

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 16 May 2019

Country: Thailand

Description of the assignment: NAP Junior Research Consultant

Duty Station: Bangkok based with possible travels.

Project name: UNDP/ BPPS/ NAP- GSP

Period of assignment/services (if applicable): 1 July 2019 – 31 December 2019 (up to 90 days).

To apply for this position, please click the link below:

https://jobs.undp.org/cj_view_job.cfm?cur_lang=en&cur_job_id=85254

1. BACKGROUND

Financed by the Global Environment Facility (GEF) Least Developed Countries Fund (LDCF) and Special Climate Change Fund (SCCF), the joint UNDP-UNEP National Adaptation Plan-Global Support Programme (NAP-GSP) and its partners are assisting countries identify technical, institutional and financial needs to integrate climate change adaptation into ongoing medium and long-term national planning. The partner agencies of the NAP-GSP are the FAO, GIZ, GWP, IFAD, PROVIA, WHO, UNFCCC, UNISDR and UNITAR. The GSP is one of a number of initiatives in place to support Countries to advance their NAP process.

Within this overall background, UNDP is supporting countries with one-on-one technical assistance to identify specific needs, capacity gaps and suggest next steps with regards to advancing their National Adaptation Plan (NAP) processes. This tailored support complements NAP-GSPs activities that are focused on region-based technical training, awareness-raising, and knowledge sharing and exchange. Furthermore, this support is instrumental in leveraging financial support to developing countries embarking on their NAPs.

As part of NAP-GSP's communication and Knowledge Management Strategy in support of the above scope of work, a country policy baseline, country briefings, country mission reports, policy briefs and infographics are envisaged to strengthen the programme's outreach and increase awareness of its contributions to countries' NAPs.

2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Objective

The objective of this assignment is to assist the NAP-GSP team in compiling a database of existing strategies, policies, plans and projects/programmes in developing countries, which are supportive of their climate change adaptation planning and budgeting efforts. This assistance will help countries identify their technical and financial capacity gaps and needs, and formulate country baselines for the UNDP-led portfolio. This assistance is also expected to contribute to building awareness about the NAP process in the countries and be able to support the communication of the results to stakeholders both in-country as well as externally through tailored knowledge products.

The NAP Junior Researchers will provide assistance to UNDP for up to 20 countries (each – from the list of countries that have requested UNDP support to advance the formulation/implementation of their NAP).

Scope of Work

The consultant/s will be responsible for:

- A. Assisting with the development of a schema conducive to a searchable and user-friendly database of existing information in developing countries;
- B. Coordinating with the aforementioned countries (Governments and UNDP Country Offices) in collecting climate change adaptation relevant data on existing strategies, plans, policies and projects/programmes;
- C. Conducting desk reviews, synthesizing the information into one-two paragraph descriptions of the data collected for each country;
- D. Review and verifying accuracy, coherence and consistency of available data for other countries in the database, and updating information where necessary;
- E. Increasing external engagement and visibility of NAP-GSP and exploring new entry points within the public and private sector, and amongst UN and other development agencies;
- F. Support NAP-GSPs works on the climate finance expenditures and conducting necessary reviews of public expenditures allocated to climate change activities in agriculture.

The tasks associated with this Terms of Reference are expected to be completed through desk-based preparatory and coordination work. Wherever necessary to validate the findings or collect additional information for the database, the incumbent might be required to participate in country level consultations, accompanying the NAP-GSP staff and partners, in selected countries.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

-) Master's degree in environment, economics, international development, international relations or a closely related field.

Experience:

-) A minimum of 2 years of relevant work experience;

-) Experience in planning and conduction capacity building activities and trainings for government officials;
-) Experience working in Africa will be an asset;
-) Experience working in capacity building for climate change adaptation will be an asset..

Language:

-) Excellent English communication skills.

Corporate Competencies:

- Demonstrates integrity by modeling the UN'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;
- Treats all people fairly without favoritism.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Contract Duration: 1 July 2019 – 31 December 2019 (up to 90 days)

Duty Station: Bangkok-based with possible travel. Expected places of travel: To be decided in coordination with the requesting government, with the NAPGSP coordinator assigned to that particular country. The expected travel schedule will be defined in consultation with the countries. The consultant is required to arrange for his/her own travel. The travel cost shall be reimbursed at actual but not exceeding the amount quoted by UNDP travel agent.

5. FINAL PRODUCTS

Based on the aforementioned criterion of the tasks associated with this Terms of Reference (expected deliverables following UNDP guidelines on communications), the consultant will be responsible for:

No.	Expected Deliverables	Description	Expected Number of working days
1.	NAP-GSP Country Briefings 1	Development of 4-5 NAP-GSP Country Briefs <ul style="list-style-type: none">) Tanzania) Guinea-Bissau) Mozambique) Other assignment countries to be identified 	20 days
2.	NAP-GSP Country Briefings 2	Finalization of country briefing drafts for: <ul style="list-style-type: none">) Lebanon) Tajikistan) Saint Lucia 	5 days
3.	Private Sector Engagement	Advancement of the private sector climate change adaptation case study publication	5 days
4.	Project Concept Notes	Concept Note development for: <ul style="list-style-type: none">) African Adaptation Initiative) Other assignment countries to be identified 	20 days
5.	DRR/CCA	Preparation of a guidance note	10 days
6.	NAP Presentations	Preparing substantive NAP presentations within defined thematic areas	10 days
7.	Research, analysis, and writing	Tasks upon request	20 days
Total			90 days

Apart from the aforementioned tasks in the table above, the consultant is expected also to perform any other related tasks assigned by the supervisors.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

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

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

-) **Letter of Confirmation of Interest and Availability** using the template provided in [Annex II](#).

-) **Personal CV** 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.
-) **Financial proposal**, as per template provided in [Annex II](#). Note: National consultant must quote price in U.S. Dollar 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 indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments:

The contract will be based on Daily Fee

Consultant shall quote an **all-inclusive Daily Fee** for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology;

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%) *and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

-) Only those applications which are responsive and compliant will be evaluated;
-) The technical criteria combined with desk review (education, experience, language [max. 100 points, 70%] and interview [max.100 points, 30%])
-) Only the top 3 candidates scoring 70 points or higher from the desk review of the education, experience and languages will be considered for the interview;
- Candidates obtaining 70% or higher of combined score on desk review and interview will be deemed technically qualified and considered for financial evaluation;
- Financial score 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-inclusive¹ daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);
-) The applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Technical Criteria for Evaluation (Maximum 100 points)

-) Criteria 1: Relevance in education background and degree- Max 10 points;
-) Criteria 2: Relevant work experience - Max 25 points;
-) Criteria 3: Experience in planning and conduction capacity building activities and trainings for government officials - Max 25 points;

-) Criteria 4: Experience working in capacity building for climate change adaptation - Max 15 points;
-) Criteria 5: Experience working in Africa, especially LDCs - Max 15 points;
-) Criteria 6: Excellent English communications skills - Max 10 points.

Only candidates obtaining a minimum of 70 points (70% of the total desk review of 100 points, exclude interview) would be considered for interview and Financial Evaluation respectively.