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Annex 1
Terms of Reference

National Consultant – Project Coordination Specialist

Type of Contract: Individual Contract
Languages Required: English
Duration: 70 working days over 3 months from 25 September – 31 December 2018
Location: UNDP Dili, Timor-Leste

Application Deadline: 27 September 2018

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

1. BACKGROUND

The Sustainable Development Unit of Timor-Leste is currently implementing several projects on sustainable energy, climate change, biodiversity conservation and disaster response. A number of projects including the GEF funded Promoting Sustainable Bio-energy from Biomass, Cross-Cutting Capacity Development and 6th National Report to the CBD are underway.

A significant amount of coordination with key stakeholders, logistics support, preparation of relevant assessments and reports are needed to fruitfully operationalize and implement all of the above mentioned projects. The National Consultant will assist the existing limited CO and PMU human resources capacity to ensure smooth inception and operationalization of these projects.

2. DESCRIPTION OF RESPONSIBILITIES

The principal responsibility of the national consultant is to support and assist to the sustainable development unit – in particular to conduct the mid-term review of the SBEPB project and to support operationalization of the CCCD project. In addition, the national consultant will also support the 6th NR project on data collection and supporting the international consultants for completion of the 6th National Report to the CBD. As the coordination specialist, the national consultant will assist the sustainable development unit and the concerned CTA with assigned coordination responsibilities for the above-mentioned project.

Specific Tasks:

In close consultation with GoTL counterparts, UNDP and other relevant stakeholders and with direction from the lead project development specialist, the consultant will perform the following tasks:

- a. Assist the lead international consultant on the MTR of the SBEPB project
- b. Assist the lead international consultant to prepare the GEF tracking tool and relevant documents
- c. Organize relevant meetings and visits for the SBEPB project MTR
- d. Assist the CTA in preparing assessments to operationalize the CCCD project

- e. Assist the CTA and sustainable development unit for the validation and inception related document preparation of the CCCD project;
- f. Assist the international consultants on data collection for the 6th NR project.
- g. Assist the CTA with other coordination, local level knowledge gathering and translation of key local documents.

The responsibility of the national consultant is to work with the CTA/Programme Manager and the Head of Sustainable Development Unit for the assigned tasks.

Expected Deliverables:

The national consultant will be responsible for deliverables as directed by the lead project development specialist, to include:

1. Detailed Assignment Workplan (within 1 weeks of start of the assignment)
2. Completion of the MTR related works including the GEF tracking tool (within 30 working days of start of the assignment)
3. Preparation of the local level documents for inception of the CCCD projects (within 50 working days of assignment)
4. Collection of local data and information for the 6th NR project (within 70 working days of assignment)

Payment for Services

The National Consultant shall receive payment in four installments from UNDP as follows:

1. 25% Upon completion of deliverable -1 by 15 October 2018;
2. 25% upon completion of deliverable-2 by 30 October 2018;
3. 25% upon completion of deliverable – 3 by 30 November 2018
4. 25% Upon completion of final deliverable by 31 December 2018

Duration of the Contract:

70 days over the period of five months (01 October – 31 December 2018).

If local travel is required by UNDP, the DSA (UNDP rate) will be paid during the mission. Depending on any emerging tasks additional to the project scope and duration described here, there is a possibility to extend the current contract, based on subsequent agreement between GoTL, UNDP and consultant.

Inputs from Consultants:

The Consultants is required to have his/she is own computer for the consultancy work

3. COMPETENCIES

Technical work

- Strong expertise in Environmental Management.
- Familiarity with the GEF project requirements and procedures.
- Experience in coordinating projects with GoTL counterparts.

- Ability to pick up new terminology and concepts easily.
- Familiarity with GEF policies, templates and requirements.

Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues – especially for this case the national level consultants.

Results

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

4. QUALIFICATIONS

Education

- University degree in the fields of environmental management, Sustainable Development, public administration or relevant related fields.

Experience

- at least 5 years of relevant professional experience in similar assignment at national level
 - Experience and skills in facilitation of multi-stakeholder workshops and broad-based consultative processes;
 - Previous experience in working with international organizations and ideally on the development project/programme documents/proposals
 - excellent analytical skills; very good inter-personal skills and ability to work with a multitude of stakeholder's environment;
 - proficiency in computers; good working knowledge of word processing and spreadsheet programmes, particularly MS Word and MS Excel.

Languages

Excellent English and Tetun speaking and writing skills are essential.

5. EVALUATION OF APPLICANTS

- Only those applications which are responsive and compliant will be evaluated;
- Individual consultants will be evaluated based on Combined Scoring method taking into consideration the combination of the applicants' qualifications and financial proposal;
- Combined weighted scoring: Technical (70%); Financial (30%).
- **Detailed Evaluation Criteria**

Evaluation Criteria	Weight, %	Score (max. points)
Education		
Relevant academic credential	10%	10
Experience		
Relevant working experience	20%	20
Experience and skills in facilitation of workshops	10%	10
Experience of working with international organization and ideally on the development of GEF funded projects,	25%	25

excellent analytical skills.		
Language skills		
English and Tetun language skills, both oral and written	5%	5
Technical Total	70%	70
Financial Proposal	30%	30
Total	100%	100

General Conditions of Contract for the ICs:

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

UNDP Personal History form (P11):

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc.

6. Application procedures

Qualified candidates are requested to apply by 27 September 2018 17:00 (GMT+9) by sending their application packages to bids.tp@undp.org.

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work (if applicable). Please paste the letter into the "Resume and Motivation" section of the electronic application.
- **Filled P11 form** including past experience in similar projects and contact details of referees, please upload the P11 instead of your CV. (a template can be downloaded from http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc);
- **Financial Proposal*** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days – in home office and on mission, travel – local per diems and any other possible costs), preferably according to the following template.

*Qualified **women** and members of **minorities** are encouraged to apply.*

Due to a large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

Prepared by: _____



Alamgir Hossain, Programme Manager, Sustainable Development Unit