Terms of Reference

Global Technical Support Consultant for Energy and Climate Change

Location:	Home-based with mission travel
Type of Contract:	Individual Contract
Languages required:	English & Spanish
Starting date:	2 January 2020
Estimated duration of assignment	100 days through 31 December 2020
Supervisor(s):	Principal Technical Advisor, Climate Change Mitigation & Energy & Head of Energy

Background

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS staff provides technical advice to Country Offices; advocates for UNDP corporate messages; represents UNDP at multi-stakeholder fora, including public-private, government and civil society dialogues; and engages in UN inter-agency coordination in specific thematic areas.

BPPS works closely with UNDP's Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

As a Global Environment Facility (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-Global Environmental Finance (UNDP-GEF) Unit is based in BPPS and is responsible for providing leadership and technical support for, among other areas, delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

Addressing climate change is one the key global challenges and priorities for UNDP. Working in over 170 countries and territories, UNDP is uniquely placed to work with all sectors of society to help mobilize the institutions and resources required to support countries implement their Nationally Determined Contributions (NDCs) in the context of the Paris Agreement.

Additionally, one of six signature solutions under UNDP's current Strategic Plan is to "Close the

energy gap." Access to clean and affordable energy is a critical enabler for sustainable development whether it be for nutrition, transport, education or economic opportunity. UNDP's work in this area focuses on increasing energy access, promoting renewable energy, and enhancing energy efficiency in a manner that is inclusive and responsive to the needs of different sectors of the population (urban/rural, women/men, household/businesses), in line with the aspirations of Sustainable Development Goal 7. UNDP's offer builds on UNDP's growing portfolio of innovative interventions and projects at the country, regional and global levels, for which UNDP provides oversight, quality assurance, and policy and technical advisory services. The UNDP climate change mitigation and energy team is based in BPPS.

UNDP is seeking an individual consultant to support UNDP's Regional Technical Advisors and Regional Policy Advisors, as well as, Regional Bureaux and Country Offices on specific outputs related to the efficient, effective, and high-quality delivery of targeted policy advice, project development and implementation services as part of UNDP's offer on energy. The consultant will report to UNDP's Principal Technical Advisor for Climate Change Mitigation and Energy, and UNDP's Head of Energy.

Tasks to be performed

The scope of work over the course of the period will vary depending on the specific assignment and region. The geographic scope is global, and the consultant can be called upon to service requests for assistance in any of UNDP's 5 regions.

Substantive delivery of technical assistance and policy development

- Support policy advisory and programming services primarily to COs that respond to country office needs, including through the provision of capacity building and backstopping to COs and UN Country Teams;
- Work with the relevant Regional Bureau's Country Advisors to ensure relevant, timely and multi-disciplinary response to Country needs for policy services;
- Support collaboration with COs and Regional Programmes to achieve regional/CO strategic goals and plans by supporting relevant regional initiatives and promoting synergies with the regional programmes.

Resource Mobilization

- Support the provision of timely quality information and technical advice on sources of funds, policies, priorities and activities;
- Support the process of preparation, design, submission, and approval of programme/project concepts and full-fledged proposals for financing;
- Assist with the sourcing of technical expertise including the preparation of TORs, identification and evaluation of experts and reviewing reports.

Project Implementation

- Support the review of project outputs to ensure that they are delivering project outcomes;
- Assist with technical reviews of draft annual performance reports (PIR), and where necessary, reviewing final draft and complete project implementation reports appropriately;
- Support the technical backstopping, as necessary, to on-going studies in specific projects;
- Support reviews of logframes and indicators, budgets, and annual workplans.

Knowledge management and community of practice networking

- Support analysis, documentation, and codification of results/lessons learned;

- Assist with reviews of data, case evidence, and research findings to distill pivotal lessons for UNDP globally;
- Support South-South facilitation of exchanges and experiences sharing where valuable;
- Support the development and strengthening of linkages with climate change and energy communities of practice, both inside and outside of the UN system.

Partner engagement for effective policy positioning

- Support the application of innovative climate change and sustainable energy approaches, especially as an integrated approach to achieving the SDGs, in various regional and country fora with a view to deepen related political commitment and related reforms;
- Provide technical advice on relationship management of regional partners and resource mobilization in line with BPPS priorities and corporate guidelines;
- Provide technical advice on mobilizing and fostering external partnerships behind regional initiatives.

