

## Framework Agreement for Data Analysis Consultant for UNDP-GEF Climate Change Adaptation

<b>Location:</b>	Home-based with possible travel mission
<b>Type of Contract:</b>	Individual Contract as Framework Agreement
<b>Post Level:</b>	International Consultant
<b>Starting Date:</b>	1 October 2019
<b>Languages Required:</b>	English
<b>Expected Duration of Assignment:</b>	3 years (max 495 working days) depending on demand for services and good performance
<b>Supervisor:</b>	Head of Climate Change Adaptation

### **Background:**

UNDP's Bureau of Policy and Programme Support (BPPS) provides leadership and technical support to deliver on the UNDP's Strategic Plan priorities on Sustainable Development Pathways and Resilience and Governance. UNDP-Global Environmental Finance (GEF) Unit is based in UNDP's Bureau of Policy and Programme Support and is responsible for providing leadership and technical support to, among other areas, delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. Its main focus is on helping countries develop the capacity to fully incorporate environmental sustainability and resilience into development at national and local, but also global and regional levels. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

As the UN system's development program, the GEF Implementing Agency and the Green Climate Fund (GCF) Accredited Entity, UNDP also supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner. The UNDP-GEF team within the BPPS offers UNDP Country Offices and client countries a range of highly specialized technical services that include providing leadership on the formulation process as well as preparation of substantive products that are required in order to complete Board compliant project proposals for submission to the Green Climate Fund (GCF).

Within this overall background, UNDP is seeking the service of a consultant to lead the monitoring and reporting of the UNDP GCF portfolio and perform portfolio data analysis on the full UNDP-GEF portfolio to inform strategic and guidance documents and improve programme implementation efficiency. The consultant will be in charge of the portfolio data analysis and reporting of the full CCA portfolio. In addition, the consultant will perform financial analysis and modeling and develop a tool that will be part of a newly established private sector engagement framework for CCA projects. The consultant will contribute to the development of new strategy, process and workflows to enhance CCA impact capture and communication. Finally, the consultant will support CCA portfolio implementation and perform other data analysis tasks and develop presentations as require by the Head of Climate Change Adaptation.

The consultant will lead the monitoring and reporting of the full CCA and UNDP GCF portfolio and perform portfolio data analysis on the full UNDP-GEF portfolio to inform strategic and guidance documents and improve programme implementation efficiency. In addition, the consultant will perform financial analysis and modeling and develop a tool that will be part of a newly established private sector engagement

framework for CCA projects. The consultant will contribute to the development of new strategy, process and workflows to enhance CCA impact capture and communication. Finally, the consultant will support CCA portfolio implementation and perform other data analysis tasks and develop presentations as required by the Head of Climate Change Adaptation.

### **Scope of Work:**

Under the guidance and supervision of the Head of Climate Change Adaptation, with input from Adaptation Programme Managers and the Climate Change Adaptation Communications Team, the consultant will provide the following:

- Conduct portfolio data analysis in statistical software for data science (STATA), produce Geographic Information System (GIS) maps and design presentations to communicate portfolio status and impact;
- Develop databases and perform data analysis to identify programme implementation bottlenecks and increase implementation efficiency and delivery;
- Lead the GCF pipeline management, analysis and reporting;
- Lead the GCF Accredited Entity portal data quality assurance;
- Track and monitor GCF Fund Activity Agreement conditions and covenants;
- Lead the quality assurance of data entered in the Project Information Management Software;
- Design new methodology, processes and workflows to enable better communication of CCA portfolio impacts and contributions to Sustainable Development Goals (SDGs);
- Support project implementation for Climate Change Adaptation (CCA) portfolio;
- Develop tools to facilitate portfolio monitoring and reporting;
- Lead the risk/de-risking modeling and develop a tool for the private sector engagement operational framework under the guidance of a Senior Economist and a Private Sector Engagement Specialist;
- Develop financial models;
- Contribute to writing project reviews as required.

