

## Terms of Reference

### Framework Agreement for two UNDP-GEF Ecosystems and Biodiversity Project Portfolio Technical Support Consultants

<b>Location:</b>	Home-based with mission travel
<b>Type of Contract:</b>	Individual Contract as Framework Agreement
<b>Starting Date:</b>	September 2018
<b>Languages Required:</b>	English
<b>Expected duration of assignment:</b>	Up to 3 years (maximum 660 days' work) dependent on demand and performance
<b>Supervisor:</b>	Senior Technical Advisor - Ecosystems & Biodiversity

#### **Background:**

As the largest single operational and financial UN player in the field of environmental sustainability, UNDP is widely recognized as a global leader in supporting governments to sharpen policy, access finance and develop capacity for the management of biodiversity and ecosystems for sustainable development and poverty eradication.

The value of all UNDP-managed biodiversity and ecosystems projects currently in planning or under implementation is US\$ 1.5 billion, with UNDP supporting 132 countries to access Global Environment Facility grant finance for Biodiversity and Land Degradation, and to combine this with domestic and bilateral sources of finance. An additional US\$ 3.5 billion in co-financing has been leveraged for these projects from a range of partners, bringing the current total portfolio size to US\$ 5 billion.

Through this project portfolio UNDP provides support to countries' work in three programming areas:

- 1) Integrating biodiversity and ecosystem management into development planning and production sector activities;
- 2) Unlocking the potential of protected areas, including indigenous and community conserved areas to contribute towards sustainable development;
- 3) Managing and rehabilitating ecosystems for climate change adaptation and mitigation.

UNDP's *Biodiversity and Ecosystems Global Framework*, 2012-2020, lays out a roadmap for UNDP's contributions to achievement of the CBD Strategic Plan and, more specifically, the Aichi Targets. The overall strategic objective outlined in the Framework—to maintain and enhance the goods and services provided by biodiversity and ecosystems in order to secure livelihoods, food, water and health, enhance resilience, conserve threatened species and their habitats, and increase carbon storage and sequestration—has been reinforced by the integration of biodiversity considerations in the *UNDP Strategic Plan for 2018-2021*. In this Plan, UNDP offers nature-based solutions for sustainable planet as one of the signature solutions.

Support to countries in project cycle management is coordinated through the UNDP-GEF Directorate at UNDP Headquarters in New York, with Regional Coordination Units (RCU) – in Istanbul (for Arab States and Europe & CIS), Addis Ababa (for Africa), Panama (for Latin America and the Caribbean) and Bangkok (for Asia Pacific)

- that work with the Regional Bureaux to provide support to countries. A team of Regional Technical Advisors in each RCU provides technical advice and support, and assistance with project development and implementation, in a number of interrelated GEF focal areas including Ecosystems and Biodiversity.

### **Description of Responsibilities:**

The consultants will, based on demand in any particular region over the contract period, provide support to the head of the ecosystem and biodiversity (EBD) team and the team of global Regional Technical Advisors (RTAs) located in the UNDP-GEF RCUs in conceptualizing and writing a range of documents relating to project development, implementation support, mid-term review, and terminal evaluation. This will include liaison with UNDP Country Offices, Regional Technical Advisors, Government stakeholders (where appropriate and under guidance of the RTA), project teams, and other relevant consultants.

For selected countries, the consultants will provide regular technical support to pipeline and project development including:

- Support the development and writing of GEF Project Identification Forms (PIFs);
- Support the formulation and review of Initiation Plans and Terms of Reference for Project Preparation Grants (PPGs);
- Support the review and editing of Project Documents;
- Support the writing/reviewing of TORs for Mid Term Reviews and Terminal Evaluations;
- Writing and editing of Mid Term Reviews and Terminal Evaluations (where the consultant had no prior involvement with the project);
- Undertake PIF/Project development travel as needed;
- Technical support to Country Offices (COs) to finalize annual Project Implementation Reviews (PIR) including providing inputs to the commentary for each PIR, liaising with COs and project teams as required, and editing the PIR for yearly submission in October, improving the quality of English language, as required;
- Support the STA/RTAs in the development of strategic UNDP policy position papers and internal briefing notes, as needed;
- In collaboration with STA/RTAs, support programme and project identification and development, including on integrated approaches and multifocal area projects;
- Support COs through the provision of tools and guidance to assist with inception, contracting and start-up of programmes/projects including establishment of indicators, benchmarks, and work plans;
- Technical Support to COs and Regional Team to prepare reports and communications pieces effectively showcasing socio-economic development benefits, as well as, environment results;
- Technical support to UNDP-GEF EBD team on knowledge management including evaluating, capturing, codifying, synthesizing lessons and stimulating the uptake of best practices and knowledge, including the development of knowledge materials;
- Support to COs in responding to queries on programme/project progress, impacts and lessons;
- Assist in the maintenance of programme/project and portfolio information and corporate information systems;
- Support the identification and sourcing of technical expertise including assisting with the preparation of TORs, identification and evaluation of experts, and reviewing reports.

