



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE: Climate Change Programme and Operations Support Consultant
AGENCY/PROJECT NAME: UNDP-GEF/Climate Change Adaptation
COUNTRY OF ASSIGNMENT: Bangkok, Thailand. The incumbent may be required to travel.

1) PROJECT DESCRIPTION

The UNDP-Global Environmental Finance (UNDP-GEF) Unit is based in the Bureau for Policy and Programme Support (BPPS) and is responsible for assisting partner countries to develop and implement programmes and projects that combine and sequence resources from a wide range of global environment and climate funds, financial mechanisms, and instruments including, but not limited to: the GEF managed family of vertical funds such as the GEF Trust Fund, the Special Climate Change Fund, and the Least Developed Countries Fund; the Adaptation Fund; Green Climate Fund (GCF); the Clean Development Mechanism, Joint Implementation, voluntary carbon markets and other innovative sources of carbon, climate, and ecosystem finance, as well as a variety of multilateral, bilateral, national, sub-national and private sector sources.

The unit is organized into technical teams of staff located in both HQs and UNDP's Regional Hubs in Addis Ababa, Istanbul, Panama, and Bangkok, and with a decentralized structure in terms of financial, operational, and budget managements with authority delegated to respective managers located in HQ or in the region.

2) SCOPE OF WORK

Within UNDP-GEF, the Climate Change Adaptation (CCA) cluster manages a large portfolio of projects that it directly implements and others it provides oversight to. Under the overall guidance and supervision of the Regional Technical Advisors, the consultant provides programme and operational support to the portfolio.

Key activities and tasks:

- Provide support on programme formulation/strategies; including documents compilation, preparation and review.
- Keep tracks and support projects activities; including financial monitoring, delivery progress, and evaluation requirements.
- Maintain accurate and up-to-date project information in all applicable databases.
- Draft correspondence and assist in operations support of the programme.
- Provide support on workshop/meeting/training arrangement.
- Process procurement requirements for the team.
- Undertake research and any other tasks as required.

3) EXPECTED OUTPUTS AND DELIVERABLES

- Submissions of project proposals, Project Identification Forms and CEO endorsement requests and others through UNDP-GEF registry account
- Completion of any pending and on-going assignments with relevant UNDP-GEF's respective donors for example Green Climate Fund (GCF), GEF Secretariat, Adaptation Fund (AF), the Least Developed Country Fund (LDCF) both operationally and administrative works.
- The up-to-date data management platforms; the UNDP project information repository system (PIMS) and finance application (ATLAS), CCA workspaces and online portfolio.

4) INSTITUTIONAL ARRANGEMENTS

The consultant will report to Climate Change Adaptation Technical Specialists based in Bangkok, Thailand. He/she will work closely with other staff in the UNDP-BRH, UNDP HQ, UNDP Country Office staff and project/government counterparts as appropriate.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 24 October 2017 – 31 March 2018

Working days: 100 working days

Duty Station/places of travel: Bangkok, Thailand. The incumbent may be required to travel.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

Bachelor's degree in Business or Public Administration, Liberal Arts, Economics, Social Sciences, Environment, Project Management or other closely related fields is desirable.

Experience in development organization including bilateral institutions, UN experience an added advantage.

At least 2 years work experience in programme or administrative support.

Experience in environmental management issues, adaptation, vulnerability and impacts of climate change and other related sustainable human development issues would be an asset.

Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint etc.)

Excellent in oral and written communication skills in English.

7) REQUIRED DOCUMENTS

-) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
-) **Completed P11**, Indicating all past experiences 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** - Amount requested per day in Thai Baht.

8) 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%.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Relevance of Education - Max 14 points
- Criteria 2: Years of total work experience in programme and administrative support – Max 21 points
- Criteria 3: Prior experience in environmental studies, adaptation, climate change and other related sustainable human development issues - Max 14 points
- Criteria 4: Experience in development organization including bilateral institutions and UN agencies – Max 14 points
- Criteria 5: Fluency in English language with very good written skills required – Max 7 points

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☐ PARTIAL ☐ INTERMITTENT ☒ FULL TIME

10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☐ Lumpsum

☒ Daily