**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date 06 September 2018

**Country: Papua New Guinea**

**Description of the assignment: UNDP Provincial Focal Point in Madang Province of Papua New Guinea**

**Project name: UNDP Energy and Environment Portfolio**

**Period of assignment/services (if applicable):** Eleven months (11) months, with possibility of extension based on performance

Proposal should be submitted at the following address ***UN House, Level 14 Deloitte Tower*** or by email to [procurement.png@undp.org](mailto:procurement.png@undp.org) no later than **20th September 2018**. Applications not meeting the above requirements will not be considered.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. **UNDP Country Office** will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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| 1. **Project Description**   The Energy & Environment Portfolio of the United Nations Development Programme (UNDP) in Papua New Guinea is gearing to ensure a coherent approach on environment sustainability across the 3 thematic areas on biodiversity conservation, climate change and disaster risk management. In this regard, UNDP is giving particular focus to pilot provinces where the Country Office aims to establish its presence, namely in the provinces of East and West New Britain and Madang. This new approach will reinforce coordination amongst the different development projects and facilitate the development and implementation of an integrated workplan at the provincial level. For this purpose, UNDP is recruiting three Provincial Focal Points to be based in the above-mentioned provinces. The Provincial Focal Points will play a significant role towards the achievement of common results for UNDP PNG. They will be the main coordinators and liaison officers for UNDP’s Energy & Environment Portfolio to support UNDP’s engagement with national and provincial authorities.  The Provincial Focal Points will ensure UNDP coherence and implementation of the following projects, namely the GEF4 Community-based Forest and Coastal Conservation and Resource Management, the Forest Carbon Partnership Facility (FCPF) REDD+ Readiness Project (Phase II), and the Strengthened Disaster Risk Management in PNG.   1. **Objectives**   Under the overall guidance of the Head of the Environment Portfolio, the Madang Provincial Focal Point will, on day-to-day basis, work closely with the three CTAs and relevant programme teams. They will have technical and functional reporting lines to the three CTAs. Annual Evaluations of the Madang Provincial Focal Point will be put together based on the inputs from the CTAs.     1. **Scope of Work**   The Madang Provincial Focal Point will be responsible for the planning and coordination of UNDP’s support towards environmental sustainability efforts in his/her geographic area of operation. S/he will be working closely with provincial counterparts, civil society, private sector (and an eventual successor programs/projects) in planning and coordinating the interventions of the key actors involved in the implementation. This entails:   * To define and lead in the elaboration of the integrated workplans and other common planning exercises for protected area, disaster risk management, climate change and REDD+, and other development activities supported by UNDP PNG in the province; * To supervise and oversee, coordinate, monitor and regularly report on the implementation of the integrated workplan and other common activities towards environmental sustainability; * Actively work with the provincial administrations, civil society, faith-based organizations, private sector and other relevant representatives with the establishment of the provincial-level coordination mechanism and structures that will lead and support better resource decisions in the province and be able to communicate issues raised to the Provincial Administrations or other appropriate authority; * Ensure there is proper coordination of the provincial/district workplans and maintain better working dialogue with the partner NGOs and the communities to ensure grievances are communicated and resolved; * Responsible for capacity support to communities and NGO partners for the delivery of outcomes of biodiversity conservation, sustainable livelihoods, climate change and disaster risk management; * Manage and coordinate all meetings, conferences and missions of UNDP PNG in accordance with agreed terms of reference; * Facilitate and coordinate capacity assessments and capacity development for subnational partners and entities as well as civil society institutions; * Support and facilitate continuous information-sharing on protected area, disaster risk management, climate change related activities among stakeholders; * Provide technical support to communities to access additional funding support through different sources; * In an event of a natural disaster, serve as the focal point for UNDP in the province in close cooperation with other UN agencies and government counterparts.  1. **Expected Outcomes/ Deliverables**  |  |  |  |  | | --- | --- | --- | --- | | **Deliverables/ Outputs** | **Estimated Duration to Complete** | **Target Due Dates** | **Certifying/ Authorizing officer** | | * Payment upon submission and acceptance of a monthly report that captures all key activities carried out, including progress against the following milestone: * Draft individual workplan to integrate existing activities on protected areas, disaster risk management, climate change and REDD+ as appropriate. | 15 days | October 2018 | Relevant CTAs | | * Payment upon submission and acceptance of a monthly report that captures all key activities carried out, including progress against the following milestone: * Participate and support the preparation of briefing/s to provincial administration * Prepare brief and quarterly report for Aug-Sep 2018 | 15 days | October 2018 | Relevant CTAs | | * Payment upon submission and acceptance of a monthly report that captures all key activities carried out, including progress against the following milestone: * Establish M&E; * Follow through with agreed co-financing of the province to support project implementation | A month | November 2018 | Relevant CTAs | | * Payment upon submission and acceptance of a monthly report that captures all key activities carried out, including progress against the following milestone: * Organize, support and input to the 2019 integrated workplan and other common UNDP planning exercises for the province | A month | November 2018 | Relevant CTAs | | * Payment upon submission and acceptance of a monthly report that captures all key activities carried out, including progress against the following milestone: * Provide inputs to the UNDP Annual Progress Report for 2018, ROAR 2018 and quarterly report from Oct-Dec 2018 | A month | December 2018 | Relevant CTAs | | * Payment upon submission and acceptance of a monthly report that captures all key activities carried out, including progress against the following milestone: * Present the 2019 integrated workplan to relevant partners in the province | A month | January 2018 | Relevant CTAs | | * A monthly report that captures all key activities carried out, including progress against the following milestone: * Provide support for the establishment of the provincial-level coordination mechanism | A month | February 2018 | Relevant CTAs | | * A monthly report that captures all key activities carried out, including progress against the following milestone: * Prepare and organize joint monitoring visits to project sites | A month | March 2018 | Relevant CTAs | | * A monthly report that captures all key activities carried out, including progress against the following milestone: * Collaborate with project team to facilitate the gazettal of Community Conservation Areas in New Britain Island | A month | April 2018 | Relevant CTAs | | A monthly report that captures all key activities carried out, including progress against the following milestone:   * Support consultants for the terminal evaluation of GEF4 project | A month | May 2018 | Relevant CTAs | | A monthly report that captures all key activities carried out, including progress against the following milestone:   * Input to annual donor reports such as the GEF PIR 2019 | A month | June 2018 | Relevant CTAs |  1. **Institutional Arrangements**   The Madang Provincial Focal Point will be based in Madang province of Papua New Guinea. He/she will be liaison persons to support UNDP’s interventions at the provincial level and upon clearance from the head of portfolio, they will represent UNDP in any official meetings at the provincial level.  