

TERMS OF REFERENCE

Position Title: Urban Resilience Consultant

Agency/Project Name: UNDP Bangkok Regional Hub

Duty Station: UNDP Bangkok Regional Hub, Bangkok, Thailand, with mission travel to countries in the region

Duration: *Up to 125 days until December 2019 (between NAP-GSP team and Inclusive Growth and Sustainable Development Team)*

1) General Background

In the UNDP Strategic Plan, 2018-2021, cross-cutting approaches that enhance the nimble, innovative nature of UNDP's service delivery are a priority for the organization as it works to eradicate poverty, accelerate sustainable development, and build resilience. The urgent need to address both rapid urbanization and the risks associated with climate change – both threatening to hinder progress towards achieving the SDGs – requires strategic and efficient coordination across business units within the organization.

Globally, and in the Asia-Pacific region in particular, the swift pace of urbanization means that increasingly UNDP is working with country offices, governments, and other partners to address poverty and resilience in the urban context. Demand for integrated, multi-sector, urban support is increasing, and need is high; both government partners and private entities are approaching UNDP seeking opportunities to support innovative urban solutions.

In order to meet this demand, there is a need for collaboration and enhanced coordination across UNDP business units to both improve delivery effectiveness and strategically leverage existing opportunities. There is also a need to identify strategic entry points around UNDP's cross-cutting support to signature solutions envisaged under the Strategic Plan. The portfolio of National Adaptation Plan projects is one key opportunity to support countries' foundational activities to bring urban resilience concerns to climate planning and budgeting at national and sub-national levels with national and local authorities' support of meeting the objectives of the Paris Agreement.

In particular, a bridge between UNDP's Inclusive Growth and Sustainable Development Team at the Bangkok Regional Hub and the Global Environmental Finance Unit can help increase efficiency in identifying and activating future urban resilience programming options.

For example, as of 2018, UNDP is a core partner in the ASEAN Smart Cities Network and is engaging with cities in the region to help catalyze public-private partnerships and spur technological innovation. The initial scoping and partner matching work is currently funded via the Network, but UNDP can leverage this exposure as an opportunity to identify and grow a portfolio of urban resilience projects for the future, cultivating relationships with member cities and activating internal and external expertise to deliver impactful, bankable city solutions. However, taking this existing upstream work to the programming stage will take resources: due diligence research and pre-screening of project options, consistent stakeholder engagement, and urban project planning expertise are needed.

As another example of how UNDP is able to support countries to tackle the links between SDGs, climate resilience and urban planning and budgeting, UNDP is the delivery partner for readiness projects in countries such as Uruguay, Bhutan and Bosnia and Herzegovina that have strong urban components. For example, in Uruguay, urban resilience concerns will be addressed using the sustainable cities initiative as an entry point. In Bosnia and Herzegovina, capacity of municipal authorities

will be developed to leverage financial instruments for climate informed investments and in Bhutan, the department of water and the city of Thimphu will prepare climate projections on its water resources availability in order to plan for a manage water.

Beyond the ASEAN region, urban areas are hubs for innovation and both the civil and private sector. As UNDP seeks to crowd in private resources to achieve the SDGs, understanding the resilience needs of cities globally – across different urban morphologies and typologies – and articulating how UNDP's expertise can be applied in developing interventions is a valuable step towards unlocking potential partnership, programming, and funding opportunities.

2) Objectives of the Assignment

The consultant will serve to work collaboratively between the Regional Urban Development team at the Bangkok Regional Hub and the Global Environmental Finance Unit, fostering collaboration and coordinated programming and communications with a particular focus on urban environmental issues and the National Adaptation Plans. By identifying strategic opportunities for programming, partnership and resource mobilization in different urban typologies, supporting Smart Cities Network missions with pre-screening and stakeholder research, and developing knowledge products, the consultant will enhance UNDP's positioning for urban resilience service delivery in the Asia-Pacific region and beyond.

