



ICPN UKR/2012/104

Consultant - Capacity Development and Project Design Specialist

Type of Contract: Individual Contract
Languages Required: English, Russian/Ukrainian (preferred)
Duration: 23 days over 6 months from 3 December 2012 – 31 May 2013
Location: home based (19 days), Ukraine based (4 days – 2 missions - 2 x 2 day mission)
Application Deadline: 22 November 2012

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

1. BACKGROUND

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Ministry of Ecology and Natural Resources of Ukraine in the preparation of the GEF Medium Size Project (MSP) "Integrating Rio Convention Provisions into Ukraine's National Environmental Policy Framework."

In accordance with UNDP/GEF procedures, UNDP is hiring a team of consultants to develop the MSP proposal for 'Integrating Rio Convention Provisions into Ukraine's National Environmental Policy Framework' for submission to the GEF Secretariat fully compliant with the enforced GEF rules and standards as part of the GEF Project Preparation Grant (PPG). The consultants will report to the Head of the Environment Unit at UNDP Ukraine and work closely with UNDP Bratislava Regional Centre Regional Technical Advisor.

The purpose of the PPG is to fully design the activities, outputs, and outcomes of the 'Integrating Rio Convention Provisions into Ukraine's National Environmental Policy Framework' medium size project and to fully develop a full set of project documentation for submission to the GEF Secretariat and approval. Normal rules for development of medium-sized GEF projects apply. Copies of the GEF templates and guidelines can be found at: http://www.thegef.org/gef/guidelines_templates

Project Description

The project is consistent with Ukraine's commitments on global environment management and plans on responding to multilateral agreements, in particular the Rio Conventions to which Ukraine is a party. While Ukraine has made some progress in implementing the Conventions, there is no integrated approach for sustainable planning and development as required by Rio.

Ukraine completed its National Capacity Self-Assessment (NCSA) in 2006. This proposed project specifically responds to the following findings/recommendations from the NCSA process:

- Global environmental action plans are not mainstreamed into national and regional policy planning;

- Environmental conventions and integrated resource management are not addressed at regional and local levels;
- Support to integrating the Rio Convention into the national natural resource management legal frameworks is needed;
- There is a need for a national sustainable development strategy.

In order to respond to the priority capacity constraints for national and global environmental management, this project will strengthen Ukraine's capacities to integrate Rio Conventions issues into national, regional and local decision-making.

The project strategy is therefore threefold:

- Developing the policy/institutional framework for implementing the Rio Conventions;
- Building capacity in government agencies to implement the Rio Conventions through their work programmes;
- Initiating the process to develop public awareness in support of implementing the Rio Conventions.

The project will be implemented in line with the established Government of Ukraine and UNDP procedures in Ukraine. The Ministry of Ecology and Natural Resources will take overall responsibility for implementation of the project, and for the project success. It will establish the necessary planning and management mechanisms to oversee project inputs, activities and outputs. The UNDP CO will support the Ministry as requested and as necessary. The PPG process will be used to further define the management, coordination and consultation mechanisms.

2. DESCRIPTION OF RESPONSIBILITIES

The principal responsibility of the international consultant is to contribute to the development of the MSP project document fully compliant with the enforced GEF rules and standards as lead expert on capacity development and project design, closely collaborating with the national project coordinator and (who will be the team leader) and national consultants on institutional, organizational and public awareness capacities and UNDP on setting PPG implementation strategy.

Within the framework of this ToR, Capacity Development and Project Design Specialist is expected to perform the following tasks and duties:

- Work together with the local consultants (LC), UNDP and national counterparts on setting PPG implementation strategy;
- Finalize PPG work plan, TOR for LCs, and design consultation and validation workshops.
- Oversee completion of background studies, ensuring they are appropriate in scope and provide required analyses;
- Facilitate and guide consultations to determine project strategy, priorities, key partners, and key barriers to success;
- Provide technical and professional support to the LC and national stakeholders.
- Develop the project strategy; detailed budget, work plan and logical framework, develop a replication strategy.
- Assume main responsibility for finalizing the project document, with significant input from all local consultants.

