

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 15 June 2017

Country: Thailand

Description of the assignment: Consultant – Junior Research and Programme Analyst

Duty Station: Istanbul- based with possible travel

Project name: UNDP-GEF/ NAPs-GSP

Period of assignment/services (if applicable): 24 July 2017 – 30 June 2018 (up to 220 working days) with possibility to extend for another 2 years based on performance

To apply for this position, please click the link below:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=72956

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

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.

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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

-) Master degree in international development, management, journalism and media, economic development, public policy, economic or closely related fields.

Experience:

-) At least 1.5 years of experience in communication production and research;
-) Experience working in sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change and other related sustainable human development issues;
-) Experience in climate-dedicated funds requirements, including the GEF, the Adaptation Fund and the GCF.

Language:

-) Fluency in English is mandatory.

Core Competencies:

-) Strong interpersonal and communication skills;
-) Strong analytical, reporting and writing abilities skills;
-) Openness to change and ability to receive/integrate feedback;
-) Ability to plan, organize, implement and report on work;
-) Ability to work under pressure and tight deadlines;
-) Proficiency in the use of office IT applications and internet in conducting research;
-) Outstanding communication, project management and organizational skills;
-) Excellent presentation and facilitation skills.
-) Demonstrates integrity and ethical standards;
-) Positive, constructive attitude to work;
-) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

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

Contract Duration: 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 with possible travel

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. 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 II.
-) **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.
-) **Financial proposal**, as per template provided in Annex 2.

Incomplete proposals may not be considered.

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments:

The contract will be based on Daily Fee

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the consultant’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

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

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.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved 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.

9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology;

Cumulative analysis

The award of the contract shall 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 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.

Technical Criteria for Evaluation (Maximum 70 points)

-) Criteria 1: Education- Max 20 points
-) Criteria 2: Years of Experience in communication production and research- Max 15 points
-) Criteria 3: Experience working in sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change and other related sustainable human development issues- Max 30 points
-) Criteria 4: Experience in climate change adaptation programming or climate related project formulation and/ or implementation with dedicated funds requirements, including the GEF, the Adaptation Fund and the GCF- Max 25 points
-) Criteria 5: English Proficiency- Max 10 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.