

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: March 24, 2019

<b>Post Title:</b>	Individual Contractor (IC) – Junior Energy Access Consultant
<b>Starting Date</b>	April 15, 2019
<b>Duration:</b>	25 working days from contract signature date until 31 May
<b>Location:</b>	Amman-Jordan
<b>Project:</b>	Green Finance Innovation: Derisking Renewable Energy Investments
<b>Requisition Number:</b>	
<b>National or International consultancy</b>	International Consultant
<b>Is this a LTA (yes/no)?</b>	No

### I. **CONTEXT/BACKGROUND**

The Regional Hub for Arab States leads UNDP's provision of policy and programme support to regional and local partners across the region on a range of development issues. The Regional Hub's staff supports the formulation and implementation of regional initiatives, provides technical advice to UNDP Country Offices and local partners regards national programming; advocates UN and UNDP corporate messages, represents UNDP at regional fora and dialogues, and engages in UN inter-agency coordination for common frameworks such as the Sustainable Development Goals (SDGs) and the Paris Agreement on Climate Change. UNDP is the UN's largest provider of grant assistance in sustainable energy and climate change, with over \$3 billion of projects today. Under UNDP's Strategic Plan (2018-2021), a key focus of technical assistance is support for promoting innovative solutions that scale up finance from a diversity of public and private sources and accelerate results towards sustainable energy and climate targets. Today's momentum remains inadequate in delivering the needed transformation especially in attracting private sector investments in sustainable energy. Financial flows for sustainable energy, low carbon, climate resilient development remain marginal to the deployment of capital, while the financial system remains disconnected from the long-term development needs.

Climate change and sustainable energy have risen to the top of the development agenda in recent years, with action supported by the passage of the SDGs especially SDG-7 and SDG-13, and the entry into force of the Paris Agreement on climate change. As countries move to achieve local results, a key focus has turned to the need for expanded access to finance. It has been estimated that achieving the goals set in the countries' Nationally Determined Contributions (NDCs) under the Paris Agreement will require over \$53 trillion of new investments by 2030. Mobilizing this magnitude of capital in turn requires new and innovative solutions that lower the risk investors face in scaling up sustainable energy and climate investments in developing countries.

The Green Finance Innovation project is a regional initiative (2018-2019) to help partners in the region scale up investments to achieve the goals of the new Arab Sustainable Energy Strategy (ASES) and the Pan-Arab Clean Energy (PACE) initiative, both led by the Regional Center for Renewable Energy and Energy Efficiency (RCREEE) in partnership with IRENA and other partners. It focused on two key outputs: (i) development of a regional report on derisking renewable energy investments to assess the challenges and opportunities for sustainable energy finance, and (ii) support to regional entities to establish a regional platform to serve as a marketplace for generating solutions,

public-private partnerships and new investments. A key feature for both these outputs is to ensure a focus on energy access challenges for displaced communities across the region, so that new energy investments leave no one behind.

## II. **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

Under the Green Finance Innovation project, UNDP is engaging a Junior Energy Access Specialist to (i) mainstream into UNDPs regional report on derisking energy investments some of the key challenges and opportunities for meeting the energy gap in communities displaced by conflict and (ii) to recommend ways by which the new IPREME regional energy investment platform that UNDP is partnering on can be tailored to the unique needs of crisis contexts. Regarding the former, a draft UNDP regional report on derisking will be produced by March which the Junior Energy Access Specialist will review and enhance regarding the unique derisking needs in crisis contexts. Regarding the latter, UNDPs partner RCREEE is in process of developing an Investor Platform for Renewable Energy in the Middle East and North Africa (IPREME) in partnership with European Investment Bank (EIB), Islamic Development Bank (IsDB) and the Netherlands. UNDP plans to join as a partner in IPREME and support emergence of the new mechanism in the region. The Junior Energy Access Specialist will help identify means to enhance the role of the platform with the aim of scaling up energy investments for the benefit of communities displaced by conflict, and ways IPREME could connect to UNDPs country level activities in the region.

## III. **EXPECTED OUTPUTS AND DELIVERABLES**

Expected Outputs and Deliverables	Target Due Dates	Expected number of working days for each deliverable	Review and Approvals Required
<b>Output 1:</b> Review of and contributions to enhancing UNDPs regional report on derisking energy investments so as to properly account for the situation in countries affected by conflict in the Arab region. This will draw on UNDPs ongoing country initiatives across the region to expanding energy access for displaced communities.	Due on 5 <sup>th</sup> May 2019	Up to 10 working days	Stephen Gitonga, UNDP Regional Energy Specialist
<b>Output 2:</b> Report providing recommendations to enhance the role of the prospective IPREME platform so as to scale up investments in the region for benefit of crisis countries energy needs, and ways it could connect to UNDPs country level activities on the topic in the region.	Due on 20 <sup>th</sup> May 2019	Up to 15 working days	Stephen Gitonga, UNDP Regional Energy Specialist

## IV. **INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her full-time commitment with UNDP-RBAS;
- S/He shall perform tasks under the general guidance of UNDPs Team Leader in the Arab Region for Climate Change, DRR, Energy & Environment and the direct supervision of the Regional Energy Specialist. The supervision will include approvals/acceptance of the outputs as identified in the previous section;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UNDP colleagues;
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment to monitor progress;
- The individual is required to maintain close communication with UNDP on regular and needed basis at any period throughout the assignment to monitor progress. In the event of any delay, s/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

## V. **DURATION OF THE WORK**

The duration of the work is expected to be 25 working days from contract signature date until 31 May.

