



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04 January 2013

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**Country:** New York, UNITED STATES OF AMERICA

**Description of the assignment:** 34802 - Experts on Gender and Environment, Climate Change and Sustainable Development: Establishment of Long-Term Agreements, 8 multiple positions - Home-based assignments

**Project name:** Gender Responsive Climate Change Initiatives and Decision-making

**Period of assignment/services:** 2 years

**Type of Contract:** UNDP Individual Contract (Long-Term Agreement)

**Languages Required:** English

**Starting Date:** 28 February 2013

**Location:** Home-based

**Proposals need be submitted to the UNDP job site by 23 January 2013. Here is the link for applying for this assignment:** [http://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=34802](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=34802)

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### 1. BACKGROUND

The Gender Team of the Bureau for Development Policy (BDP) is the institutional anchor of UNDP's work on gender equality and women's empowerment. As the UN's lead development agency, with extensive field presence, UNDP facilitates the integration of gender equality in the work of its Country Offices through core and non-core fund investments and has initiated and implemented numerous innovative initiatives that support program country work on gender equality and women's empowerment. UNDP's work on gender is guided by the Beijing Platform for Action (BPFA), Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the frameworks provided by the Millennium Declaration and the Millennium Development Goals (MDGs). The UNDP Gender Team works to implement gender equality as a core objective of UNDP through a two-pronged approach (i) mainstreaming gender in all core practices; and, (ii) dedicated interventions that empower women and promote gender equality.

Working across a range of advocacy and programming activities at the global, regional, national and community level, UNDP is actively engaged in various gender and climate change issues.

In collaboration with UN agencies, intergovernmental and non-governmental and civil society organizations, UNDP has also been working towards ensuring gender equality principles are integrated more fully into the outcome documents of the United Nations Framework Convention on Climate Change negotiations, as well as the operations of major climate funds. UNDP's work has included providing technical expertise and recommendations to governments; training national gender and climate change experts; and integrating gender concerns into national climate change policies and programmes across several countries.

The UNDP Gender Team is also supporting and implementing a number of related programmes and projects on energy, women's green business and related sustainable development themes. As part of this work, the UNDP Gender Team is providing ongoing support and technical inputs to the implementation of the Rio+20 Outcome and the Post-2015 Development Framework.

To support UNDP's work in these areas of gender equality, climate change, and sustainable development, and achieving the goals of the Gender Equality Strategy, the UNDP Gender Team environment cluster is seeking at least 8 Technical Expert(s) who specialize in the following thematic areas to be retained under a Long Term Agreement (LTA) contract to provide expert inputs as and when required (see below and Annex 2 for more information):

- Gender, poverty, economic growth and sustainable development (Expert 1)
- Gender, climate change and natural resource management (Expert 2)
- Gender and climate finance (Expert 3)
- Gender, climate change mitigation and technology (Expert 4)
- Gender, clean energy access and green growth (Expert 5)
- Gender, climate change, REDD+ and forestry (Expert 6)
- Gender, climate change adaptation and sustainable agriculture (Expert 7)
- Gender, health and disaster risk reduction (Expert 8)

## **2. SCOPE OF WORK AND RESPONSIBILITIES**

### **Scope of Work**

The scope of tasks to be undertaken will be agreed with the Technical Expert(s) as the need arises, and may cover, but may not be limited to:

- Provide substantive advice and strategic inputs through the drafting of policy briefs, project concept notes, issues briefs, and other substantive technical inputs on issues related to gender equality, women's empowerment, climate change, sustainable development, and related topics. This may include reports to UNDP's executive board.
- Provide substantive input through the drafting or comment on project proposals, project evaluation reports, terms of reference, or aide memoire.
- Provide expert review, comments and suggested revisions of UNDP documents to ensure that the gender dimensions are suitably integrated, reflect cutting edge knowledge of the gender dimensions and are consistent with UNDP's gender equality strategy. This includes, but is not limited to: Rio +20 and Post-2015 implementation strategies, Human Development Reports, Regional Human Development Reports, MDG Reports or any other relevant substantive documentation produced by UNDP.

- Provide thorough analysis and recommendations on quarterly or annual reports, including annual results to ensure the integration of a gender perspective in order to measure outcomes of the Gender Equality Strategy, as well as the development of the new Gender Equality Strategy.
- Provide substantive assistance in the development and facilitation of critical discussions on gender, climate change, sustainable development, and related topics, including UN inter-agency discussions, regional events, lecture series and online discussions as required.
- Support specific requests by country offices or regional centers on integrating gender in their work within other practices.
- Provide training for UNDP staff and partners on matters related to gender equality, women's empowerment, climate change, sustainable development, and related topics.
- Assist in the preparation of manuals and other capacity development materials on gender equality and the provision of advice for UNDP on integrating a gender dimension into existing training manuals and initiatives.
- Develop knowledge products and project briefs on cross-cutting gender issues, such as but not limited to: Gender and Sustainable Development, Gender and Climate Change, Gender and Energy; and Gender and the Green Economy.
- Provide advice on work related to gender, climate change mitigation and adaptation, sustainable development, poverty reduction, economic growth, REDD+, forestry, climate finance, clean energy access, green growth, natural resource management, sustainable agriculture, health, disaster risk reduction, and the post-2015 MDG Framework.