UNDP PNG Energy and Environment Portfolio through GEF, FCPF and Disaster Risk Projects will provide financial support in organising consultation workshops in accordance with the project plans.   1. **Resources Provided**   UNDP Energy and Environment Portfolio will provide technical assistance to Madang Provincial Focal Point to ensure effectiveness of the assignment. In the case of travel beyond initial deployment and final repatriation, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon between the respective CTAs and provincial Focal Point prior to travel and will be reimbursed.   1. **Duration of the Assignment**   The work will be undertaken 11 months, starting in October 2018. In accordance with expected outputs and deliverables, the Madang Provincial Focal Point reports to the Head of UNDP Energy and Environment Portfolio through project CTAs on reviewing outputs, comments, and certifying approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the Madang Provincial Focal Point should notify the respective CTAs in advance to take necessary steps.   1. **Duty Station**   The duty station for this assignment is Madang Province.   1. **Education and experience**   **Education**   * Graduate degree in environmental science, forestry or related discipline;   **Work experience**   * Demonstrated expertise and experience with a minimum 7 years in forestry, biodiversity conservation, disaster risk management and development programs/projects; * Excellent knowledge of environmental sustainability issues, and of the UNDP policies and procedures; * Proven network within the pilot provinces; * Relevant experience in information management, and external communications especially in transition environments;   **Competencies**  **Corporate Competencies:**   * Demonstrates integrity by modelling the UN’s values and ethical standards; * Advocates and promotes the vision, mission, and strategic goals of UN; * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; * Treats all people fairly without favouritism.   **Functional Competencies:**  Knowledge and Learning Management   * Shares knowledge and experience from within and outside the UNDP team; * Encourages UNDP staff to share knowledge; * Promotes knowledge management in the UNDP and a learning environment in the office through leadership and personal example; * Develops deep understanding in UNDP system and SDGs; * In-depth practical knowledge of inter-disciplinary environment sustainability issues; * Actively works towards continuing personal learning and development and applies newly acquired skills.   Coordination Effectiveness   * Solid Knowledge and relevant experiences in coordination and related fields; * Ability to lead strategic planning, results-based management and reporting; * Ability to lead the design and implementation of UNDP programme and project activities, strengthening of strategic partnerships; * Ability to build and sustain effective partnerships with main constituents, advocate effectively, communicate sensitively across different constituencies.   Management and Leadership   * Builds strong relationships with clients (and external actors), focuses on impact and result for the client and responds positively to feedback; * Establishes priorities for self and other members of the office; schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course; * Consistently approaches work with energy and a positive, constructive attitude; * Demonstrates excellent oral and written communication skills; * Manages conflict and stress, remaining composed and working as a mediator in crisis or antagonistic situations; * Demonstrates openness to change and ability to manage complexities; * Responds positively to critical feedback and differing points of view; * Solicits feedback from staff about the impact of his/her own behaviour.  1. **Evaluation**   Cumulative analysis  The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:  When using this weighted scoring method, the award of the contract may 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.  \* Technical Criteria weighting; 70%  \* Financial Criteria weighting; 30%  Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.   |  |  |  | | --- | --- | --- | | **Criteria** | **Points** | **Percentage** | | **Qualification** |  | **10%** | | * Minimum Graduate degree in environmental science, forestry or related discipline; | 10 |  | | **Experience** |  | **50%** | | * Demonstrated expertise and experience with a minimum 7 years in forestry, biodiversity conservation, disaster risk management and development programs/projects; | 20 |  | | * Excellent knowledge of environmental sustainability issues, and of the UNDP policies and procedures; | 10 |  | | * Proven network within the pilot provinces; | 10 |  | | * Relevant experience in information management, and external communications especially in transition environments | 10 |  | | **Competencies** |  | **10%** | | * Corporate Competencies | 5 |  | | * Functional Competencies | 5 |  | | **Technical Criteria** |  | 70% | | \*\*If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money. |  |  | | **Financial Criteria – Lowest Price** |  | 30% | | **Total** |  | **100%** |  1. **Documents to be included when submitting Consultancy Proposals**   The following documents may be requested:   1. Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP. 2. **Signed 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; 3. **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment. Please paste the letter into the "Resume and Motivation" section of the electronic application. 4. **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 stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.      1. **Lump-sum contracts**   The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).   1. **Travel**   All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.  In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.  **Submission Instructions**  Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email [procurement.png@undp.org](mailto:procurement.png@undp.org) address only.  Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.  Completed proposals should be submitted using no later **than 20th September 2018**.  For any clarification regarding this assignment please write to Tirnesh Prasad on [procurement.pg@undp.org](mailto:procurement.pg@undp.org)  UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities. |