Another key role of the project development expert should be to look for other key partners that the project might partner with and seek co-financing from, working closely with the UNDP Country Office and UNDP Bratislava Regional Centre.

Besides a desk review of the relevant documents the consultant will undertake two missions to the country, in full collaboration with the UNDP Country Office and team of consultants. The missions will include:

- Consultations with key partners in National Government, responsible for environmental management as well as relevant sectoral ministries;
- Facilitation of project validation workshop.

The responsibility of the international Capacity Development and Project Design Specialist is to work on development and preparation of a Medium Size Project document for submission to GEF Secretariat.

Expected Deliverables:

The key products to be delivered are as follows:

1. Detailed Assignment Workplan (within 1 weeks of start of the assignment)
2. Detailed PPG work plan and design of consultation and validation workshops (within 1 weeks of start of the assignment)
3. Draft UNDP Project Document, Project Results Framework, GEF Tracking Tool and Request for CEO Endorsement and GEF Tracking Tool (15th of January 2013)
4. Final UNDP Project Document, Project Results Framework, GEF Tracking Tool and Request for CEO Endorsement and GEF Tracking Tool fully compliant with the enforced GEF rules and standards (15th of February 2013)

In addition, the incumbent will:

- Oversee completion of background studies, ensuring they are appropriate in scope and overall quality;
- Provide required analyses;
- Facilitate and guide consultations to determine project strategy, priorities, key partners, and key barriers to success.

Payment for Services

The international Capacity Development and Project Design Specialist shall receive payment in four installments from UNDP as follows:

1. 25% upon preparation and acceptance of the assignment work plan, PPG work plan, design of consultation and validation workshops;
2. 25% upon completion of consultation and validation workshops in Kiev (following the 2nd mission);
3. 35% upon preparation and acceptance of the draft UNDP Project Document, Project Results Framework, GEF Tracking Tool and Request for CEO Endorsement;
4. 15% upon clearance by Regional Technical Advisor of the project documentation fully compliant with the enforced GEF rules and standards and its submission to GEF Secretariat which includes assistance to UNDP with response to any GEF Sec comments.

Responsibility for Expenses and their Reimbursement

This is a lump sum assignment. The Consultant will be responsible for all personal administrative and travel expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

Responsibility for Managing the People and the Work Plan

The principal responsibility for managing the consultant will lie with the Head of Environment Section of UNDP Ukraine and with the Regional Technical Advisor at the UNDP Bratislava Regional Centre. The timeframe and duration of activities are estimated to be broken down as follows:

Activity	Duration (estimated) / days	Estimated Timing and deadline
Preparation of the Assignment Workplan	1	1 st week of assignment
Preparation of the PPG work plan, design of consultation and validation workshops	1	1 st week of assignment
Mission 1 – Kiev	2	December 17 th - 20 th , 2012
Development of Project Results Framework	2	January 5 th , 2013
Preparation of Draft Request for CEO Endorsement	4	January 15 th , 2013
Preparation of Draft UNDP Project Document	6	January 15 th , 2013
Preparation of GEF Tracking Tool	2	January 15 th , 2013
Mission 2 – Kiev (Validation Workshop)	2	January 28 th - 31 st , 2013
Finalization of Project Document & RCE	1	February 15 th , 2013
Revisions of Documents following GEF comments	2	Until May 31 st , 2013
TOTAL working days	Approx. 23	

Prior to approval of the Request for CEO Endorsement, UNDP Project Document, and GEF Tracking Tool fully compliant with the enforced GEF rules and standards, a draft version shall be submitted for comments to UNDP by 15th of January 2013. UNDP and the stakeholders will submit comments and suggestions within 10 working days after receiving the draft. The finalized documents shall be submitted by 15th of February 2013 with the aim of getting the project documents all approved by the GEF Secretariat by the end of May 2013 hence by the end of the assignment.