### **Expected Deliverables**

The following deliverables will be expected:

- Briefs, policy notes/issue briefs, project concept notes, and other substantive technical inputs on gender and related other issues including climate change, energy and environment, disaster risk reduction, sustainable development, economic growth, and/or poverty, including on trends, emerging issues and challenges.
- Substantive inputs on UNDP project proposals, progress reports on gender and capacity development, and other related initiatives.
- Recommendations on how to integrate gender perspectives into UNDP strategic and policy documents, programme and projects, such the Human Development Reports, Regional Human Development Reports, MDG Reports or other relevant documentation produced by UNDP.
- Trainings and capacity development activities on gender mainstreaming, climate change and sustainable development.
- Facilitation of critical discussions on gender, climate change, energy and environment, and sustainable development, including UN inter-agency discussions, national/regional events, lecture series and online discussions as required.
- Knowledge products on cross-cutting gender issues, such as but not limited to: Gender and Sustainable Development, Gender and Climate Change, Gender and Energy; and Gender and the Green Economy.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education:**

- Master's degree or above in gender equality, climate change adaptation and mitigation, natural resource management, economics, sustainable forestry/agriculture, REDD+, energy, health, disaster risk reduction, sustainable development, or a related field.

#### **Experience:**

- At least seven years of experience in an international development project context working on issues of gender equality and at least one other related theme that includes climate change, sustainable development, economic growth, poverty, natural resource management, climate finance, climate change mitigation and technology, clean energy access, green growth, REDD+, forestry, climate change adaptation, sustainable agriculture, health and disaster risk reduction.
- Experience working in the area of gender equality and multiple related themes that include climate change, sustainable development, economic growth, poverty, natural resource management, climate finance, climate change mitigation and technology, clean energy access, green growth, REDD+, forestry, climate change adaptation, sustainable agriculture, health and disaster risk reduction is desired.
- Experience working with the UN system, in particular with UNDP and its mandate is highly desired.

#### **Language:**

- Fluency in spoken and written English.
- Knowledge of other UN official languages is an asset.

#### **Competencies**

- Substantive experience conducting research and analysis in the area of gender equality and at least one other related theme, including climate change, sustainable development, economic growth, poverty, natural resource management, climate finance, climate change mitigation and technology, clean energy access, green growth, REDD+, forestry, climate change adaptation, sustainable agriculture, health and disaster risk reduction.
- Demonstrated substantive experience in working with developing countries and undertaking policy and programmatic work in the area of expertise listed above and in Annex 2 below.
- Strong understanding of the links between sustainable development, social and gender issues.
- Experience or strong familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners.
- Demonstrated experience in training and advocacy work.
- Excellent analytical, writing, advocacy, presentation, and communications skills.
- Ability to prepare succinct, analytical publications and reports.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Fluency in spoken and written English.
- Diverse organizational work experience.
- Demonstrated ability to work in an independent manner.
- Ability to organize work efficiently and deal with multiple tasks.

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Indicate which expert position(s) you are applying for. When doing so, please list one or more of the 8 expert positions indicated under the background section of this posting. Note, when filling out this portion, applicants can apply for multiple expert positions
- Statement explaining why they are the most suitable for the work (300 words maximum)
- Provide all-inclusive daily rate in US dollars. Remuneration for specific assignments will be established based on the competencies and skills of the consultant and nature of the task to be assigned.
- Personal CV including past experience in similar projects and at least 3 references

## **Travel**

Experts may be required to travel for specific tasks and UNDP will arrange and cover the cost of travel in accordance to UNDP rules and procedures on travel.

## **Financial proposal (Contract based on daily fee)**

The financial proposal will specify the daily fee in US dollars. Payments are made to the Individual Consultant based on the number of days-worked, satisfactory performance and acceptance of the completed work by UNDP.

## **Evaluation of Applications**

Method: Cumulative analysis

When using this weighted scoring method, the award of the contract will 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 points

Financial Criteria weight: 30 points

Only candidates obtaining a minimum of 49 (70%) points on technical part will be considered for the Financial Evaluation.