## VI. **DUTY STATION**

The assignment is based at UNDPs Regional Hub in Amman, with possible travel to countries in the Arab region for sake of consultation with partners, to be covered by UNDP.

## **TRAVEL PLAN**

All travel costs should be included in the financial offer

<b>City, County</b>	<b>Duration</b>	<b>Number of Missions</b>	<b>Number of Travel Days for Each Mission</b>	<b>No. of Round Economy Tickets</b>
Duty Station- Amman-Duty station	25	1	25	1

If unforeseen travel outside the consultant duty station is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

## VII. **QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

### I. Academic Qualifications:

- Master's degree in climate change, energy, environment, green finance, or any other closely related field.

### II. Years of experience:

- Minimum 1 year previous experience in climate change, energy, environment, green finance, or any other closely related field with international or regional organizations; including preparing reports on the topic
- Previous working experience with the United Nations (UN) is an advantage;

### III. Language Requirements:

- Language proficiency in both written and oral English is required. Knowledge of in other UN languages, particularly Arabic, is an asset.

### IV. Competencies:

- *Corporate*
  - Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
  - Promotes the vision, mission and strategic goals of UNDP;
  - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- *Functional*
  - Proven technical and intellectual skills in understanding and interpreting regional, national and local green financing issues;
  - Ability to understand and analyze and political dynamics in the region;
  - Demonstrated ability for facilitation and coordination skills;
  - Demonstrated entrepreneurial abilities and demonstrated ability to work in an independent manner;
  - Background knowledge about the SDGs, United Nations and UNDP;
  - Good teamwork and interpersonal skills;
  - Flexibility and ability to handle multiple tasks and work under pressure;
  - Excellent drafting and formulation skills;
  - Excellent computer skills especially Word, Excel and PowerPoint;
- *Leadership*

- Demonstrated ability to think strategically and to provide credible leadership;
- Demonstrated intellectual leadership and ability to integrate green finance with broader strategic overview and corporate vision;
- Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
- Ability to conceptualize and convey strategic vision from the spectrum of development experience.
- *Managing Relationships*
  - Demonstrated ability to develop and maintain strategic partnerships;
  - Demonstrated well developed people management and organizational management skills;
  - Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area.
- *Managing Complexity*
  - Ability to address global development issues;
  - Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.
- *Knowledge Management and Learning*
  - Ability to strongly promote and build knowledge products;
  - Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
  - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
  - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
- *Judgment/Decision-Making*
  - Mature judgment and initiative;
  - Proven ability to provide strategic direction to the project implementation process;
  - Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

## VIII. FINANCIAL PROPOSAL

Interested candidates should provide lump sum fees for requested services with detailed breakdown. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, travel cost, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder, noting that the maximum number of working days for this assignment shouldn't exceed 25 working days.

Milestone	Estimated due date	Expected number of working days for each deliverable	Payment
Final version of UNDPs regional report on derisking energy investments integrating the situation in countries affected by conflict in the Arab region, drawing on UNDPs ongoing country initiatives to expanding energy access for displaced communities.	5 May 2019	Up to 10 working days	100% After submission of 2 deliverables by the 20 <sup>th</sup> of May

Report providing recommendations to enhance the role of the prospective IPREME platform so as to scale up investments in the region for benefit of crisis countries energy needs, and ways it could connect to UNDPs country level activities on the topic in the region.	20 May 2019	Up to 15 working days	
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## IX. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Technical Proposal** (A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner);

Interested candidates shall submit above documents to the Job Advertisement Website:

[https://jobs.undp.org/cj\\_view\\_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than 31<sup>st</sup> March, 2019

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11

Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

## X. **CRITERIA FOR SELECTION OF THE BEST OFFERS**

Individual consultants will be evaluated based on the following methodologies:

### **Step I: Screening and desk review:**

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- Criteria A:** Master's degree or equivalent in climate change, energy, environment, green finance, or other related field;
- Criteria B:** Minimum 1 year of previous working experience in climate change, energy, environment, green finance or any other related field with international or regional organizations, including development of reports on the topic;
- Criteria C:** Language proficiency and writing skills in English

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria:

### **Technical evaluation Criteria** max 100 points (Weighted 70):

- Criteria A:** Master's degree or equivalent in climate change, energy, environment, green finance, or other related field (20 points);
- Criteria B:** Minimum 1 year of previous experience in climate change, energy, environment, green finance or any other related field with international or regional organizations, including development of reports on the topic (40 points);
- Criteria C:** Previous working experience with the United Nations (UN) (15 points);
- Criteria D:** Language proficiency and writing skills in English (10 points);
- Criteria E:** Technical proposal (15 points)

### **Financial Criteria - 30% of total evaluation**

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula:  $(PI / P_n)^*$  30 where  $P_n$  is the financial offer being evaluated and  $PI$  is the lowest financial offer received.

### **Step II: Final evaluation**

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where 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 technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.

## **XI. APPROVALS**

**This Procurement Notice is certified by:**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date of Signing \_\_\_\_\_

**This Procurement Notice is approved by:**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date of Signing \_\_\_\_\_