### **Final Deliverables:**

An indicative list of outputs includes:

- Development of databases and data analysis on the full UNDP-GEF portfolio to inform strategic and guidance documents for programme implementation;
- GCF portfolio monitoring, analysis and reporting;
- CCA portfolio data analysis and reporting;
- Ensure the integration of the GCF current workflows and processes into PIMS+;
- Monitor and track GCF Fund Activity Agreement (FAA) conditions and covenants;
- Lead the data quality assurance of the Project Information Management Software;
- Lead the collection and codification of data on results/impacts and anticipated results of the CCA portfolio;
- Regular data accuracy checks of the "transparency platform" once it is developed;
- Ensure data accuracy of the GCF accredited entity portal;
- Development of financial models under the guidance of a Senior Economist for the private sector engagement framework for CCA projects;
- Development of a tool for the private sector engagement framework for CCA projects.

### **Information on Working Arrangements:**

- The overall objective of this Framework Agreement is to facilitate and expedite the process by which UNDP-GEF can hire the services of a Data Analysis consultant for UNDP-GEF Climate Change Adaptation, once there are specific assignments over the next 3 years;
- Estimated level of effort: approximately 165 working days over 12 months. Maximum working days over the 3-year period would be 495 days;
- UNDP does not guarantee that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs, good performance, and availability of resources;
- IC as a Framework Agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with other individuals or entities);
- The Framework Agreement 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 would contact the Consultant by email informing of the specific deliverables required, and timeline for delivery;
- The consultant 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 email and purchase order;
- 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;
- 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, specific software if needed, 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.;
- 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:**

- International travel may be required (destinations to be identified) for meetings with HQ/Regional hubs. . An estimated of 2 missions per year with a maximum duration of 5-6 days.
- Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- The [BSAFE course](#) must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are also required to comply with the UN security directives;

- Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- 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 supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for airfares, terminal expenses, and living allowances should not be included in financial proposal.

## **Competencies:**

### **Corporate Competencies**

- Demonstrates commitment to UNDP's vision, mission and values;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats people fairly without favoritism.

### **Functional Competencies**

#### **Professionalism:**

- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
- Remains calm and in control even under pressure, and consistently approaches work with energy and a positive, constructive attitude;
- Ability to work under minimum supervision;
- Highly motivated with a positive attitude and problem-solving approach;
- Self-motivated with an ability to accept responsibility and accountability for decisions and actions.

#### **Communication:**

- Speaks and writes clearly and effectively;
- Tailors language, tone, style and format to match the audience;
- Good interpersonal and, networking skills, supports and encourages open communication.

#### **Teamwork:**

- Ability to establish and maintain effective working relations within and outside team;
- Demonstrates good understanding and flexibility among team perspective and ideas;
- Keeps team members informed of problems or delays;
- Consults within team and ensures their needs are represented in decision-making processes.

## **Qualifications:**

### **Education:**

- Bachelor's degree in a development related field such as economics, statistics or finance (max. 10 points).

### **Experience:**

- A minimum of 2 years of relevant work experience, including areas such as research and analysis, economic development, project design and implementation, proposal development, and econometric and financial modelling (max. 20 points);
- Knowledge of STATA and GIS and hands-on experience producing products to support projects required (max. 15 points);
- Experience in financial data analysis and modelling is an advantage (max. 15 points);
- Experience working in the context of Least Developed Countries is preferred (max. 10 points);
- Knowledge of the main vertical funds (GEF, AF and GCF) dedicated to climate finance is desirable (max. 10 points);

**Language:**

- Excellent oral and written communication skills in English (max. 10 points);
- Working knowledge of Spanish and/ or French is an advantage (max. 10 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.30 points]) will be based on a maximum 130 points;
- Only the top 3 candidates scoring 70 points or higher from the review of the education, experience and languages will be considered for the interview;
- Candidates obtaining 21 points or higher in the 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 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 all foreseeable expenses to carry out the assignment);
- Applicant receiving the highest combined score and who has accepted UNDP's General Terms and Conditions will be awarded the contract.

**Documentation to be submitted:**

- Applicants must submit a CV shall including Education/Qualification, Professional Certification, Employment Records /Experience;
- 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.

**Kindly note you can upload only ONE document to this application. Incomplete applications will not be considered.**

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

**[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](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=58477](http://procurement-notice.undp.org/view_notice.cfm?notice_id=58477)**

**MANDATORY QUESTIONS:**

- I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors.
- Have you submitted a duly completed CV or P11?
- Have you attached to your CV Annex II duly completed and signed including your all-inclusive fee and all foreseeable expenses for this assignment (except travel)? Your application will not be considered without submission of Annex II.