

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 26 August 2019

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**Country:** Thailand

**Description of the assignment:** Technical Expert on Adaptation Planning and Monitoring and Evaluation

**Duty Station:** Home-based with possible travel.

**Project name:** UNDP- BRH- NAPs

**Period of assignment/services (if applicable):** 30 September 2019 – 31 March 2020.

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

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=87167](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87167)

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### 1. BACKGROUND

UNDP supports countries to promote risk informed development. A significant part of this support is undertaken through the provision of technical assistance towards integrating climate risk in local, sectoral and national planning and budgeting systems and processes in order to enhance the overall governance of climate finance through a whole of government approach. Support to countries is undertaken with a wide-range partners for example governments, CSOs, Academia, parliamentarians, donors and other international organisations. UNDPs work in this area contributes to the attainment of its strategic plan objectives particularly under outcome one and four.

The Food and Agriculture Organization of the United Nations (FAO) and the United Nations Development Programme (UNDP) are working together on the project Integrating Agriculture in National Adaptation Plans programme ("NAP-Ag") with ministries of Agriculture, Environment, Planning and Finance, and key national stakeholders in Nepal, Kenya, the Philippines, Thailand, Uganda, Uruguay, Viet Nam, Zambia, Guatemala, Colombia, and The Gambia to incorporate agricultural sectors into National Adaptation Plans (NAPs) processes. In doing so, the programme aims to safeguard livelihoods, raise agricultural production and boost food security. In all target countries, agricultural sectors, including forestry and fisheries, have been identified as the most vulnerable to the effects of climate change, but also key to ensuring food security and reducing

poverty. The programme is funded by the International Climate Initiative of the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB).

Within this overall background, UNDP is seeking the support of an International Consultant to support the areas of climate change adaptation planning, specifically on policy analysis and technical writing to capture experiences and lessons learned of NAP processes as they pertain to Monitoring and Evaluation (M&E).

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

### **Objective**

The overall objective of the assignment is to undertake policy analysis, provide technical inputs and prepare case studies, best practices and policy briefs as they pertain (to the NAP-Ag and NAP-GSP projects, in particular with regards to: i) case studies on integrating adaptation M&E into the agriculture sectors ; ii) policy brief on mainstreaming adaptation into planning and budgeting; iii) one chapter to the mainstreaming adaptation into planning/NAPs publication and (iv) Prepare annotated guidance on Monitoring and Evaluation Adaptation Planning Terms of reference

The assignment may include additional tasks related to the provision of technical guidance in the delivery of the NAP-Ag and NAP-GSP projects, as to be agreed with the consultant.

### **Scope of Work**

Under the overall guidance of the head of climate adaptation, UNDP and under the supervision of the lead Technical Specialist (NAP GSP), the Consultant will undertake the following tasks, including:

#### **1. Case studies**

- Develop 2-3 country case studies on the integration of adaptation M&E into the agriculture sectors, based on experiences under the NAP Ag project

#### **2. Webinar**

- Prepare, facilitate and present during a webinar on integration of adaptation M&E into the agriculture sectors, in collaboration with  
FAO

#### **3. Policy brief on mainstreaming adaptation into policy and planning**

- Research and write a policy brief on mainstreaming adaptation into policy and planning, building on experiences and lessons learned from NAPs and the climate change adaptation portfolio at UNDP.
- Research and write a policy brief on mainstreaming adaptation into official monitoring systems and the climate change adaptation portfolio at UNDP.

#### **4. Mainstreaming publication**

- Research and write 1 chapter for the NAP GSP publication on mainstreaming adaptation into planning, including potentially on overall mainstreaming into planning and budgeting; sector level mainstreaming; and M&E.

**5. Provide technical advice on Monitoring and Evaluation experiences and best practices to adaptation planning projects in countries.**

- Scan best practices and consult with experts and practitioners to prepare a annotated sample terms of reference for monitoring and evaluation within the adaptation planning process and provide links to best practices within this guidance.

**6. Additional tasks**

These are to be discussed and agreed in the course of the assignment, and may include:

- Drafting additional technical documents and policy briefs, including on country experiences and NAPs
- Technical support to NAP countries, including potential support missions

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**Education:**

- Master's degree in sustainable agriculture, environment, sustainable development, business administration, policy analysis, and climate change or closely related field.

**Experience:**

- Approximately 7 years of experience in climate change planning and policy, with some demonstrated experience on NAP specifically;
- Demonstrated experience and country support in monitoring and evaluation of adaptation especially in developing countries;
- Demonstrated experience in production of technical documents and materials, including policy briefs;
- Experience in on-line and in-person training and facilitation;
- Experience or strong familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners.

**Language:**

- ) Proficiency in English with advanced command of speaking and writing.
- ) Fluency in other UN languages is an asset.
- )

**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:** 30 September 2019 – 31 March 2020 (Up to 50 working days).

**Duty Station:** Home based with possible travel.

## 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:

Deliverable/Output	Target due date	Estimated amount of work days	Review and approvals required
Case studies			
Case study on integration of adaptation M&E into the agriculture sectors, Country 1	15 <sup>th</sup> October 2019	7 days	Lead technical specialist, National Adaptation Plans
Case study on integration of adaptation M&E into the agriculture sectors, Country 2	31 <sup>st</sup> October 2019	7 days	
Webinar			
Webinar on integration of adaptation M&E into the agriculture sectors	31 <sup>st</sup> October 2019	3 days	Lead technical specialist, National Adaptation Plans
Policy brief			
Policy brief on mainstreaming adaptation into policy and planning	31 <sup>st</sup> December 2019	10 days	Lead technical specialist, National Adaptation Plans
Policy brief on mainstreaming adaptation into official monitoring and evaluation systems and analysing implications	28 February 2019	10 days	
Mainstreaming publication			
Draft Chapter 1 – potential topics – sectoral integration into adaptation planning or adaptation M&E	31 <sup>st</sup> January 2019	10 days	Lead technical specialist, National Adaptation Plans
Advice on M&E to adaptation planning projects in countries			
Prepare a sample annotated TOR for reference for NAP projects with links to relevant best practices and case	30 <sup>th</sup> November 2019	3 days	Lead technical specialist, National Adaptation Plans
Total amount of days	50 days		

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The assignment will be managed by the National Adaptation Plans, Lead Technical Specialist, UNDP GEF or other persons delegated by the Lead Technical Specialist. UNDP GEF will review the quality of the services provided by the contractor and the contractor will systematically respond to feedback provided in writing as requested.

## 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 must send a financial proposal 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. [Remove this paragraph if Lump sum is selected]

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.

## 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 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;
- ) 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%)
- ) The financial proposal shall specify an all-inclusive<sup>1</sup> daily fee;

### **Technical Criteria for Evaluation (Maximum 70 points)**

- ) Criteria 1: Relevance in education background - Max 10 points;
- ) Criteria 2: Relevant professional experience - Max 20 points
- ) Criteria 3: Experience and country support in monitoring and evaluation of adaptation especially in developing countries - Max 10 points;

- ) Criteria 4: Experience in production of technical documents and materials, including policy briefs - Max 10 points;
- ) Criteria 5: Experience in on-line and in-person training and facilitation – Max 10 points;
- ) Criteria 5: Proficiency in English - Max 15 points;
- ) Criteria 6: Knowledge of other official UN languages - Max 10 points.

Only candidates obtaining a minimum of 49 points (70% of technical evaluation) would be considered for Financial Evaluation.