

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 7 November 2019

Country: Thailand

Description of the assignment: Knowledge Management Consultant- National Adaptation Plans Programme.

Duty Station: Home- based with possible travels

Project name: UNDP- BRH- NAP Ag/ NAP GSP

Period of assignment/services (if applicable): 1 March 2020- 31 August 2020 (a maximum of 120 working days).

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

https://jobs-admin.undp.org/cj_view_job.cfm?job_id=88522

1. BACKGROUND

To achieve the Sustainable Development Goals (SDGs) and eradicate poverty and inequality, tackling the dual threats of climate change and disasters is essential. By building resilience and ensuring that all development is risk-informed, countries and communities can protect against losses and simultaneously boost economic growth, create jobs and livelihoods, strengthen access to health and education, and ensure that no one is left behind.

At the 17th COP in 2011, parties invited all United Nations organizations, as well as bilateral and multilateral agencies, to support the NAP process. In response, the joint UNDP/UN Environment National Adaptation Plan Global Support Programme (NAP-GSP) was launched in June 2013, initially financed by the Global Environment Facility (GEF) Least Developed Countries Fund (LDCF). In 2015, the NAP-GSP was extended to provide support for developing countries, with support from the Special Climate Change Fund (SCCF). In 2016, expanded support for LDCs is being provided by the NAP-GSP, financed by the GEF. The NAP-GSP and programme partners are assisting countries who request support to identify technical, institutional and financial needs to integrate climate change adaptation into ongoing medium and long-term national planning.

This Terms of Reference contributes to work planned to support countries on integrating climate risk into planning and budgeting through complementary programmes — the BMUB funded

"Integrating Agriculture into National Adaptation Plans programme" and the GEF-funded NAP Global Support Programme.

Within this overall background, UNDP is seeking the support of an International Consultant to support the development of knowledge products and outputs for the NAP-Ag and NAP-GSP.

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

Objective

The overall objective of the assignment is to coordinate and support the development and finalization of knowledge products, in close cooperation with the UNDP Technical Specialist, and UNDP and FAO Programme Managers of the NAP-Ag programme.

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;

-) Regular oversight and updating of NAP-Ag KM Framework and milestones;
-) Liaison with knowledge product developers/writers to achieve milestones within set timelines;
-) Review, finalization and publication of NAP-Ag and NAP-GSP knowledge products;
-) Organization and facilitation of a series of webinars and peer-to-peer exchanges, in collaboration with FAO;
-) Regular over-sight and liaison with country briefs writers, to ensure milestones are achieved within set timelines, liaison with KM officer on editing, designing and printing of country briefs;
-) Any other related work/task assigned by supervisor(s).

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

-) Master's degree (or equivalent experience) in climate change, international relations, international development, or closely related fields;

Experience:

-) A minimum of 3 years of experience in climate change, agriculture and development research and technical drafting;
-) Demonstrated experience in knowledge management and production of technical documents and materials, including policy briefs;
-) Sound understanding of sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change and other related sustainable human development issues demonstrated through work experience;

-) 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 languages spoken in the project countries is an asset.

Corporate Competencies:

-) Ability to work under the pressure, with minimum supervision and on-distance;
-) Demonstrated initiative, tact and high sense of responsibility and discretion;
-) Strong teamwork skills;
-) Excellent communication skills, written and oral;
-) Strong computer literacy and data analytical proficiency

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

Contract Duration: 1 March 2020 – 31 August 2020 (a maximum of 120 working days)

Duty Station: home- based with possible travels.

5. FINAL PRODUCTS

Expected Deliverables	Number of Working Days
Overall coordination of NAP-Ag on KM work	14 days
Supporting 2 regional or global events	6 days
Reviewing 1 handbook on CCA and agriculture and coordinating process for layout, design and publication	10 days
Reviewing 1 impact evaluation manual and coordinating process for layout, design and publication	15 days
Reviewing 1 NAP Ag Framework for the Gambia, and other related reports on the Gambia	5 days
Drafting, reviewing, editing NAP-Ag country case studies, impact evaluation, cost-benefit analyses and M&E case studies and coordinating process for layout, design and publication	40 days
Providing substantive feedback and coordinating process to review, edit, peer review, proof read, design and publish mainstreaming publication for NAP-GSP	12 days
Overseeing and coordinating the process to draft, edit, review, design, validate and publish country briefs for NAP-GSP	8 days
Supporting proposal development for NAP-Ag and NAP-GSP	10 days
Total	120 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:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** 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.

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 (education, experience, language) will be worth a maximum 100 points. Only the top 3 candidates that have achieved a minimum of 70 points (70%) from the review of the education, experience, and language will be invited for an interview;
-) 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:
Technical and Interview (70%)
Financial Evaluation (30%)
-) 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);

Technical Criteria for Evaluation (Maximum 100 points)

-) Criteria 1: Relevant education - Max 10 points;
-) Criteria 2: Relevant experience in climate change, agriculture and development research and technical drafting - Max 20 points;
-) Criteria 3: Demonstrated experience in knowledge management and production of technical documents and materials, including policy briefs - Max 20 points;
-) Criteria 4: Sound understanding of sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change and other related sustainable human development issues demonstrated through work experience - Max 15 points.
-) Criteria 5: Experience or strong familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners - Max 15 points
-) Criteria 6: Language Proficiency – Max 15 points
-) Criteria 7: Fluency in other languages spoken in the project countries is an asset - Max 5 points
-)

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