3) Scope of Work

The consultant will be responsible for supporting the Regional Urban Development team at the Bangkok Regional Hub and the GEF/NAP-GSP Unit via the following tasks and deliverables:

1. Provide technical support to implementation of NAPs projects:

Bangladesh and Armenia. These two projects are approved in 2018 and are commencing implementation. This includes technical inputs for inception planning and preparation, review of terms of reference and scope of work under each outcome, preparation of inception package and providing guidance on project implementation as well as substantive issues related to NDCs and NAP linkages (10 x 2 =20 days)

Moldova, Albania and PNG. These projects are in advanced phase of review. The consultant will need to prepare project documents and timelines and support and start up an inception and implementation as these start in 2019. (15 x 3=45 days)

2. **NAP portfolio reporting** - preparation of baseline surveys for COs, review of M&E frameworks, inputs to progress reports (35 days)
3. **Finalization of proposals under review:** Albania, Egypt, Kyrgyzstan, Moldova and PNG (3 x 5 =15 days)
4. **Preparation of Urban proposal with Habitat:** This requires identification of potential partners, setting up coordination discussions with partner, preparation of a Theory of Change, barrier analysis, identification of countries and sub-national opportunities and development of a concept note in collaboration with UN Habitat. (10 days)

The consultant will be supervised by the National adaptation global support programme, Lead Technical specialist, and will work in close collaboration with Regional Economics Specialist with the Inclusive Growth and Sustainable Development Team at the Bangkok Regional Hub.

4) Duration of Assignment, Duty Station, and Expected Places of Travel:

Duration: Up to **125 days through December 2019**

Duty Station: UNDP Bangkok Regional Hub, Thailand with possible travel.

Upto two National Adaptation Plans related mission= 5 days x 2 = 10 days. Possible travel to Bangladesh and Albania.

Information on Working Arrangements

-) Estimated level of effort, including travel, is 125 working days through December 2019;
-) The tasks associated with this Terms of Reference are expected to be completed through a combination of
 - (a) office-based preparatory and coordination work;
 - (b) communication with country offices and other relevant UNDP and external entities;
 - (c) mission travel;
 - (d) participation in meetings and conferences as needed;
-) The initial contract would be for one year with a possibility for renewal dependent on demand for services and good performance;
-) The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
-) The Consultant 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 consultant will engage regularly with the supervisor by email and Skype on a weekly and/or as needed daily basis. In addition, the consultant will also engage with other UNDP colleagues based in Bangkok, and other regional hubs, and country offices;
-) Given the 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;
-) Due to the demand-driven nature of several activities, deliverables will be reassessed and agreed upon with the Supervisor on an ongoing basis;
-) The consultant shall submit to the Supervisor a monthly progress report on the status of the implementation of tasks;
-) Payments will be made monthly upon submission of a detailed time sheet (including deliverables and their timely execution) and certification of payment form, and acceptance and confirmation by the supervisor on days worked (with "a day" calculated as 8 hours of work) and outputs delivered.

Travel

The expected travel schedule will be defined in consultation with the consultant and the hiring unit. The consultant is required to arrange his/her own travel. The travel costs will be reimbursed per UNDP policy

-) International travel may be required. Expected mission travel would be discussed upon commencement of assignment and updated quarterly;
-) Any necessary mission travel must be approved in writing and advance by the Head of Climate Change Adaptation;
-) [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.

5) Expected Outputs and Deliverables:

The breakdown of tasks is anticipated as follows:

