

Terms of Reference

Framework Agreement for three Project Portfolio Technical Support Consultants for the UNDP-GEF Ecosystems and Biodiversity Portfolio

Location:	Home-based with mission travel
Type of Contract:	Individual Contract as Framework Agreement
Starting Date:	August 2019
Languages Required:	English, English and Spanish for one of the consultants
Expected duration of assignment:	Up to 3 years (max 521 days' work) dependent on demand and performance
Supervisor:	Principal Technical Advisor - Ecosystems & Biodiversity

Background:

Based in UNDP's Bureau for Policy and Programme Support, the UNDP-Global Environmental Finance Unit (UNDP – GEF Unit) helps countries achieve the simultaneous eradication of poverty and significant reduction of inequalities and exclusion by assisting Country Offices in accessing environmental finance for sustainable development. UNDP is an accredited implementing entity to the following environmental vertical funds: (i) the funds managed by the Global Environment Facility (GEF); (ii) the Adaptation Fund (AF); and (iii) the Green Climate Fund (GCF). As an Implementing Agency for these funds, UNDP offers countries highly specialized technical services for eligibility assessment, programme/project formulation, due diligence, mobilization of required co-financing, project implementation oversight, results management and evaluation, performance-based payments and knowledge management.

As one the largest operational and financial UN player in the field of ecosystems and biodiversity, 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. Current portfolio consists of around 320 projects in over 130 countries.

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.

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 provide support to all the regions based on demand in any particular country over the contract period, supporting the Head of the ecosystem and biodiversity (EBD) team and the team of 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 demand-based 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 development of Project Documents, GEF CEO endorsement requests and other required items for full project submission packages (where the consultant had no prior involvement with the PPG Initiation Plan);
- 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 PTA/RTAs in the development of strategic UNDP policy position papers and internal briefing notes, as needed;
- In collaboration with PTA/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 100-150 days per year per consultant. Maximum working days over the three-year period would be 521 days 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 Consultants by email informing of the specific deliverables, and timeline;
- The consultants 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 Principal 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. 2-5 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 Principal Technical Advisor;
- [The BSAFE course](#) 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;
- 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);
- At least 2 years of working experience with/in the Asia, Pacific, Latin America and/or Africa region (max. 10 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 5 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 (10 points)
- Excellent verbal communication and writing skills in English and Spanish (if you are applying for the English-Spanish assignment)) (max 10 points);
- Working knowledge of French and/or Portuguese 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 9 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 3 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 and signed CV or UNDP Personal History form (P11) to be downloaded from the below link;
- 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.
- Please confirm whether you are applying for the English only or English and Spanish assignment.

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

UNDP Personal History form (P11) required of all applicants:

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

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=55673

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 and signed CV or UNDP Personal History form (P11)?
3. Have you attached to your P-11/CV and 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.
4. Please confirm whether you are applying for the English only or English and Spanish assignment.