

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 5 October 2016

Country: Thailand

Description of the assignment: Gender and Governance of Climate Change Finance Expert

Duty Station: Home-based with travel to Asia-Pacific countries including Thailand

Project name: “Strengthening the Governance of Climate Change Finance to benefit the poor and vulnerable in Asia Pacific”

Period of assignment/services (if applicable): 1 March – 31 August 2017 (6 months)

Please click on the link below to apply:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=70632

1. BACKGROUND

UNDP Bangkok Regional Hub (BRH) supports countries in Asia-Pacific in many development agenda including Governance of Climate Change Finance. The Governance of Climate Change Finance (GCCF) team successfully implemented the Strengthening the Governance of Climate Change Finance to Benefit the Poor and Vulnerable in Asia Pacific (2012-16) regional programme which was supported by Swedish SIDA alongside the Strengthening the Governance of Climate Change Finance to Benefit the Poor and Vulnerable in South Asia (2013-2019) funded by UK AID or DFID. This programme is part of a larger UNDP regional programme on Governance of Climate Change Finance and Development Effectiveness under the umbrella of the BRH’s Regional Policy and Programme Support (RPPS) team’s “Advancing Inclusive and Sustainable Human Development in Asia and the Pacific (2014-2017)”. The project’s overall objective aims to improve the governance of international and domestic climate change finance, particularly for the poor and vulnerable in Asia & the Pacific by integrating and mainstreaming climate change into national planning and budgeting process.

Building on success of the 1st phase, the 2nd phase of the Swedish-funded programme, the Strengthening the Governance of Climate Change Finance to Enhance Gender Equality programme, expands its scope in various dimensions including substantively mainstreaming Gender Equality and Human rights into the Governance of Climate Change Finance in particular into national planning

and budgeting process in Asia-Pacific countries, increasing implementing countries from 4 to 6 countries, increasing project budget from US\$4.5 million to be approximately US\$ 10 million and increasing project duration from 3 years to 5 years.

With strong gender focus, the programme requires Technical Assistance in Gender and Governance of Climate Change Finance to strengthen the inception phase and support the mainstreaming of gender and poverty into climate change finance at both country and regional levels.

2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Objective of the assignment

The objectives of this assignment are to;

- Strengthen the inception phase implementation of the Swedish-funded 2nd phase programme by providing technical assistance in conducting countries assessment, in close collaboration with partner countries and the GCCF team members;
- Support the development of key products required during the inception phase including revised Programme Document, revised Logical Framework, programme's Gender and Human Rights strategy and programme's M&E mechanism with stronger gender and human rights dimensions.

Scope of Work

With overall supervision from the Governance, Climate Change Finance and Development Effectiveness Advisor and the Gender Advisor, the consultant will support mainstreaming of climate change and gender into national and sub-national public financial management systems and processes increasingly resulting in gender responsive climate change investments in selected countries, especially during the programme's inception phase. The consultant will;

- Review regional proposal and provide inputs into its translation and finalization as the regional programme document;
- Review country specific programme documents in which the regional programme will be embedded;
- Consult and coordinate with GCCF team members at both Bangkok Regional Hub and at Country Offices, SIDA representatives at both levels as well as implementing partners;
- Participate in team meetings, programme events at both country and regional level;
- Support a gender analysis that can be integrated into and guide country assessments , through desk reviews and undertake country missions (based on needs) to augment gender capacity for COs, especially in Indonesia, Nepal, Thailand and Bangladesh;
- Support the development of a gender & Human rights strategy for the regional programme;
- Support the development of key products required during the inception phase including revised Programme Document, revised Logical Framework, programme's Gender and

Human Rights strategy and programme's M&E mechanism with stronger gender and human rights dimensions;

- Identify country level capacity gaps and identify country-level gender expertise in each participating country.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Master's Degree in Gender studies, Development studies, Social Science, Economics or other related field;

Experience:

- At least 7 years of proven experience in Gender mainstreaming or Gender equality or Climate Change Finance or other related development issues with a good understanding of developing countries context;
- Sound knowledge of the gender and climate change nexus is essential (e.g. gender-responsive approaches to climate change adaptation, mitigation, disaster management, natural resource management, and infrastructure programs and projects);
- Strong track-record of gender mainstreaming capacity development for governmental institutions such as finance and economic planning ministries at institutional and operational levels is preferable;
- Experience in conducting gender-related country assessment is a distinct advantage.
- Strong knowledge of social protection programs and poverty targeting schemes is also a strong asset;
- Demonstrated track record of relevant experience and expertise (publications, reports, project proposals) is highly desirable;
- Experience working in Asia-Pacific region is an asset;
- Experience working with UNDP or other UN family or an international organization is an asset.