Deliverables	Activities
Support to start up and Inception preparation–	Preparation of agendas, power-point presentations to guide project implementation, lessons learned from other countries. Coordination on timelines with country offices, review of Terms of References, sharing examples of best practices upon request from countries. Bangladesh, Armenia, PNG, Albania, Moldova and PNG
Finalization of NAP proposals	Updating review sheets, addressing comments on advanced proposals, technical editing, checking for consistency (Albania, Egypt, Kyrgyzstan, Moldova, PNG)
Reporting and monitoring of NAPs portfolio	Supporting country offices for preparation of baseline surveys, reviewing Results frameworks and adding sources of verification and strengthening indicators.
Preparation of concept note for joint programme with UN Habitat	Coordination with Habitat, research on partners, joint mapping of countries, preparation of project concept collaboratively with all team members and managing inputs from all team members at UNDP.
Supporting UNDP's current work on Smart City Solutions with a focus on potential future long-term programming	<ul style="list-style-type: none">)] Support UNDP's ongoing work both matching cities with innovative technology solutions and scoping solutions via the ASEAN Smart Cities Network with <ul style="list-style-type: none"> o Background research into cities within the network o Technical inputs into and development of presentations, communications, and mission materials o Internal communication within UNDP and with technical experts to coordinate scoping missions)] Identification and pre-screening of potential bankable projects for the partner cities
Other tasks	<ul style="list-style-type: none">)] Identifying further areas for collaboration between GEF team and BRH Regional Urban Development team (within GEF Sustainable Cities project development processes, for example), coordination/planning, ad hoc requests, etc.)] Support UNDP GEF and UN-Habitat's developing program to advance human settlements' representation in National Adaptation Plans.)] Supply technical inputs to presentations, concept note, and programming documents as needed.

6) Provision of Monitoring and Progress Controls:

The consultant will be supervised by the UNDP NAP Technical Specialist throughout the consultancy.

7) Degree of Expertise and Qualifications:

Education Qualifications:

- ☐ Master's degree or above in environment, economics, development, urban planning, or a closely related field.

Professional Experience:

- ☐ A minimum of 3 years of relevant work experience in designing and managing projects and/or programmes in climate change, urban planning, and/or environmental risk assessment.
- ☐ Experience working on multi-sectoral initiatives, institutional capacity-building, development planning and budgeting, impact measurement and monitoring, and related initiatives in human development and environmental project contexts.
- ☐ Experience working with and delivering support to governments.

Desired Qualifications:

- ☐ Experience working in Asia will be an asset.
- ☐ Experience working in project design and management for climate change adaptation will be an asset.
- ☐ Experience working on project development with city planners and urban stakeholders will be an asset.

Language Skills:

- ☐ Excellent English communication and writing skills.

8) Review Time Required

7 to 14 working days.

9) Consultant's Presence on Duty Station/UNDP Premises

☐ None ☐ Partial ☒ Intermittent ☐ Full time

10) Payment Terms

The daily fee must be "all-inclusive"¹ and an IC time Sheet must be submitted by the contractor, duly approved by the Individual Contractor's supervisor, which shall serve as the basis for the payment of fees.

☐ Hourly

Currency:

Amount:

☐ Daily

Currency: USD

Amount:

☐ Weekly

Currency:

Amount:

All-inclusive implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the contractor are already factored into the final amount submitted in the proposal.

11) Recommended Presentation of Offer

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) P11, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references;

12) Criteria for Selection of the Best Offer

- 1. Only those applications which are responsive and compliant will be evaluated;
- 2. The technical evaluation will be worth a maximum 100 points based on the following criteria.
 - a. Education Qualification. (10 pts.)
 - b. Relevant working experience. (80 pts.)
 - c. Excellent English communication and writing skills. (10 pts.)
- 3. Only candidates who have achieved a minimum of 70 points (70%) from the review of the education, experience, and language will be invited for an interview.
- 4. The interview will be given a maximum of 100 points (30%). When combined with the technical review of 100 points (70%), only candidates who pass 70% of technical and interview evaluation will be evaluated further.
- 5. For those passing technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:
 - a. Technical and Interview (70%)
 - b. Financial evaluation (30%)
- 6. The financial proposal shall specify an all-inclusive¹ daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);
- 7. Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

13) Approval

This TOR is approved by:



Signature:

Name and designation:

Rohini Kohli, Lead Technical Specialist (NAP-GSP)

Date of signing:

25 November 2018