**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: 10 March 2017

**Country: Timor-Leste**

**Description of the assignment: Junior Expert for GCF Readiness Support**

**Project name: GCF Readiness Support**

**Period of assignment/services (if applicable): 130 days (6 months), further extension subject to satisfactory performance and budget availability.**

Proposal should be submitted at the following address:

UNDP Registry Unit, UN House, Caicoli Street, P.O Box 558 Dili, Timor-Leste \_\_\_\_\_\_\_\_\_\_ or by email to [bids.tp@undp.org](mailto:bids.tp@undp.org) no later than COB Monday, 20 March 2017: 1700 local time (GMT+9) *deadline. Late and incomplete applications will not be considered.*

Any request for clarification must be sent in writing to the above address, or by standard electronic communication to the procurement e-mail [procurement.staff.tp@undp.org](mailto:procurement.staff.tp@undp.org). *The UNDP GCF Readiness Project team* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

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| The Green Climate Fund (GCF), which was established as an operating entity of the UNFCCC financial mechanism, is expected to become the main global fund for financing climate change mitigation and adaptation measures. While it has been agreed that Direct Access will be one of the modalities for the disbursement of the funds, it is recognized that certain levels of capacity will be required of governments and other actors involved in accessing the GCF. For the GCF to succeed, national capacities and mechanisms need to correspond to the GCF requirements while also aligning with country planning, budgeting, programming and Measuring, Reporting and Verification (MRV) systems.  The National Designated Authority (NDA) of Timor Leste to the GCF has requested United Nations Development Programme (UNDP) to serve as delivery partner of readiness and preparatory support provided by the GCF. The objective of such support is to strengthen the NDA’s capacity to engage with GCF and effectively access finance to respond to national climate change and development priorities, in a strategic, coordinated, and participatory manner. This support will be implemented under Direct Implementation Modality at the country level, and will achieve the following GCF Readiness Outcomes, as articulated in Annex II: “Revised Country Readiness Logical Framework” of this document: 1) Country capacity strengthened; and 2) Stakeholders engaged in consultative processes.  UNDP Timor Leste is looking for a National Expert to work on a full time basis based in the National Directorate for Climate Change (NDCC) in the Ministry of Commerce, Industry and Environment (MCIE) to support NDA in implementing GCF Readiness Project. The National Expert will work closely with the Senior National Expert (SNE) and International Experts – Institutional Capacity Development Specialist and Climate Public Finance Specialist to implement the activities under the two Outcomes of the GCF Readiness Project. |