**Anticipated key deliverables:**

An indicative list includes:

- Technically cleared programme/project documents and concepts;
- Technically cleared project preparation grant initiation plans;
- Annual project implementation reports;
- Technically cleared policy documents including guidance notes and discussion/position papers;
- High quality mid-term review and terminal evaluation reports
- Communication pieces and knowledge products.

**Key performance indicators:**

- Effective, timely, high-quality, and often independent support;
- Number of PIFs and CEO endorsement requests submitted as per the established deadline and approved;
- Timely and quality submission of PPG IP for technical clearance;
- Number and quality of effective backstopping and problem-solving cases;
- Number of communication and knowledge management products produced and approved by the STA;
- Number of strategic documents which the consultant led and/or significantly contributed to;
- Number of partnerships established in support of EBD portfolio.

**Information on Working Arrangements:**

- The overall objective of these Framework Agreements is to facilitate and expedite the process by which UNDP can hire the services of a Project Portfolio Technical Support Consultant;
- The consultants will work from home with mission travel;
- Estimated level of effort (including travel): approximately 220 days per year per consultant. Maximum working days over the three-year period would be 660 per consultant;
- UNDP does not warrant that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs and availability of resources;
- The Framework Agreement to be signed will be for a fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person at UNDP-GEF would contact the Consultant by email informing of the specific deliverables, and timeline;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted purchase order;
- IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such agreement with another individual or entities);
- The Consultants will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultants will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;

- The consultants will engage with the Supervisor by email and Skype on an as needed basis. In addition, the consultant will also engage with other UNDP colleagues based in NY, relevant regional hubs, and country offices;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones where applicable;
- Payments will be made upon submission of a time sheet and certification of payment form, and acceptance and confirmation by the Senior Technical Advisor on days worked (with a “day” calculated as 8 hours of work) and satisfactory delivery of outputs.

### **Travel:**

- International travel may be required. 3-6 missions are estimated during the first year, with expected mission duration of approximately 5 days per mission. Exact locations to be determined and discussed upon commencement of each specific assignment;
- Any necessary mission travel must be approved in advance and in writing by the Senior Technical Advisor;
- [The Advanced and Basic Security in the Field II courses](#) must be successfully completed **prior** to commencement of travel;
- Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for mission travel should not be included in financial proposal.

### **Competencies:**

#### **Corporate**

- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Promotes the vision, mission, and strategic goals of UNDP;
- Treats all people fairly without favouritism.

#### **Technical/Professionalism**

- Demonstrated ability to think logically and design projects and programmes according to a theory of change, logical framework or other scheme which designs outputs in support of broader outcomes and overall objectives;
- Demonstrated organizational skills, attention to detail, ability to work with quickly and accurately while under pressure and within short deadlines;

- Able to work independently and remotely with minimal supervision;
- Capacity to plan, prioritize and deliver tasks on time.

## **Communications**

- Demonstrated strong research and excellent writing skills in English;
- Strong interpersonal skills, able to communicate and work with diverse people at Headquarters, Regional Bureaux, Country Offices and field-based.

## **Qualifications:**

### **Education**

- Master's degree in environmental or natural science, geography, natural resource management, development, economics, international relations, or other closely related field (max 10 points).

### **Experience**

- At least 10 years of experience working on biodiversity conservation and ecosystems management, or other closely related field (max 20 points);
- Experience working on projects submitted to the Global Environment Facility or similar vertical funds will be highly desirable (max 10 points);
- At least 4 years' experience providing technical guidance to governments in developing countries on biodiversity and ecosystem management (max 10 points);
- Demonstrated experience with design and implementation of multi-sectoral and sectoral programmes and projects at different scales (max 10 points);
- Working experience in an international organization is an advantage, as is knowledge of UNDP policies, procedures and practices (max 10 points);
- Working experience with/in the Africa and/or Asia-Pacific region would be highly desirable (max. 10 points);
- Working experiences with/in developing and mid-income countries in other regions would be desirable (max 5 points).

### **Languages**

- Excellent verbal communication and writing skills in English (max 10 points);
- Working knowledge of French and/or Spanish is desirable (max 5 points).

## **Evaluation method:**

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70%, and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language [max. 100 points] and interview [max. 50 points]) will be based on a maximum 150 points;
- Only the top 6 candidates that have achieved a minimum of 70 points from the review of the education, experience and language will be considered for the interview;

- Candidates obtaining 35 points or higher on the interview will be deemed technically qualified and considered for financial evaluation;
- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment).
- The top 2 applicants receiving the highest combined score and who have accepted UNDP's General Terms and Conditions will be awarded the contract.

#### **Documentation required**

- Applicants must submit a duly completed CV.
- Applicants must reply to the mandatory questions asked by the system when submitting the application.
- Applicants must submit a duly completed and signed Annex II - Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

**Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach):**

#### **General Conditions of Contract for the ICs:**

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

**Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:**

[http://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=49103](http://procurement-notice.undp.org/view_notice.cfm?notice_id=49103)

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Mandatory questions [to be filled out by candidates in the UNDP Jobs site]

1. I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors
2. Have you submitted a duly completed CV?
3. Have you attached to your P-11 and CV Annex II duly signed and completed including your all-inclusive fee and all foreseeable expenses for this assignment? Your application will not be considered without submission of Annex II.