If any discrepancies have emerged between impressions and findings of the consultant and the aforementioned parties, these should be explained in an annex attached to the final report.

3. COMPETENCIES

Technical work

- Strong expertise in Environmental Management.
- Experience in developing institutional arrangements for multi-national projects.

- Familiarity with the International Conventions addressing Climate Change, Desertification and Biodiversity Conservation.
- Experience in drafting project proposals.
- Ability to pick up new terminology and concepts easily.
- Familiarity with GEF policies, templates and requirements for MSP.

Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues – especially for this case the national level consultants.

Results

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

4. QUALIFICATIONS

Education

- Advanced University degree in the fields of environmental management, public administration or relevant related fields.
- Proven expert knowledge in the GEF Cross-Cutting Capacity Development/CB2 Project Cycle

Experience

- at least 7 years of relevant professional experience
- Proven experience in developing/implementing similar projects – preferably in the region
- Previous successful experience in development and approval of the GEF project documents
- Previous experience with UNDP is a great advantage
- Experience of work in the region is an asset.

Languages

Excellent English writing skills are essential. Knowledge of Russian/Ukrainian would be an asset.

5. APPLICATION PROCEDURES

Qualified candidates are requested to apply online via <http://jobs.undp.org> by 21 November 2012.

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work (if applicable). Please paste the letter into the "Resume and Motivation" section of the electronic application.
- **Filled P11 form** including past experience in similar projects and contact details of referees, please upload the P11 instead of your CV. (a template can be downloaded from http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc);

- **Financial Proposal*** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days – in home office and on mission, travel – international and local, per diems and any other possible costs), preferably according to the following template.

	Nr. of units*	Units	Rate / USD	Total / USD
Work in home office**				
PPG Workplan, Workshops Design	2	man/days		0
Prodoc, RCE, and Tracking Tool	15	man/days		0
Work on mission**				
Mission 1	3	man/days		0
Mission 2	3	man/days		0
Sub-total fee				0
Travel costs				
International travel to and from country/ies	2	mission		0
DSA	6	overnights		0
Sub-total travel costs				0
Miscellaneous (communication, printing, visa)				0
TOTAL				0

* Estimates are indicated in the TOR, the applicant is requested to review and revise, if applicable.

** Add rows as needed

6. EVALUATION OF APPLICANTS

Selection method: Desk review followed by a validation interview.

The cumulative analysis will be applied for the evaluation of proposals. Under the cumulative analysis scheme, a total score is obtained upon the combination of weighted technical (70) and financial attributes (30).

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight: 70

* Financial Criteria weight: 30

Evaluation Criteria:

A) Technical

- Advanced University degree in the fields of environmental management, public administration or relevant related fields - 10 max. points;
- Proven expert knowledge in the GEF Cross-Cutting Capacity Development/CB2 Project Cycle - 30 max. points;

- Practical Previous successful experience in development and approval of the GEF project documents – 30 max. points;
- Excellent English writing and communication skills, knowledge of Russian is an asset - 10 max. points;

Total score obtainable for Technical evaluation - 70 max. points

* Only candidates obtaining a minimum of 49 points under Technical evaluation would be considered for the Financial Evaluation.

B) Financial

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal and will equal to 30. All other price proposals will be evaluated and assigned points, as per below formula:

30 points [max points available for financial part] x [lowest of all evaluated offered prices among responsive offers] / [evaluated price].

The proposal obtaining the overall cumulatively highest score after adding the score of the technical proposal and the financial proposal (A+B) will be considered as the most compliant offer and will be awarded a contract.

*Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services...). All envisaged **travel costs** must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.*

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

*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 dss.un.org*

General Terms and conditions as well as other related documents can be found under: <http://europeandcis.undp.org/home/jobs>

Qualified **women** and members of **minorities** are encouraged to apply.

Due to a large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

