

Terms of Reference

Strategic Advisor - Climate Aggregation Platform

Type of assignment	International consultant
Type of contract	Individual contract
Location	Home-based with meetings at UNDP New York, USA and mission travel
Start Date	17 April 2017
Duration of Initial contract	Up to 50 days over 12 months
Expected Duration of Assignment	Up to 3 years with a maximum of 150 days in the period, dependent on demand for services and good performance
Supervisor	Project Manager - Climate Aggregation Platform

Background

UNDP's Global Environmental Finance unit (UNDP-GEF) is based in UNDP's Bureau of Policy and Programme Support (BPPS) and is responsible for providing leadership and technical support to delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. Its main focus is on helping countries develop the capacity to fully incorporate environmental sustainability into development. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

The Climate Aggregation Platform (CAP) is a new UNDP-GEF project which, in partnership with the Climate Bonds Initiative, seeks to promote the scale-up of financial aggregation - asset backed securities - for small-scale, low-carbon energy assets in developing countries. The project aims to help build in-country pipelines of high-quality, standardised low-carbon energy assets and to develop new low-cost sources of financing, building awareness and trust with investors in this new asset class. In so doing, the project can contribute to improving the lives of citizens in developing countries, bringing about affordable, reliable and clean energy.

The CAP's activities and value proposition will be formulated in terms of a global offer and an in-country offer:

- *Global offer*: global awareness raising, knowledge management products and a working group
- *In-country offer*: an initial three in-country initiatives (currently identified as Latin America, India and Kenya), each centered around (i) a showcase transaction, likely in partnership with a development bank and/or the private sector, and (ii) tailored market development activities from a menu of services, such as standardisation efforts and addressing tax/regulatory barriers.

The project's central approach to achieving change - embedded throughout its design - is a barrier-removal approach. The project seeks to do this in different ways: addressing information barriers through the project's global activities; addressing first-mover barriers through its emphasis on first-of-a-kind transactions; and then, within countries, targeting specific barriers to scaling-up via tailored market development activities.

The Global Environmental Facility (GEF) is providing initial seed-funding to establish the CAP in the form of an initial USD 2 million grant. UNDP and the Climate Bonds Initiative (CBI), as a Responsible Party to UNDP, will implement the project with an approximate 50/50 split of the initial USD 2 million GEF grant. The Inter-American Investment Corporation (IIC), a member of the Inter-American Development Bank (IDB) Group, is a founding partner of the CAP and is providing co-financing for the in-country initiatives.

The Strategic Advisor will support the achievement of the CAP's objectives through providing cutting-edge thought leadership, strategic guidance and partnership opportunities to the CAP. The Strategic Advisor will work regularly with the project management team (UNDP and Climate Bonds Initiative), and also, as required, with other CAP constituencies, including the Project Board and CAP global working group. The Strategic Advisor will report to the UNDP Project Manager, CAP.

Description of Responsibilities

The Strategic Advisor will have the following responsibilities.

- Provide guidance, inputs and analysis into the CAP's planning, activities, and products, with a focus on:
 - Latest developments: Provide world-class understanding and insights into financial aggregation for small-scale low-carbon energy, tracking and anticipating the latest trends, developments and innovations across technologies, geographies, financial regulations, deal structures and investors;
 - Strategic direction: Provide guidance to ensure a strong and relevant CAP value proposition for building new markets in developing countries, with a coherent and flexible strategy across its activities, responsive and opportunistic in a fast-moving market landscape;
- Leveraging her/his networks, support the CAP in introducing, establishing and maintaining partnerships with high-quality and influential actors.

In practice, the project management team will request the Strategic Advisor's involvement in a flexible manner, depending on the particular demands of the project, identifying specific outputs related to the above responsibilities. As illustrative examples, this may include the Strategic Advisor's inputs and review into the annual work plan, the CAP's database and analytic framework for aggregation transactions, or the Strategic Advisor's participation in an external meeting on the CAP's behalf.

Information on working arrangements

- Estimated level of effort including travel: 50 days in the first year;
- The Strategic Advisor will be home-based and will regularly attend meetings in UNDP office's in New York;
- The consultant will be expected to work one day per week (part-time);
- The initial contract will be for one year, with the possibility of renewal in two subsequent years dependent on demand for services, availability of financial resources and good performance;
- Depending on the demand for services, for example from new funding or due to new in-country initiatives, there is the possibility that more days per week may be added, subject to the agreement of the Strategic Advisor and UNDP;

- The Strategic Advisor will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Strategic Advisor will be in regular contact, via phone and electronic communications, with the project management team in New York (UNDP) and London (Climate Bonds initiative);
- The Strategic Advisor will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- Given the global consultations to be undertaken during this assignment, the Strategic Advisor is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered.

Mission Travel

- The Strategic Advisor may undertake limited travel, for example to attend meetings and conferences;
- Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- The [Advanced and Basic Security in the Field II courses](#) must be successfully completed prior to commencement of first mission travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;
- Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- The Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The Consultant will be responsible for making his/her own mission travel arrangements in line with the [UNDP travel policies](#);
- All travel expenses related to mission travels will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, and living allowances should not be included in financial proposal.

Competencies

Corporate:

- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Technical:

- World-class expertise and thought-leadership in finance for small-scale, low-carbon energy in developing countries.

Communication:

- Ability to communicate effectively, both verbally and in writing, in a simple, concise and persuasive manner.

Professionalism:

- Able to work independently and remotely with minimal supervision;
- Consistently approaches work with energy and a positive, constructive attitude.

Teamwork:

- Demonstrated ability to work effectively as part of a collaborative team and process.

Qualifications

Education:

- Master's or equivalent degree in finance, international affairs, or other closely related field (max. 10 points).

Experience:

- At least 15 years or more of professional experience in finance (e.g. banking, asset management, fund management, development finance). Candidates with experience at senior management levels, in leading financial centers and at leading financial actors will be at an advantage. (max. 30 points)
- Experience and expertise in capital-raising (equity, debt) for low-carbon energy, including with institutional investors and in typical investment activities such as origination, underwriting, deal structuring and risk management. Candidates with experience and/or familiarity with financial aggregation for small-scale, low carbon energy, and with experience of low-carbon energy in developing countries, will be at an advantage (max. 30 points).
- Experience working with multilateral organizations, development banks and/or the UN system is an advantage (max. 5 points).

Language:

- Excellent oral and written communication skills in English (max. 5 points).

Evaluation Method

- Only those applications which are responsive and compliant will be evaluated;
- Applicants will be evaluated according to a combined scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, languages [max. 80 points] and interview [max. 20 points]) will be based on a maximum 100 points;

- Only the top 3 candidates obtaining 56 points or more of the review of education, experience, languages will be considered for the interview;
- Candidates obtaining 14 points or higher in the interview will be deemed technically qualified and considered for financial evaluation;
- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out this assignment);
- The applicant receiving the highest combined score and who has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be submitted

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) to be downloaded from the below link
- Applicants must reply to the mandatory questions asked by the system when submitting the application
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site

Kindly note you can upload only one document to this application (scan all documents in one single PDF file to attach).

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc.

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment

http://procurement-notices.undp.org/view_notice.cfm?notice_id=36075

Additional Questions

- I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors.
- Have you submitted a duly completed and signed UNDP Personal History form (P11)?
- Have you attached to your P-11 and CV Annex II duly signed and completed including your all-inclusive fee and all foreseeable expenses for this assignment (except travel)? Your application will not be considered without submission of Annex II.