Competencies:

- Excellent analytical and writing skills;
- Excellent organizational and communication skills;
- Ability to work as a part of a team, sharing information and coordinating efforts within the team;
- Full computer literacy in internet searching and Microsoft Office programmes i.e. MS-Word, MS-Excel and MS-Power Point. Website management experience is an asset.

Language

- Excellent spoken and written English language skills required;
- Knowledge of languages of the program countries an asset, but not required.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Contract Duration: 1 March – 31 August 2017 (6 months)

Duty Station: This assignment will be home-based with travel to Asia-Pacific countries including Thailand. Payment of travel costs including tickets, living allowance, terminal expenses and other travel related cost should be agreed upon, between the respective business unit and Individual Consultant, prior to travel.

5. FINAL PRODUCTS

The expected outputs from this assignment are;

- Deliverable 1: Assignment workplan (Target Due Dates – 6 March 2017);
- Deliverable 2: a) Draft countries assessment in particular on gender component with identification on country-level gender expertise and its gap in each participating countries. This would entail: Gender analysis/context in the country. b) Ongoing gender and CC and CCF context; c) Making connections with in-country gender expertise (Target Due Dates – 30 April 2017);
- Deliverable 3: Written technical inputs to strengthen the narratives of the GCCF programme and workplan at both country and regional levels. (Gender inputs into final Regional Programme document) (Target Due Dates – 30 May 2017);
- Deliverable 4: Written technical inputs to the Gender and Human Rights responsive climate change finance regional strategy. (Regional Gender and Human Rights Strategy) (Target Due Dates – 30 June 2017);
- Deliverable 5: Written technical inputs to strengthen the gender dimension of the revised GCCF Programme Document and Logical Framework. (Gender responsive M&E framework) (Target Due Dates – 30 July 2017);
- Deliverable 6: Final countries assessment on identifying gaps and inter-linkages on gender within the climate change finance policies (Target Due Dates – 30 August 2017).

Review and Approvals of all deliverables by The BRH's Governance, Climate Change Finance and Development Effectiveness Advisor and the BRH's Gender Advisor are required.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Gender and Governance of Climate Change Finance Expert or the consultant will work under the supervision of the Governance, Climate Change Finance and Development Effectiveness Advisor and the BRH Gender Advisor in close collaboration with GCCF team members.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex 2;
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- A cover letter indicating brief description of a) why the individual considers him/herself as the most suitable for the assignment; and b) how he/she will approach and complete the assignment;
- **Financial proposal**, as per template provided in Annex 2.

Incomplete proposals may not be considered.

Annexes :

- Annex 1 - Individual IC General Terms and Conditions
- Annex 2 – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template
- Annex 3 – P11

For any clarification regarding this assignment please write to brh.gef.procurement@undp.org

8. FINANCIAL PROPOSAL

The contract will be based on Lump Sum Amount.

The total amount quoted shall be all-inclusive and include professional fee, and any other applicable cost required to perform the deliverables identified in the TOR. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1: Assignment workplan - 10% of the total value of the contract
- Deliverable 2: a) Draft countries assessment in particular on gender component with identification on country-level gender expertise and its gap in each participating countries. This would entail: Gender analysis/context in the country. b) Ongoing gender and CC and CCF context; c) Making connections with in-country gender expertise – 15% of the total value of the contract;

- Deliverable 3: Written technical inputs to strengthen the narratives of the GCCF programme and workplan at both country and regional levels. (Gender inputs into final Regional Programme document) - 15% of the total value of the contract;
- Deliverable 4: Written technical inputs to the Gender and Human Rights responsive climate change finance regional strategy. (Regional Gender and Human Rights Strategy) - 20% of the total value of the contract;
- Deliverable 5: Written technical inputs to strengthen the gender dimension of the revised GCCF Programme Document and Logical Framework. (Gender responsive M&E framework) - 20% of the total value of the contract;
- Deliverable 6: Final countries assessment on identifying gaps and inter-linkages on gender within the climate change finance policies - 20% of the total value of the contract

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

Travel cost shall be reimbursed at actual but not exceeding the quotation from UNDP travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

9. EVALUATION

Individual consultants will be evaluated based on the Cumulative analysis.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as

- responsive/compliant/acceptable; and
- having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%).

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Only candidates obtaining a minimum of 350 points (70% of the total technical points) would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	500
Education	10%	50
Gender mainstreaming/Gender equality/Climate Change Finance related	30%	150
Experience in Asia and Pacific	15%	75
Experience in working in UN agencies	15%	75
Writing skills	5%	25
Availability	25%	125
<u>Financial</u>	30%	100

