

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 15 March 2018

Country: Thailand

Description of the assignment: NAP Country Support Consultant

Duty Station: Home- based with possible travel to 2 countries

Project name: UNDP/ BRH/ NAP- GSP

Period of assignment/services (if applicable): 15 May 2018 – 31 December 2018 (up to 105 working days).

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

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=77754

1. BACKGROUND

Financed by the Global Environment Facility (GEF) Least Developed Countries Fund (LDCF), the joint UNDP-UNEP NAP-Global Support Programme (NAP-GSP) and its partners and collaborators are assisting LDCs to identify technical, institutional and financial needs to integrate climate change adaptation into ongoing medium and long-term national planning. The partner agencies of the NAPGSP are the FAO, GIZ, GWP, IFAD, PROVIA, WHO, UNFCCC, UNISDR and UNITAR. The GSP is one of a number of initiatives in place to support countries to advance their NAP process.

Within this overall background, UNDP is supporting countries with one-on-one technical assistance to identify specific needs, capacity gaps, provide training and suggest next steps with regards to advancing their National Adaptation Plan (NAP) processes. This also includes the development of programmes and initiatives for mobilizing resources for countries to undertake the NAP process. This tailored support complements NAP-GSPs activities that are focused on region-based technical training, awareness-raising, and knowledge sharing and exchange.

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

The objective of this assignment is to assist least developed and developing countries, to advance their respective NAP processes. This assistance will support countries to identify and plan for technical support activities and multi-sectoral cooperation to formulate and implement NAP processes. This will include identifying areas for resource mobilization, analyzing gaps in institutional capacity to initiate NAP process, suggest tangible ways of addressing capacity gaps as well as locate strategic opportunities for follow-up. This assistance is also expected to contribute to building awareness about the NAP process in countries and be able to support the communication of the results to stakeholders both in-country as well as externally.

The NAP country support consultant will provide direct assistance to at least two countries that are least developing or developing countries.

Scope of Work

The consultant will be responsible for:

- A. Support the inception of NAP GCF projects, including through producing powerpoint and design on TOC session;
- B. Support the delivery of the NAP GSP knowledge management plan, through the coordination of the production of country briefs, the technical review and editing of country briefs and case studies, the drafting of 1 technical brief on NAP-NDC-SDG linkages or related topic and 1 chapter of a UNDP publication of Mainstreaming Adaptation;
- C. Support the implementation of the monitoring and evaluation capacity building workstream under NAP Ag: prepare and conduct 2 trainings in Asia, 1 case study on M&E drafted;
- D. Support the delivery of the NAP GSP knowledge management plan, through the coordination of a webinar, and technical review of knowledge products.

The tasks associated with this Terms of Reference are expected to be completed through a combination of (a) home-based preparatory and coordination work; (b) leading or participating in country level consultations (together with NAP-GSP partners) in selected countries and; (c) post-

mission drafting of bankable proposals, stock-taking reports and road-maps, based on the outcomes of the in-country consultations);

The two countries to be supported as per point A in this Terms of Reference are indicatively Lebanon and Bangladesh .

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

-) Master degree or above in environment, economics, development, or a closely related field.

Experience:

-) 7 years of relevant work experience. Relevant experience can include areas such as designing programmes on climate adaptation, working on multi-sectoral initiatives, institutional capacity-building, development planning and budgeting, development management, public administration and related initiatives.
-) Demonstrated knowledge of climate change adaptation and development.
-) Experience working with and delivering support to governments.
-) Sound understanding of climate change, sustainable human development, and environmental management issues adaptation, vulnerability and impact, and other related sustainable human development issues.
-) Experience working in Africa especially LDCs and Asia will be an asset.
-) Experience working in capacity building for climate change adaptation will be an asset.

Language:

-) Excellent English communication skills.

Competencies

-) 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 favoritism.
-) Communicate effectively, both in writing and verbally, to a varied and broad audience in a simple and concise manner.

-) Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
-) Excellent analytical and organizational skills;
-) Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.
-) Work well in a team to advance the priorities of UNDP and the LDCF;
-) Projects a positive image and is ready to take on a wide range of tasks;
-) Focuses on results for the client;
-) Welcomes constructive feedback.

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

Contract Duration: 15 May 2018 to 31 December 2018 (Up to 105 Days)

Duty Station: Home- based with possible travel to Nepal and Thailand.

5. FINAL PRODUCTS

Expected Deliverables are as below:

Deliverables	Activities	Number of Working Days
Under NAP -GSP (55 days)	1. 1 PPT and 1 inception workshop agenda prepared for up to 2 countries;	5 days
	2. Up to 20 country briefs and 3 other knowledge products reviewed and finalized;	30 days
	3. 1 technical brief of NAP-NDC-SDG linkages or related topic	10 days
	4. 1 chapter of the UNDP publication of Mainstreaming Adaptation	10 days
Under NAP Ag (50 days)	1. 1 webinar and other learning event coordinated on NAP-NDC-SDG and related topic and drafting of related briefing note in conjunction with NAP GSP brief;	2 days
	2. 2 case studies on M&E of adaptation (8 days)	8 days
	3. Up to 2 trainings tailored from the M&E training package and conducted through country missions in Asia or Africa;	20 days
	4. 2 NAP-Ag country case studies	10 days
	5. Up to 3 knowledge products technically reviewed and edited	10 days
Total		105 days

In addition to these tasks, the consultant may be required to support the work of the NAP-GSP against their targets, including assistance to the development and drafting of UNDP working papers and documents.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will be supervised by the NAP-GSP Lead Technical Specialist 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 2](#).

-) **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.
 -) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment
 -) **Financial proposal** that indicates the all-inclusive daily price, supported by a breakdown of costs, as per template provided in [Annex 2](#). 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. Kindly indicate the costs related to the 4 aforementioned missions under a separate heading
- Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.**

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments:

The contract will be based on Daily Fee

Consultant must send a financial proposal based on a **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 IC in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done monthly 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 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

-) Only those applications which are responsive and compliant will be evaluated;
-) The technical criteria (education, experience, language) will be worth a maximum 100 points. Only the top 3 candidates that have achieved a minimum of 70 points (70%) from the review of the education, experience, and language will be invited for an interview;
-) The interview will be given a maximum of 100 points (30%). When combined with the technical review of 100 points (70%), only candidates who pass 70% of technical and interview evaluation will be evaluated further;
-) For those passing technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:
 - a. Technical and Interview (70%)
 - b. Financial Evaluation (30%)
-) The financial proposal shall specify an all-inclusive daily fee (including number of anticipated working days and 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.

Technical Criteria for Evaluation (Maximum 100 points)

-) Criteria 1: Relevant Education- Max 15 points;
-) Criteria 2: 7 years of relevant work experience. Relevant experience can include areas such as designing programmes on climate adaptation, working on multi-sectoral initiatives, institutional capacity-building, development planning and budgeting, development management, public administration and related initiatives - Max 25 points;
-) Criteria 3: Demonstrated knowledge of climate change adaptation and development – Max 15 points;
-) Criteria 4: Experience working with and delivering support to governments– Max 15 points;

-) Criteria 5: Experience working in Africa especially LDCs and Asia will be an asset – Max 10 points;
-) Criteria 6: Experience working in capacity building for climate change adaptation will be an asset – Max 10 points.
-) Criteria 7: Excellent English communication skills – Max 10 points.