These tasks are expected to be completed through a combination of (1) home-based preparatory work and desk review, (2) participating in country-level missions (together with UNDP staff) in selected countries, and (3) remote technical assistance to client countries and UNDP HQ staff.

Outputs & Missions

Deliverable	**Number of Days**	**Payment%**
Support project design for 3 projects, including support on donor interactions, and developing project concepts and documentation	30 days	30%
Provide customized implementation trouble-shooting for 4 projects, including stock-taking reviews, oversight activities, and developing adaptive management measures	20 days	20%
Provide specific technical inputs to address HQ and UNDP country office-led requests on energy, including technical reviews/guidance notes, knowledge products, advice on partner engagement, and capacity building	50 days	50%
	Total: 100 days	**100%**

Expected missions

Missions	**Number of Days**
Two missions to Africa	2 x 5 days per mission = 10 days (*March and Sept 2020 – tentative)*
Two mission to Latin America	2 x 3 days per mission = 6 days *(April and July 2020 – tentative)*

Information on Working Arrangements
• The consultant will be home-based; • The consultant will report to and be directly supervised by the Principal Technical Advisor for Climate Change Mitigation and Energy (primary supervisor), and the Head of Energy (secondary supervisor) who are based in New York; • The Consultant will be given access to relevant information necessary for the 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, etc.) and must have access to a reliable internet connection; • 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; and • Payments will be made upon submission of a detailed time sheet 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
• Mission travel to Africa and Latin America with an estimated duration of 16 days may be required, at a minimum; • Any necessary missions must be approved in advance and in writing by the Supervisors; • The BSAFE courses 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 responsible for obtaining any visas and security clearances needed in connection with travel with the necessary support from UNDP; • The Consultant is 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 supported by UNDP funds and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, insurance, and living allowances should not be included in financial proposal.

Competencies
Corporate • 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 all people fairly without favouritism; • Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. **Technical** • Ability to provide guidance on communications strategies; • Knowledge of methodologies, tools, and platforms to plan, monitor, and evaluate communications products;

- Ability to efficiently handle and share information and knowledge;
- Ability to plan, organize, motivate, and control resources, procedures and protocols to achieve specific goals;
- Knowledge of energy and climate change mitigation issues;
- Knowledge of low-carbon energy solutions (e.g., renewable energy (rooftop PV, electricity access) and energy efficiency), including key trends, innovative business and finance models
- Knowledge of environmental finance – whether public, private, or innovative finance – including key trends (e.g., impact investment), institutions (including IFIs, funds), financial models and products, and commercial actors.

Client Orientation, Professionalism, and Communications

- Ability to make new and useful ideas work;
- Ability to improve performance and satisfaction;
- Ability to listen, adapt, persuade, and transform;
- Capable of working in a high-pressure environment with sharp deadlines, managing many tasks simultaneously;
- Demonstrated ability to work effectively as part of a collaborative team and process;
- Ability to work with multiple stakeholders across a wide range of disciplines;
- Ability to communicate effectively in writing to in a simple and concise manner;
- Able to work independently and remotely with minimal supervision;
- Ability to work under pressure and time constraints;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Required Qualifications

Education

- Master's degree in energy, environmental sciences, business or other relevant field (10 points).

Experience

- Minimum of 10 years' experience working in environment and/or energy. Experience in sustainable energy (renewable energy, energy efficiency, energy access) is an advantage (20 points);
- Experience with the design and/or implementation of development projects to promote energy investment (10 points);
- Experience working at a development finance institution is an asset (20 points);
- Experience working with developing country contexts preferred. Experience working in the Latin America region is an asset (10 points);
- Experience working with multilateral organizations and/or the UN system preferred (10 points).

Languages

- Excellent oral and written communications and presentations skills in English and Spanish (Pass/Fail).

Evaluation Method:

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- 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. 80 points] and interview [max. 20 points] will be based on a maximum 100 points. Only the top 3 candidates that have achieved a minimum of 56 points from the review of education, experience and language will be considered for the interview;
- Candidates obtaining 14 points or higher in the interview will be deemed technically compliant 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 lump sum 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 has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be submitted:

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Two links/samples of writing developed in Spanish demonstrating your 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 (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-notices.undp.org/view_notice.cfm