



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	Consultant - Private Sector Engagement Specialist
AGENCY/PROJECT NAME:	UNDP-GEF
COUNTRY OF ASSIGNMENT:	Bangkok-based. The incumbent may be required to travel. Destination shall be assigned and approved prior to travel.
DURATION OF ASSIGNMENT:	Up to 70 working days from 1 st July 2018 to 31 st March 2019

1) GENERAL BACKGROUND

For UNDP, adaptation to climate change means climate-resilient economic development and sustainable livelihoods, especially for vulnerable populations – the poor, women, and indigenous peoples. UNDP supports these goals by assisting over 80 countries to integrate current and future climate risks and uncertainties into national and sub-national development efforts. UNDP works with governments, the private sector, communities, and other partners to build responsive state institutions and public policies; strengthen public and private sector capacities to manage climate change risks and uncertainties; and formulate, finance and implement climate-resilient initiatives. Together with partners, UNDP supports climate change risk management in the context of agriculture and food security, water resources, coastal zone development, public health, and climate change-related disaster risks. To finance this work at the national, sub-national and community levels, UNDP helps countries secure climate change adaptation finance that is available through vertical funds such as the Adaptation Fund, the Least Developed Countries Fund and the Special Climate Change Fund (both of which are managed by the Global Environment Facility, GEF), the Green Climate Fund, as well as other multilateral and bilateral sources. Countries are supported to optimize the use of these public funds by also leveraging and catalyzing private finance for adaptation.

2) OBJECTIVES OF THE ASSIGNMENT

The Private Sector Engagement Specialist will be responsible for assisting the UNDP Climate Change Adaptation Unit in designing project proposals with a significant private sector engagement component.

3) SCOPE OF WORK

The consultant will be responsible for the following activities:

- 1) Act as focal point for PSE-related activities in Climate Change Adaptation (CCA) team both internally within UNDP and with external stakeholders
- 2) Support overall CCA team in preparing project proposals with a private sector engagement (PSE) component
- 3) Provide technical input in leading PSE design component for GCF & NAP proposals, including liaising with private sector actors to identify engagement opportunities and key entry points
- 4) Develop capacity within CCA team on designing projects that ‘crowd-in’ private sector investment and increase private sector engagement
- 5) Lead development of PSE-focused tools and knowledge products, including i) Operational Framework for Climate Risk Management, ii) Climate Resilient & Gender Inclusive Value Chain Toolkit for Market Development and ii) CCA-focused Inclusive Business Platform
- 6) Lead engagement with different teams within UNDP on potential collaboration opportunities in the area of CCA with a focus on PSE
- 7) Lead development of any PSE-related communications work for CCA team
- 8) Assist in mapping out broader private sector engagement strategy for portfolio of CCA project concepts and proposals

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

Duration : 1st July 2018 to 31st March 2019

Working days: Up to 70 working days

Duty Station/places of travel: Bangkok-based. The incumbent may be required to travel. Destination shall be assigned and approved prior to travel.

5) FINAL PRODUCTS

Expected Deliverables:

- 1) Support preparation of 1-2 project proposals that include a PSE component
- 2) Capacity development of CCA team in terms of incorporating PSE components into CCA project design
- 3) Support implementation of NAP-Ag Value Chain Toolkit in 1-2 countries
- 4) Develop CCA-focused Inclusive Business Platform as part of Public-Private Partnership work under NAP-GSP
- 5) Develop Operational Framework for de-risking private investments in adaptation, and implement for 1-2 projects
- 6) Completion of Private Sector Engagement Communications work for CCA Team
- 7) Establish partnerships with 1-2 groups within UNDP to promote PSE in CCA
- 8) Develop Strategy Note for CCA PSE-related initiatives and ensure follow through on activities

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the UNDP- Head of Climate Change Adaptation or his designate as directed. He/she will work closely with other staff in the UNDP BRH, UNDP Country Office staff and project/government counterparts as appropriate.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Qualification Requirements:

Educational Qualifications:

Advanced university degree (Master Degree or above) in social sciences, or other relevant disciplines, with proven track record in **project design, business development and private sector engagement**

Experience

- An experienced (at least 5 years) social or development expert with substantive knowledge and experience of private sector engagement initiatives for development projects.
- Experience in developing concept notes and project documents is essential.
- Experience with UNDP or UN agencies will be advantageous.

Language requirements

Fluency of English language is required;

8) REQUIRED DOCUMENTS

The following documents will be requested:

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) 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.

9) CRITERIA FOR SELECTION OF THE BEST OFFER

- a) Only those applications which are responsive and compliant will be evaluated;
- b) The technical evaluation will be worth a maximum 100 points based on the following criteria.
 - a. Education Qualification. (20 pts.)
 - b. Relevant working experience. (30 pts.)
 - c. Experience in developing concept notes and project documents. (30 pts.)

- d. Experience working with UNDP, other UN organization or other International Organization (10pts.)
- e. Excellent English communication and writing skills. (10 pts.)
- c) 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.
- d) 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
- e) 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%)
- f) The financial proposal shall specify an all-inclusive¹ daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);
- g) Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☒ FULL-TIME

11) PAYMENT TERM

Please indicate any special payment terms for the contract.

☒ Daily

12) APPROVAL

This TOR is approved by:



Signature:

Name and designation:

Pradeep Kurukulasuriya, Head Climate Change Adaptation

Date of signing:

15 April 2018