

## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	Consultant – Junior Research and Programme Analyst
<b>AGENCY/PROJECT NAME:</b>	UNDP-GEF/ NAPs-GSP
<b>COUNTRY OF ASSIGNMENT:</b>	Istanbul Based. Possible 4-5 travels to missions may be required upon approval of supervisor. Destinations shall be identified as needs addressed.
<b>Duration of Contract:</b>	24 July 2017 – 30 June 2018 (up to 220 working days) with possibility to extend for another 2 years based on performance

#### **1) GENERAL BACKGROUND**

The Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS's staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder for including public-private dialogues, government and civil society dialogues, South-South and triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas.

As the UN system's development program and a GEF Implementing Agency since 1991, UNDP also supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner. UNDP-GEF offers countries highly specialized technical services for eligibility assessment, program/project formulation, due diligence, mobilization of required co-financing, project implementation oversight, results management and evaluation, performance-based payments and knowledge management.

In partnership with national governments, UNDP supports hard and soft investments at all levels of governance, from communities to local and national government and regional entities in order to strengthen inclusive growth, better services, environmental sustainability, good governance, and security that are fundamental to building resilience and sustaining development results. As a Global Environment Fund (GEF) agency and Adaptation Fund (AF) Multilateral Implementing Entity (MIE), and newly accredited as the Green Climate Fund accredited entity, UNDP has been programming climate change activities in the Pacific since 1995 with a training programme to support implementation of the UNFCCC and ongoing initiatives related to enhancing climate change and disaster risk resilience in food, water, coastal protection, ecosystem-management, and energy sectors. UNDP's portfolio increasing in variety, size, and numbers and with more awareness of climate change impacts globally in the region, combined with recurrent experiences of extreme weather events, climate change adaptation is a portfolio that has particular significance in the region and for UNDP's work in Africa.

Within this overall background, UNDP is seeking the support of a consultant to strengthen and

enhance its climate resilient development efforts in the Africa Region, especially those related to the implementation of the National Adaptation Plan- Global Support Programme. The consultant will support the UNDP Multi/Country Offices (M/COs) in Africa as well as their governments, together with the Regional Technical Advisors and Specialists (RTAs) that work in the Africa region based in Addis and Bangkok to deliver technical and operational support to NAPs related programming. The consultant will also provide support for the development of knowledge products, including publications, workshops and forums so as to share the knowledge on climate change adaptation in the context of the national adaptation plan process.

## **2) OBJECTIVES OF THE ASSIGNMENT**

Working in coordination with the different staff members and consultants that are supporting NAPs related programming support, the consultant will provide research support for a number of projects in Africa, publications, workshops and forums for climate change adaptation.

## **3) SCOPE OF WORK**

The consultant will be tasked with providing required inputs to the NAP-GSP team (based in Addis Ababa and Bangkok) regarding the development and implementation of different projects, aligned to the NAPs process in several countries in Africa, with financing from the Least Developed Countries Fund (LDCF), the Special Climate Change Fund (SCCF), the Adaptation Fund (AF) and the Green Climate Fund (GCF). The consultant will also be tasked to support the organization of different workshops and forums on climate change adaptation as well as conducting relevant research for the development of different publications that are aligned with the work plan of the NAP-GSP. These tasks will include, but are not limited to:

- (1) Projects implementation support (especially relating to projects focused on NAPs);
- (2) Project development support for priority projects based on NAP processes in LDCs in Africa;
- (3) Coordination support of regional and global initiatives on National Adaptation Plans (NAPs);
- (4) Country-level implementation support related to ongoing and under development NAP projects;
- (5) NAP related workshops and meeting support;
- (6) Finalizing publications on topics of relevance to NAPs.

## **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Duration of Assignment:** 24 July 2017 – 30 June 2018 (up to 220 working days) with possibility to extend for another 2 years based on performance

**Duty Station:** Istanbul based

**Expected places of travel:** Possible 4-5 travels to missions may be required upon approval of supervisor. Destinations shall be identified as needs addressed.

## **5) FINAL PRODUCTS**

The consultant will be expected to deliver the following:

1. Provide inputs for the development of up to 10 new adaptation projects that are aligned with NAP priorities;
2. Support the organization of at least 7 NAP-GSP related forums (in Africa);
3. Provide support on 8 publications on climate change adaptation priorities linked to NAPs;
4. Support the organization 8 field missions related to assisting Govts and UNDP COs on NAPs;

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant will be supervised by the Technical Lead on NAPs, NAP-GSP and Head of Climate Change Adaptation (Global), UNDP-GEF. Reporting on deliverables will be on a monthly basis.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

- ⌋ Master degree in international development, management, journalism and media, economic development, public policy, economic or closely related fields (20 points);
- ⌋ At least 1.5 years of experience in communication production and research (15 points);
- ⌋ Experience working in sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change and other related sustainable human development issues (30 points);
- ⌋ Experience in climate change adaptation programming or climate change related project formulation and/or implementation with dedicated funds requirements, including the GEF, the Adaptation Fund and the GCF (25 points);
- ⌋ Fluency in English is mandatory (10 points).

## **8) REVIEW TIME REQUIRED**

The review and approval of payments will be made by the assigned supervisor(s) within 14 days.

## **9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☐ NONE                      PARTIAL                      ☐ INTERMITTENT                      ☒ FULL-TIME

## 10) PAYMENT TERMS

The daily fee must be “all inclusive”<sup>1</sup> and an IC time Sheet must be submitted by the contractor, duly approved by the Individual Contractor’s supervisor, which shall serve as the basis for the payment of fees.

☐ Hourly

Currency:

Amount:

☒ Daily

Currency: USD

Amount:

☐ Weekly

Currency:

Amount:

## 11) RECOMMENDED PRESENTATION OF OFFER

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) P11, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references;

## 12) CRITERIA FOR SELECTION OF THE BEST OFFER

Combined scoring method – Where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max. of 30%

## 13) APPROVAL

This TOR is approved by:



Signature:

Name and designation:

Pradeep Kurukulasuriya, Head-CCA, UNDP-GEF

Date of signing:

10 June 2017

<sup>1</sup> All inclusive implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the contractor are already factored into the final amount submitted in the proposal.