## **Evaluation Criteria**

Technical Evaluation:

- Master's degree or above in sustainable development, climate change, economics, sociology, gender equality, or a related field (10 points)
- Experience coordinating development initiatives with a range of multilateral, bilateral, and civil society partners (10 points)

- Knowledge, technical expertise, and analytical skills on issues related to gender, environment and climate change, with extensive research and documentation of stories and case studies (25 points)
- Demonstrated training, advocacy and strong verbal and written communication skills (25 points)

#### Financial Evaluation:

The following formula will be used to evaluate financial proposal:  $p = y (\mu/z)$ ,

- $p$  = points for the financial proposal being evaluated
- $y$  = maximum number of points for the financial proposal
- $\mu$  = price of the lowest priced proposal
- $z$  = price of the proposal being evaluated

#### Other Considerations

UNDP may request publication examples from applicants as part of the evaluation process.

A completed PH 11 Form will be required at the time a consultant signs an Individual Contract (IC) or his/her employer, if employed, signs a Reimbursable Loan Agreement (RLA) for work associated under this LTA. UN Personal History form (UN PH11) can be downloaded from here:

[http://sas.undp.org/documents/P11\\_Personal\\_history\\_form.doc](http://sas.undp.org/documents/P11_Personal_history_form.doc)

#### Mechanisms of Engagement

Successful Applicants will be included by UNDP and partnering agencies as one of UNDP's Cadre of Experts, to be drawn upon as resource persons, as and when needed, for UNDP related activities in the area of gender equality, climate change, and sustainable development.

It is expected that the consultant(s) will sign a Long-Term Agreement (LTA) with UNDP in order to be rostered for a period of 2 years (i.e. for assignments within 2013 and 2014), which will be expected to be signed in February 2013. An LTA is a framework agreement that aims to establish the terms and conditions of future contracts that may arise from the LTA. As such, an LTA does not imply a financial commitment on the part of UNDP and does not guarantee that a succeeding contract will be issued.

When called upon to engage, the individual will have to sign an Individual Contract (IC) or his/her employer, if employed, will have to sign a Reimbursable Loan Agreement (RLA), whichever is preference of the individual on LTA. The length and timeline of the IC consultancy or RLA, whichever is applicable, will be based on the specific assignments, which can range from 1-2 business day (reviewing case studies, briefs, inputs into strategy papers) or a longer term assignments, such as 3-4 weeks, to draft a set of training modules, or to deliver a capacity development training at the country level including technical preparations for 1-2 months, etc.

When a request for services arises, UNDP shall directly engage the consultant from the roster without the need for further selection process. A specific Terms of Reference (ToR) outlining the outputs and detailed arrangement for each assignment shall be provided and an IC or RLA, whichever is applicable, will be issued to the consultant, detailing the time frame.

As the assignments associated with this LTA are home-based, the consultant(s) are expected to provide their own office space and equipment.

#### **Annex 1. General Conditions of the Services under the Long Term Agreement**

- The LTA does not necessarily mean that a contract with UNDP is guaranteed. This will depend on forthcoming needs as specified in this ToR. Where a request for services arises, UNDP shall directly contract the consultant from the roster without the need for further selection process. A specific Terms of Reference (ToR) outlining the outputs for each assignment shall be provided and an Individual Contract (IC) or Reimbursable Loan Agreement (RLA), whichever is applicable, will be issued to the consultant, detailing the time frame. Conditions of a particular assignment may be negotiable.
- UNDP does not warrant that any quantity of services will be purchased during the term of this Agreement.
- Applicants hereby confirm that s/he has complied with the minimum break in service required before becoming eligible for an Individual Contract. S/he also fully understands that, if s/he is engaged as an Individual Contractor, s/he has no expectations or entitlements whatsoever to be re-instated or re-employed as a staff member.

#### **Annex 2: Proposed Expert Positions under the LTA**

- Expert 1. Gender, poverty, economic growth and sustainable development. Regional Coverage: Global (regional and national experience is an asset)
- Expert 2. Gender, climate change and natural resource management. Regional Coverage: Global (regional and national experience is an asset)
- Expert 3. Gender and climate finance. Regional Coverage: Global (experience with national-level climate finance work is an asset)
- Expert 4. Gender, climate change mitigation and technology. Regional Coverage: Global, regional, national
- Expert 5. Gender, clean energy access and green growth. Regional Coverage: Global, regional, national
- Expert 6. Gender, climate change, REDD+ and forestry. Regional Coverage: Global, regional, national (experience working at country level in Africa and/or Asia-Pacific regions an asset)
- Expert 7. Gender, climate change adaptation and sustainable agriculture. Regional Coverage: Global, regional, national (experience working at country level in Africa and/or Asia-Pacific regions an asset)
- Expert 8. Gender, climate change, health and disaster risk reduction. Regional Coverage: Global (regional and national experience is an asset)