

# “Nature in National Adaptation Plans”

## Training Course Development

Instructional Designer Terms of Reference

### 1. Background

In November 2021, UNEP, UNITAR and the National Adaptation Plan Global Support Programme (NAP-GSP) launched an e-course [Building Climate Resilience through Ecosystem-based Adaptation Planning](#) (as a companion to the [Guidelines for Integrating Ecosystem-based Adaptation \(EbA\) into National Adaptation Plans](#)). The e-course was designed to provide guidance to policymakers, government officials and technical specialists working in adaptation on how EbA can be integrated into national adaptation planning.

UNEP-WCMC are seeking a consultant instructional designer to support the development of a complementary new e-course. The course will focus around an interactive ‘landscape’ to illustrate the effects of integrating nature through Nature-based Solutions (NbS) into the national adaptation planning (NAP) process. This will demonstrate how Ecosystem-based Adaptation (EbA) can influence and enhance decision-making and adaptation planning, deliver multiple outcomes, and have a positive impact on adaptation efforts when planned and implemented appropriately.

#### **Key Terms**

**Nature-based Solutions (NbS)** are “actions to protect, conserve, restore, sustainably use and manage natural or modified terrestrial, freshwater, coastal and marine ecosystems which address social, economic and environmental challenges effectively and adaptively, while simultaneously providing human well-being, ecosystem services, resilience and biodiversity benefits.” [UNEP/EA.5/Res.5](#)

**National Adaptation Plans (NAPs)** are developed under the UNFCCC to help countries identify and take steps to address their vulnerabilities to climate change. The aims of the process through which NAPs are developed and implemented are:

*“(a) To reduce vulnerability to the impacts of climate change by building adaptive capacity and resilience;*

*(b) To facilitate the integration of climate change adaptation, in a coherent manner, into relevant new and existing policies, programmes and activities, in particular development planning processes and strategies, within all relevant sectors and at different levels, as appropriate”.*

[National Adaptation Plans 2020 – Progress in the formulation and implementation of NAPs.](#)

**Ecosystem-based adaptation (EbA)** is “a strategy for adapting to climate change that harnesses nature-based solutions and ecosystem services.”

<https://www.unep.org/topics/climate-action/adaptation/ecosystem-based-adaptation>

The training will:

- be hosted using the Moodle platform;
- be a self-guided, online session of around 60-90 minutes; and
- be launched at the end of 2024.

The project team has completed initial research and held a workshop with experts to gather feedback on the potential audience, content, flow and form of the new e-training course. From this, two concepts have been developed for the training. The consultant will provide substantive input into the development of the chosen concept into a final e-course, by supporting content development and design, identifying learning outcomes and ensuring that these are met through engaging content. The instructional designer will work closely with the UNEP-WCMC and UNEP teams (and any relevant consultants), to bring the content, interactive landscape and other materials together in Moodle. This will include developing graphics and content where required.

## 2. Overall Consultancy Need and Objectives

The consultancy will help the project team to develop training that allows participants to:

- understand the relevance and significance of nature and the ecosystem services it provides to build climate resilience.
- assess the benefits of NbS in terms of building the resilience of people, assets and livelihoods, and the risks associated with not integrating nature into adaptation planning and decision making.
- consider the importance of the resilience of nature to climate change to enhance the long-term effectiveness of adaptation measures.
- consider various environmental datasets and how environmental data can be integrated into the NAP process.
- introduce methods that can help value the role that EbA and nature can have in adaptation (e.g. links to valuation tools and methods).
- explore potential options for integrating EbA into the NAP process across sectors and learn how to apply best practice principles of NbS through the example of an interactive landscape.

The consultant will be required to work with UNEP-WCMC's experts in NbS, GIS and user experience and with the Digital Transformation team to develop the interactive landscape and broader training through to the final product. This will involve engaging with materials informed by GIS analysis, helping to design and develop the landscape and translating it into an interactive format that can accommodate users with low-band width. The training will be developed in close partnership with UNEP and in consultation with potential users (including user needs assessment, user testing and integrating feedback).

# 3. Activities, steps and methodological approach

The consultant will carry out and implement the following activities:

## **Activity 1. Research and review of initial materials**

The consultant will review the original e-course, workshop summary, user feedback and e-course concept, as well as attend meetings with the project team to fully understand the background, aims and approach to the training development. This will include providing detailed feedback on the proposed concept storyboard to ensure the content responds to the training objectives.

