partners such as United Nations agencies, United Nations country teams, bilateral technical and financial partners and foundations;
* Finally, creating a solid human resource base for better implementation of the United Nations Framework Convention on Climate Change (UNFCCC).

Two important documents are expected to be developed as part of this project: (i) a baseline report on national climate change priorities and objectives and on relevant capacity development initiatives; and (ii) a national strategy to Strengthen Human Resources and Skills to Advance the Nationally Determined Contribution (NDC) and the National Adaptation Plan (NAP) (National Climate Change Learning Strategy). With the baseline report already developed and validated, only the development of the strategy remains. One of the most important steps in the development of the strategy is to conduct survey work with key structures to assess their learning needs and capacities to lead learning actions on climate change for low-carbon and climate-resilient development.

**II- General objective**

The overall objective of this mission is to collect information and data from the targeted structures in order to assess their learning needs and their capacities to conduct learning actions for low-carbon and climate-resilient development.

**III- Specific objectives**

Specifically, this will involve collecting information and data on:

* The relevance of climate change issues to each structure or institution surveyed;
* Human resource capacity and learning needs;
* Institutional capacity to conduct learning activities;
* Assets and constraints for the development of the National Climate Change Learning Strategy.

**IV- Expected results**

At the end of this mission, the following main results are expected:

* The relevance of climate change issues for each structure surveyed is analysed;
* Human resource capacities and learning needs are identified;
* Institutional capacities to conduct learning activities are identified; and
* Assets and constraints for the development of the National Climate Change Learning Strategy are identified.

**V- Methodology**

Under the supervision of the team of experts identified for the development of the National Climate Change Learning Strategy:

* The interviewers will be responsible for interviewing and administering questionnaires to the identified stakeholders;
* The statistician will have to:
* Contribute to the selection of the sample to be surveyed;
* Contribute to the selection of the interviewers;
* Develop the interviewer's guide;
* Train the interviewers;
* Design the data entry model;
* Recruit data entry operators responsible for entering the data collected;
* Supervising data collection;
* Monitoring data entry;
* Analyze the data collected;
* Produce the draft and final reports.
* The team of experts comprising one representative from each group will have to:
* Select the sample to be investigated;
* Participate in the selection of the interviewers;
* Contribute to the training of the interviewers;
* Supervise data collection in collaboration with the statistician;
* Contribute to data analysis.

Data entry operators will be responsible for data entry under the supervision of the statistician.

This methodology could be detailed by the various actors concerned.

The interviewer's guide and the provisional data collection and analysis report will be validated by all the experts in charge of developing the strategy.

**VI- Profile of stakeholders**

**1- Interviewers**

This mission will be carried out by a team of interviewers with the following profiles and qualifications:

* Hold a university degree;
* Have a good knowledge of climate change;
* Have a good mastery of computer tools;
* Have good writing skills and a spirit of synthesis;
* Be willing to work full time and under pressure during the survey period.

**2- The team in charge of data processing and analysis**

The team responsible for data processing and analysis includes:

* A Statistician (university degree), with experience in conducting surveys and immediately available for the duration of the mission;
* Two or three data entry operators;
* A representative from each group of experts.

**3- Documents to be provided for application files**

* A motivation letter;
* A detailed Curriculum Vitae signed by the applicant.

**VII- Duration of the mission**

The investigation will take eight (8) working days.

The Statistician and the team of experts responsible for data analysis and processing shall have twenty-four (24) working days.

The data entry operators shall have six (6) working days.

**VIII- Financing**

The financing of the present mission will be determined by agreement between the Parties.