

# **TERMS OF REFERENCE**

## **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	Climate Change Adaptation Consultant
<b>AGENCY/PROJECT NAME:</b>	BPPS/UNDP-GEF
<b>COUNTRY OF ASSIGNMENT:</b>	Bangkok, Thailand
<b>Duration:</b>	14 May 2018 – 31 January 2019 (up to 150 days)

### **1) GENERAL BACKGROUND**

UNDP's Bureau of Policy and Programme Support (BPPS) provides leadership and technical support to deliver on the UNDP's Strategic Plan priorities on Sustainable Development Pathways and Resilience and Governance. UNDP-Global Environmental Finance (GEF) Unit is based in UNDP's Bureau of Policy and Programme Support and is responsible for providing leadership and technical support to, among other areas, delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. Its main focus is on helping countries develop the capacity to fully incorporate environmental sustainability and resilience into development at national and local, but also global and regional levels. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

As the UN system's Development Program, the GEF Implementing Agency and the Green Climate Fund (GCF) Accredited Entity, Adaptation Fund's Multilateral Implementing Entity, UNDP also supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner. The UNDP-Global Environmental Finance team within the BPPS offers UNDP Country Offices and client countries a range of highly specialized technical services that include providing leadership on the formulation process as well as preparation of substantive products that are required in order to complete Board compliant project proposals for submission to various funds as well as oversight during the implementation of projects that are successfully financed.

Within this overall background, UNDP is seeking the service of a consultant specialized in mathematics, GIS skills and ability to work with large datasets (using STATA) to support UNDP staff leading on the development of bankable projects.

### **2) OBJECTIVES OF THE ASSIGNMENT**

To support the development of the bankable projects, specifically in undertaking background research, data analysis, developing GIS maps, budget and procurement plans, financial models for use in project design work, the consultant will work under the direction of relevant Regional Technical Advisors (RTAs).

### 3) SCOPE OF WORK

The consultant is expected to assist with the following functions:

1. Undertake background research for project development;
2. Support with the preparation of procurement plans and budgets and conduct portfolio wide procurement analysis to inform discussions on improving operational efficiencies;
3. Prepare GIS maps and databases to support the GCF projects development;
4. Conduct portfolio data analysis in STATA and prepare appropriate graphs for presentations;
5. Support with the preparation of financial appraisals of projects;
6. Support with the design and implementation of NAP projects;
7. Support with the management of UNDP's Adaptation portfolio financed by vertical funds;
8. Contribute to writing project reviews as required.

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

**Duration of Assignment:** 14 May 2018 – 31 January 2019 (up to 150 days)

**Duty Station:** Bangkok-based

**Expected places of travel:** None

### 5) FINAL PRODUCTS

The consultant is expected to deliver the following:

#### On a monthly basis (120 days):

- ] Preparation of GIS maps and databases in support of UNDP supported projects developed for the GCF (2 days/month),
- ] Support the Global PTA and PA with ensuring UNDP's Adaptation Portfolio financed by vertical funds is managed effectively (especially for projects in Francophone Africa and Arab States) (3 days/month),
- ] Research assistance to support project development (2 days/month),
- ] Support in project implementation including collecting and codifying data and qualitative information on results/impacts and anticipated results (4 days/month)
- ] Regular data accuracy check of the "transparency platform" once it is developed (1 day/month)
- ] Support in keeping PIM+ database up to date with bi-monthly updates on progress with implementation, in coordination with RTAs and PAs (1 day/month);
- ] Support in the implementation of NAP approved projects: coordination with country offices, RTAs, PAs and consultants (2 days/month)

#### Additional assignments (30 days):

- ] Development of parts of a UNDP NAP proposal for the Philippines and of the project document once the proposal is approved by the GCF (15 days);
- ] Development of a tool to automatically spot suspicious budget items (5 days);
- ] Build a database gathering data collected on the field via surveys in six African countries; clean the data and develop graphs and key statistics highlighting the content of the database

(10 days).

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will be supervised by the Head of Climate Change Adaptation (Global), UNDP-GEF and/or his designate throughout the consultancy.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

- ) Bachelor's degree in Economics, Financial Risk Management or Mathematics related subject matter

Working Experience:

- ) A minimum of 2 years of relevant work experience, including areas such as research and analysis, economic development, project design and implementation, proposal development, and statistic and financial modelling.
- ) Knowledge of STATA and GIS and hands-on experience undertaking data analytics, GIS related products.
- ) Experience in financial data analysis and modelling is a distinct advantage.
- ) Experience working in UN or other International Organization is desired.

Language:

- ) Excellent oral and written communication skills in English and French is essential.

## 8) REVIEW TIME REQUIRED

The review and approval of payments will be done by the supervisor(s) based on timesheet within 14 days.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE                      ☒ PARTIAL                      ☐ INTERMITTENT                      ☐ FULL-TIME

## 10) PAYMENT TERMS

Payment will be made upon the satisfactory completion of deliverables in section (5) as per an agreed work plan at the beginning of the consultancy and submission of deliverables over the duration of the consultancy.

## 11) 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. (15 pts.)
  - b. Relevant working experience. (20 pts.)
  - c. Experience with Data Analysis using STATA (10 pts.)
  - d. Hands-on experience working with GIS (10 pts.)
  - e. Experience in Financial Modelling (25 pts.)
  - f. Experience working in UN or other international organizations (10 pts.)
  - g. Excellent English communication and writing skills. (10 pts.)
- c) Candidates passing technical evaluation above (scoring at least 70%), will have their financial proposals evaluated per the Combined Scoring method:
  - a. Technical evaluation (70%)
  - b. Financial evaluation (30%)
- d) The financial proposal shall specify an all-inclusive<sup>1</sup> daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);
- e) Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

## 12) 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.

## 13) TOR APPROVAL

This TOR has been approved by:

Name: Pradeep Kurukulasuriya  
Title: Head of Climate Change Adaptation



Signature:

Date: 18 April 2018