

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 24 April 2018

Country: Thailand

Description of the assignment: Consultant - Private Sector Engagement Specialist

Duty Station: Bangkok, Thailand with possible travels

Project name: UNDP- Bangkok Regional Hub- Global Environment Facility (GEF)

Period of assignment/services (if applicable): 1 July 2018– 31 March 2019 (up to 70 working days).

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

https://jobs-admin.undp.org/cj_view_job.cfm?job_id=78469

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

Objective

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.

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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

-) **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:

-) Fluency of English language is required;

Competencies

-) Excellent communications and writing skills;
-) Excellent analytical writing skills.
-) Openness to change and ability to receive/integrate feedback;
-) Ability to plan, organize, implement and report on work;
-) Outstanding communication, project management and organizational skills;
-) Excellent presentation and facilitation skills.
-) Demonstrates integrity and ethical standards;
-) Positive, constructive attitude to work;
-) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

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

Contract Duration: 1st July 2018 to 31st March 2019 (up to 70 working days).

Duty Station: Bangkok, Thailand with possible 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. 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 II](#).
-) **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.
-) **Financial proposal**, as per template provided in [Annex II](#). Note: National consultant must quote price in U.S. Dollar. 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.

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 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. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis 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 general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

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 a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (qualification+ interview) (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

- a) Only applications which are responsive and compliant will be evaluated;
- b) 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.
- c) 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
- d) Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.
- 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%)

Technical Criteria for Evaluation (Maximum 100 points)

-) Criteria 1: Education Qualification- Max 20 points;
-) Criteria 2: Relevant working experience- Max 30 points;
-) Criteria 3: Experience in developing concept notes and project documents- Max 30 points;
-) Criteria 4: Experience working with UNDP, other UN organizations or other International organization- Max 10 points;
-) Criteria 5: Excellent English writing and communication skills- Max 10 points.