

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 25 April 2018

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**Country:** Thailand

**Description of the assignment:** Climate Change Adaptation Consultant

**Duty Station:** Bangkok, Thailand with no travels

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

**Period of assignment/services (if applicable):** 14 July 2018– 31 March 2019 (up to 150 working days).

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

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=78521](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=78521)

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

### **Objective**

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).

### **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.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Education:

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

#### 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.

#### Language:

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

#### 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:** 14 May 2018 – 31 January 2019 (up to 150 days)

**Duty Station:** Bangkok, Thailand with no travel.

### 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. 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 (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.

### **Technical Criteria for Evaluation (Maximum 100 points)**

- ) Criteria 1: Education Qualification- Max 15 points;
- ) Criteria 2: Relevant working experience- Max 20 points;
- ) Criteria 3: Experience with Data Analysis using STATA- Max 10 points;
- ) Criteria 4: Hands- on Experience working with GIS- Max 10 points;
- ) Criteria 5: Experience in Financial Modelling- Max 25 points;
- ) Criteria 6: Experience working in UN of other international organization- Max 10 points;
- ) Criteria 7: Excellent English communication and writing skill- Max 10 points.

Only candidates obtaining a minimum of 100 points (70% of the total technical points) would be considered for the Financial Evaluation.