Due Date: **30 June 2024**

## **Activity 2. Development of training content, testing and refinement**

The consultant will work with UNEP-WCMC, UNEP and an Expert Group to further develop and design the training into the final product. The consultant will work closely with UNEP-WCMC to develop the technical content for the training, including the interactive landscape. This may involve taking static images from the landscape, designing how they will be presented to create interactivity (e.g. turning layers on and off, changing the presentation of the 3-D landscape to make them more stylized) and integrating them into the training software. Other content requirements will be agreed between UNEP, UNEP-WCMC and the consultant. The consultant will upload the agreed content to the platform to create a prototype of the training and participate in UNEP-WCMC led testing of the prototype with a small group of potential users. The consultant will use the feedback from the testing to provide a clear list of recommendations (noting the parameters of the project) and work with UNEP-WCMC to ensure these are incorporated into an updated version of the training where feasible. The consultant will also support integration of comments from UNEP and UNEP-WCMC to develop the final training course.

Due Date: **13 September 2024**

## **Activity 3. Support for outreach and launch**

The consultant will contribute to the outreach and launch plans for the training, including attending one meeting and providing a short (~2 page) document with recommendations for outreach activities e.g. communication channels to reach the main target audience.

Due Date: **15 October 2024**

## 4. Deliverables and Due Dates

The consultant will be required to prepare the following deliverables throughout the consultancy period:

Deliverable	Description	Due
D.1	Detailed feedback on the proposed concept, interactive landscape and initial storyboard, including advice on formats and presentation	30 Jun 2024
D.2	A first 'draft' of the training on the Moodle Platform for UNEP and UNEP-WCMC review	26 Jul 2024
D.3	A prototype of the training on the Moodle Platform for user testing	12 Aug 2024
D.4	A list of recommended changes to the training from the user testing	30 Aug 2024
D.5	An updated version of the training on the Moodle Platform	6 Sept 2024
D.6	Final training	13 Sept 2024
D.7	A short document with recommendations for outreach activities	15 Oct 2024
D.8	Project reporting, comprising narrative and financial report alongside final invoice	20 Oct 2024

## 5. Consultancy Timeframe

Year	2024							
Activity	M	J	J	A	S	O	N	D
Research and review of initial materials								
Development of training content, testing and refinement								
Support for outreach and launch								
Project reporting								

## 6. Management and Implementation

### Arrangements

- The consultant will report to the UNEP-WCMC project lead or their appointed deputy, maintaining weekly communication to ensure the smooth execution of works.
- The consultant is required to attend and actively participate in virtual meetings organized by UNEP-WCMC.
- The consultant should promptly share drafts and initial findings with UNEP-WCMC staff, providing updates on various stages of deliverables for review upon request.

# 7. Experience, competencies and skills

## Required

- Experience of instructional design – particularly designing engaging and effective online courses for diverse audiences to achieve learning outcomes.
- A portfolio that demonstrates relevant experience and expertise.
- Demonstrated experience of Moodle and similar platforms.
- An understanding of user needs assessments.
- Writing and editing skills.
- The ability to translate technical content into a clear, concise and visually appealing course.
- Commitment to continuous learning and development.
- Adaptable to changes that may involve tools, platforms or project stakeholders.

## Desirable

- A degree or equivalent qualification in instructional design / graphic design / computer science or interaction design (or similar subject).
- Knowledge of training content, such as Nature-based Solutions, Climate Change Adaptation, National Adaptation Plans.
- A successful track record of working with relevant stakeholders.

# 8. Instructions for submission

Please email a C.V. and a proposal for the consultancy to [katie.dawkins@unep-wcmc.org](mailto:katie.dawkins@unep-wcmc.org).

Proposal must include:

- Summary of the experiences of the consultant (or consultancy team) that are directly relevant to the requirements of the consultancy (see *Activities, steps and methodological approach*, and *Experience, competencies and skills* above).
- A portfolio of selected work.
- A draft work plan for the consultancy.
- Short bio of the consultant/consultancy team.
- A budget that details:
  - Days of work for activities with associated cost (in GBP for UK based suppliers or USD for non-UK based suppliers).
  - Subtotal costs for deliverables.

The deadline for submission is **10:00 BST on Wednesday 19 June 2024**.

## **9. About UNEP-WCMC**

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global centre of excellence on biodiversity and nature's contribution to society and the economy.

We work at the interface of science, policy, and practice to tackle the global crisis facing nature and support the transition to a sustainable future for people and the planet.

UNEP-WCMC operates as a collaboration between the UN Environment Programme and the UK charity WCMC.

Any agreement made in relation to this consultancy will be between WCMC and the consultant on WCMC standard terms and conditions for consultancy services.