INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 July 2017

Country: Thailand

Description of the assignment: Environmental Programme Expert

Duty Station: Bangkok-based with possible travel

Project name: UNDP-Global Environmental Finance Unit

Period of assignment/services (if applicable): 15 August 2017-31 December 2017 (up to 100 working days).

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

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=73474

1. BACKGROUND

Based in UNDP’s Bureau for Policy and Programme Support, Sustainable Development Cluster, the UNDP-Global Environmental Finance Unit (UNDP–GEF Unit) has as its objective to help countries achieve the simultaneous eradication of poverty and significant reduction of inequalities and exclusion by assisting Country Offices in accessing environmental finance for sustainable development. This objective is achieved through five inter-related areas of work: (i) sustainable management of ecosystem goods and services; (ii) scaling up of climate change action; (iii) sustainable, affordable and accessible energy services; (iv) sustainable management of chemicals and waste; and (v) improved water and ocean governance. These areas of work are aligned with the four environmental outputs of the UNDP Strategic Plan.

UNDP is an accredited implementing entity for the following environmental vertical funds: (i) the funds managed by the Global Environment Facility (GEF): the Global Environment Facility Trust Fund (GEF TF), the Nagoya Protocol Implementation Fund (NPIF), the Least Developed Countries Fund...
(LDCF), and the Special Climate Change Fund (SCCF); (ii) the Adaptation Fund (AF); and (iii) the Green Climate Fund (GCF). As an Implementing Agency for these funds, UNDP offers countries highly specialized technical services for eligibility assessment, programme/project formulation, due diligence, mobilization of required co-financing, project implementation oversight, results management and evaluation, performance-based payments and knowledge management.

The UNDP – GEF Unit is organized into five substantive technical teams corresponding to the five areas of work above. Each area of work is led by a Principal (PTA) or Senior Technical Advisor (STA), who supports and guides a team of Regional Technical Advisors and Specialists (RTAs/RTAs). The regional teams are based in regional hubs/regional service centers (Addis Ababa, Istanbul, Bangkok and Panama) from where they support UNDP’s Country Offices and partners in their region. As well as being a member of a technical team, each RTA/RTS is also a member of a regional team, which consists of RTAs/RTSs from all technical teams working together under the leadership of a UNDP – GEF Regional Team Leader.

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

Objective of the Assignment

The Programme Expert on Environmental Finance will work under the overall supervision of the Head of Climate Change Adaptation and Global Focal Point for Adaptation/Mitigation programming under the Green Climate Fund. The Programme expert will be supporting the UNDP-GEF team located in UNDP’s Regional Hub in Bangkok, Thailand with responsibility to support the global climate change portfolio. Travel is expected.

Scope of Work

The role of a Programme Expert for Environmental Finance Programming is to support the management of the UNDP engagement with the GEF on climate change adaptation and the Green Climate Fund in the area of climate change adaptation and mitigation. This includes:

- Support the day-to-day management of a portfolio of projects on environmental finance under climate change financed by the Green Climate Fund and Global Environmental Finance;
Conduct research and support drafting of strategic policies, programmes, and preparation of financial mechanisms covering climate change;
- Support Regional Technical Advisors in identifying technical support to be provided to the countries with the aim to assist with the development of strategic programmes and projects;
- Assist country partners to deliver development impacts;
- Support Regional Technical Advisors in Bangkok Regional Hub in programme/project development and formulation in the area of climate change adaptation and mitigation;
- Support the preparation of the gender assessment and gender action plan as part of project formulation
- Support effective learning and knowledge management activities related to the technical assistance and climate/environmental finance;
- Provide monitoring and evaluation support of the Economics of Climate Change Adaptation Programme (ECCA) phase two.

The Programme expert will be supporting a team comprised of approximately 20 professionals and support staff distributed across four regional hubs and headquarters, and overseeing a portfolio of over $1.5 billion in grant financing.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

**Education:**
- Master’s Degree or equivalent in economics, or social sciences including development economics, economics of climate change, international economics or related field.

**Experience:**
- Minimum 2 years of relevant experience at the international level in providing management advisory services, risk management analysis and/or hands-on experience in design, monitoring and evaluation of development projects;
- Demonstrated working experiences with UN agencies or international organizations to develop projects in climate change, climate resilient or closely related areas;
- Strong knowledge and experience in project management support and coordination;
Language:

- Fluency in English. Knowledge of French, Spanish or Russian will be advantage.

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: 15 August 2017 – 31 December 2017 (up to 100 working days).

Duty Station: Bangkok-based with possible travel.

5. FINAL PRODUCTS

The consultant will be expected to deliver the following:

- Support the formulation of strategies and policies to support countries with the design and implementation of projects financed by vertical funds such as the Green Climate Fund and adaptation funds managed by the Global Environmental Facility
- Management of the GEF climate change adaptation and the Green Climate Fund programme
- Creation of strategic partnerships and implementation of the resource mobilization strategy
- Provision of top quality advisory services to the stakeholders and facilitation of knowledge building and management
- Preparation of gender assessment and gender action plan as part of funding proposal development
- Management of the Economics of Climate Change Adaptation Programme (ECCA) phase two
6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will be supervised by the Head of Climate Change Adaptation (Global), UNDP-GEF and/or his designate throughout the consultancy.

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 15 points;
- Criteria 2: Relevant experience at an international level in providing management advisory services, risk management analysis and/ or hands-on experience in design, monitoring and evaluation of development projects- Max 25 points;
- Criteria 3: Demonstrated working experiences with UN agencies or international organizations to develop projects in climate change, climate resilient or closely related areas - Max 30 points;
- Criteria 4: Strong knowledge and experience in project management support and coordination - Max 20 points;
- Criteria 5: Fluency in English. Knowledge of French, Spanish or Russian will be advantage - Max 10 points;

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