



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE: EITT Programme & Operations Support Consultant
AGENCY/PROJECT NAME: UNDP-GEF BRH
COUNTRY OF ASSIGNMENT: Bangkok, Thailand

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 EITT (Energy Infrastructure Transport and Technology) 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

The expected outputs from this assignment are as follow:

- 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, both operationally and administrative works.
- The up-to-date data management platforms; the UNDP project information repository system (PIMS+) and finance application (ATLAS), and online portfolio.

4) INSTITUTIONAL ARRANGEMENTS

The consultant will report to EITT Technical Advisors 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

Duration of work: 3 months

Total no. of days: up to 65 working days

Target date for the start of work: March 12, 2018

Expected completion date: June 30, 2018

Duty Station

Bangkok, Thailand

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

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

Experience:

- 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, mitigation, 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.)
- Experience with the GEF and UNDP-GEF systems, policies, and programming and in working in Asia and/or the Pacific preferable;
- Demonstrated entrepreneurial abilities and demonstrated ability to work in an independent manner;

7) REQUIRED DOCUMENTS

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [Note: this is optional for support services];
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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%;

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

Approved by:

 23/02/18

Manuel Soriano
Senior Technical Advisor
UNDP-GEF EITT