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

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| Under the overall supervision of NDA (NDCC, MCIE) and Head of the Unit, Resilience Building (RBU), the National Expert’s responsibilities will be mainly categorized into the following six groups;   1. Support SNE and International Consultant during the initial assessments and stock taking exercises; 2. Support NDA in undertaking the activities listed in the GCF’s Readiness Project; 3. Support SNE on the day-to-day activities of the Project 4. Support SNE to coordinate and liaise with national counterparts 5. Support SNE on Monitoring and Tracking of the project activities against the approved workplan; 6. Support in other activities requested by NDA (NDCC, MCIE).   On the project related matters, the National Expert will report to Senior National Expert and work in close collaboration with National Director of the NDCC, MCIE as well as Climate Change Advisor (CCA) of UNDP.  **Under the direct supervision of the Senior National Expert, the Junior National Expert will be responsible for the following:**   * Support in coordination, planning, development and implementation of all project activities; * Support the activities of SNE for Outcome 1 and Outcome 2 * Support in overall tracking and monitoring of project interventions; * Support SNE to manage the technical activities of the GCF Readiness Secretariat * Support SNE, NDA and NDCC, MCIE in all the activities in the approved Annual Work Plan. * Identify goods and services to initiative activities, particularly the Secretariat team members * Assisting in developing the project activity plan the activities of the project and monitor progress against the initial quality criteria; * Update the Monitoring Schedule and Plan as required; * Other capacity strengthening and GCF Readiness related activities as deemed necessary by NDA and/or UNDP not explicitly stated in this section   Outcome specific duties and responsibilities are as follows:   1. **Outcome 1:**    1. Support development of Capacity Development Plan based on the priorities (capacity gap analysis) identified;    2. Support development of structure for NDA Team along with the ToR;    3. Establish support roles for the NDA and national coordination mechanisms;    4. Support development of mechanisms of screening, prioritizing and recommending proposals to GCF Secretariat;    5. Support implementation of “No-Objection Procedures”;    6. Support establishment and implementation of stakeholder consultation mechanism in compliance to the Board’s requirements. 2. **Outcome 2:** 3. Support the NDA in providing leadership on the development of readiness processes in the Country; 4. Support in preparation and definition of a strategic framework; 5. Support in determination of initial relevant readiness programming priorities and needs assessments to support the development of a work programme; 6. Support in establishing coordination with the National Adaptation Plan (NAP) process as it develops, and identify strategic investment priorities based on the Stocktaking Exercise undertaken by International Consultant; 7. Support preparation of an initial strategic framework in which to engage with the GCF; 8. Support to draft Initial Country Programme Framework; 9. Support in identification of initial potential projects for proposals and implement Screening procedures identified under Outcome 1; 10. Support to establish and test robust Financial Management System and Monitoring and Evaluation Framework; 11. Undertake awareness raising activities among the stakeholders; 12. Support to develop guidelines and manuals in Tetun for easy reference to the GCF requirements and mandatory procedures.   For detailed information, please refer to Annex 1 |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| I. Academic Qualifications:  Minimum of bachelor’s degree in Environment, Public Administration, Public Finance Management, Economics, Project management or other related fields.  II. Years of experience:   * At least 2 years of working experience in institutional capacity building, institutional management, results based management, climate finance, public financial management and project development and management. * Experience in policy analysis, advice and capacity development related to climate and/or development finance, and public policy/finance/budget management; * Experience in coordination with national counterparts, partners or donors; * Knowledge of local governance structures and networks; * Familiarity with M&E systems; * Experience working with a cross-section of stakeholders, including senior government officials at national and state level; * Proven experience in institutional and skill-based capacity development; * Experience of working in the area of environmental management; * Knowledge in designing and field testing surveys and other data collection instruments; * Demonstrated strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision; * Experience in the usage of computers and office software packages * Ability to work under pressure and time constraints; * Ability and willingness to travel within and outside Timor-Leste.   **III. Language**   * Excellent oral and written communication skills in English, Tetun and Portuguese.   **IV. Competencies:**  **Corporate Competencies:**   * Demonstrates integrity by modeling the UN and Timor-Leste Government values and ethical standards, and those of the partner organizations, * Promotes the vision, mission, and strategic goals of UNDP and Timor-Leste Government, and partner organizations, * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability,     **Functional Competencies:**   * Excellent knowledge of project management, * Demonstrates strong analytical skills, * Promotes team work, contributes towards building team consensus, * Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback * Consistently approaches work with energy and a positive, constructive attitude * Good teamwork skills * Demonstrates openness to change and ability to manage complexities     **Development and Operational Effectiveness:**   * Ability to lead strategic planning, results-based management and reporting * Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects * Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery * Good knowledge of the Results Management * Good ICT skills, knowledge of ERP systems * Ability to implement new systems and affect staff behavioral/ attitudinal change |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. Proposal:  (i) Explaining why they are the most suitable for the work  (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)  2. Financial proposal  3. Personal CV or complete P11 form including past experience in similar projects and at least 3 references with telephone number and email address to be contacted. |

**5. FINANCIAL PROPOSAL**

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| **Lump sum contracts:**  The financial proposal shall specify a total lump sum amount, “all-inclusive” cost supported by a detailed breakdown of the lump sum (including travel, per diems, and number of anticipated working days) as per the template provided. The payment will be made in installments linked to specific and measurable (qualitative and quantitative) deliverables listed under Section D of the TOR.  **Travel:**  All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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.  In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed. |

**6. EVALUATION**

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| Individual consultants will be evaluated based on the following methodologies:  *Cumulative analysis*  *When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*  *a) responsive/compliant/acceptable, and*  *b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*  *\* Technical Criteria weight; [70 points]*  *\* Financial Criteria weight; [30 points]*  *Only candidates obtaining a minimum of 49 points in the technical criteria would be considered for the Financial Evaluation.*   |  |  |  | | --- | --- | --- | | ***Criteria*** | ***Weight*** | ***Max. Point*** | | *Technical* |  |  | | * *Criteria A: Academic Qualification* | *15* | *15* | | * *Criteria B: Number of Years of relevant experience* | *5* | *5* | | * *Criteria C: Experience in the area of policy analysis, public finance management, public administration, climate finance, Climate Change, RBM* | *30* | *30* | | * *Criteria D: Experience in Environmental Management* | *5* | *5* | | * *Criteria E: Language Proficiency* | *5* | *5* | | * *Criteria E: Competencies* | *10* | *10* | | *Financial* | *30* | *30* | |

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**