



TERMS OF REFERENCE

Green Climate Fund Readiness Expert

Location:	Home-based with mission travel to Burundi and Sudan
Type of contract:	Individual Contract
Starting date:	26 March 2018
Duration of initial contract:	Up to 40 days through 30 June 2018
Language:	English, French
Supervisor:	GCF Readiness Programme Global Coordinator

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' 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 an accredited entity to the Green Climate Fund (GCF), UNDP is also acting as Delivery Partner to eligible country government for GCF Readiness support. To better support these countries, UNDP is building on its significant experience, lessons learned, and best practices gained through the global UN Environment/ UNDP/ WRI (World Resource Institute) GCF Readiness Programme. Burundi and Sudan are among the countries which recently accessed GCF Readiness Funds through UNDP to: 1) Build the institutional capacities of the National Designated Authorities (NDAs); 2) Conduct stakeholder consultations to develop GCF Country Programmes; 3) Support direct access entities in their accreditation process; 4) Access GCF finance through GCF proposal development; and 5) Engage the private sector in the above-mentioned processes. The UNDP Country Offices directly implement the project's activities, with guidance and leadership of the National Designated Authorities. UNDP-GEF Global Coordinator of the GCF Readiness Programme provides targeted technical and management oversight, as well as knowledge sharing.

UNDP is seeking a Francophone technical specialist in GCF Readiness thematic areas who, under the guidance of the Global Coordinator and the Country Offices (Burundi and Sudan), will support the inception phase of the projects.

Scope of Work:

The consultant will work in collaboration with the technical officers in UNDP Burundi and Sudan to integrate the projects' expected outputs and activities into realistic implementation plans with set timeframes.

The consultant will work under the direct supervision of the Global Coordinator and in close collaboration with the technical officer in UNDP CO Burundi and Sudan, the NDAs, and other relevant stakeholders at the national level, as deemed necessary.

Some of the duties to be undertaken by the Specialist are the following:

- Conduct desk review of the baseline situation in Sudan and Burundi in regards to climate finance readiness and previous experience working with environment/ climate change vertical funds.
- Based on the desk review, provide input to the projects' implementation plans and logframes: establish appropriate indicators, baseline values, and realistic targets, budgets, and timelines for the diverse scope of readiness activities.
- Assist the technical officers in UNDP COs to prepare the technical material/ presentations on GCF Readiness objectives, processes, and requirements, for the inception workshop/ launching event.
- Participate in the inception events in Bujumbura and Khartoum.
- Compile feedback from national stakeholders on implementation plans, budgets, suggested activities, and monitoring metrics, and integrate said feedback in revised implementation plans.
- Deliver inception reports outlining final implementation plans and budgets (these reports are different from inception meeting minutes).
- Support CO technical officers in drafting terms of reference for the multi-disciplinary team of experts who will execute the projects' activities. Support in sourcing expertise, whenever possible through networks of readiness practitioners.

Key performance indicators:

- Quality and timely submission of desk review reports (1: Excellent; 2: Satisfactory; 3: Poor)
- Timely submission and quality of implementation plans/logframes prepared (1: Excellent; 2: Satisfactory; 3: Poor)
- Quality and timely submission of the inception reports (1: Excellent; 2: Satisfactory; 3: Poor);

Information on Working Arrangements:

- The consultant will be home-based, with missions to Burundi (Bujumbura) and Sudan (Khartoum).
- Estimated level of effort including travel days: 40 days;
- The consultant will report directly to the GCF Readiness Programme Global Coordinator;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;

- Given the regional consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered.

Travel:

- Travel will be required to the following countries to provide assistance to international workshops and for training purposes:
 - Burundi (Bujumbura) - April 2018 for up to 5 days
 - Sudan (Khartoum) – May 2018 for up to 5 days
- Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- The [Advanced and Basic Security in the Field II courses](#) must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are also required to comply with the UN security directives, set forth under <https://dss.un.org/dssweb/>;
- Consultants are responsible for obtaining security clearances and any visas needed in connection with travel with the necessary support from UNDP;
- The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form, quotation, and supporting documents;
- All estimated costs for mission travel (round trip economy fare ticket, terminals, etc.) should be included in the financial proposal.

Competencies:

Corporate:

- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

Technical:

- Strong understanding and ability to provide guidance on Green Climate Fund operations, procedures, investment criteria, requirements and readiness areas;
- Strong understanding of climate policy, climate change adaptation and/or mitigation;
- Understanding of GCF proposal formulation

- Ability to set appropriate project goals, baseline and targets, and implementation plans;

Professionalism:

- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent inter-personal skills, particularly in regard to working with Governments;
- Excellent analytical and organizational skills;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Communication:

- Excellent writing and verbal communication skills;
- Communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Teamwork:

- Works well in a team to advance the priorities of the project and UNDP as a whole;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

Qualifications:

Education:

- Master's degree in environmental/climate change policy, climate change/environment finance; natural resource management, public administration, or other closely related field (Max: 10 points).

Experience:

- At least 10 years of work experience on climate change/ forestry/ biodiversity conservation policy and/or finance (Max 15 points);
- At least 2 years of specific working experience in GCF readiness, GCF proposal preparation, or GCF accreditation processes (Max 15 points);
- At least 6 years of demonstrated project management experience (Max 10 points);
- At least 5 years of demonstrated experience providing policy advice to Governments in developing countries on environmental / climate change matters (Maximum 10 points);
- Working experience in African Least Developed Countries is desirable (Max 10 points).

Language Requirements:

- Excellent oral and written communication skills in English and French language (Max 10 points).

Evaluation Method:

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language) will be based on a maximum 80 points;
- Only the top 3 candidates scoring a minimum of 56 points or higher from the review of education, experience and language will be considered for financial evaluation;
- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be submitted:

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) to be downloaded from the below link;
- Applicants must reply to the mandatory questions asked by the system when submitting the application.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

Kindly note you can upload only one document to this application (scan all documents in one single PDF file to attach).

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc.

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:

http://procurement-notice.undp.org/view_notice.cfm?notice_id=44473

Additional Questions

- I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors
- Have you submitted a duly completed and signed UNDP Personal History form (P11)?

- Have you attached to your P-11 and CV the Annex II duly signed and completed including your all-inclusive fee and all foreseeable expenses for this assignment? Your application will not be considered without submission of Annex II.