



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 19, 2014

Reference: LEB/CO IC/75/14

Country: Egypt, Cairo

Description of the assignment: Provision of Individual Services of a Senior Advisor for Climate Change Adaptation and Disaster Risk Management (CCA and DRM)

Project name: Arab Climate Resilience Initiative

Period of assignment/services: 11 Months from Contract Signature

Proposals should be submitted to the below e-mail address no later than **Thursday September 4th 2014 at 3:00 pm Beirut Local Time:**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	procurement.lb@undp.org

Any request for clarification must be sent in writing to the e-mail indicated above. The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

With climatic variability within the Arab region showing consistent overall increases in surface air temperatures and a decreases in rainfall, the impacts of climate change are likely to exacerbate the frequency and severity of drought across the region, as well as extreme weather events such as dust storms, heat waves and, in some cases, sudden flooding. It is likely that the region will face a 50% gap in renewable water supply by 2050 and it is projected that the region's economies and livelihoods will be the second most affected by climate change worldwide, with serious consequences, in particular for the most vulnerable populations in the region, in terms of food security, displacement and overall social stability.

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

Inter-country coordination and awareness play a crucial part in enabling countries to understand and in turn prepare for these ongoing and future risks. While efforts have begun through the launch of the Arab Framework Action Plan on Climate Change and the Arab Strategy for Disaster Risk Reduction, which aims to set strategic priorities to enhance coordination for the reduction of climate change impacts and disaster loss, and to build stronger, more efficient monitoring at national, regional and local levels, there remains a need and demand on the part of countries in the region for concrete actions to ensure that improved, integrated risk analysis leads to well-considered development planning processes. These include:

- Upgrading meteorological observation facilities and their capacity for climate change modeling;
- Building institutional collaboration and networking to facilitate dissemination of climate information, including systematic measurements, climate observation and modeling to support adaptation planning;
- Production of regional and country-level climate information that is useful, relevant and appropriate for different sectors across a countries;
- Improved "translations" of scientific analyses into information and recommendations for policy makers;
- Developing policy mechanisms that link up and coordinate different ministries at the national level, as well as between local and federal governing bodies, to establish a sense of shared responsibility around climate change and DRM.

UNDP launched the Arab Climate Resilience Initiative (ACRI) to support countries, both nationally and at the regional level, in developing and implementing integrated approaches to low-carbon, climate resilient pathways. At the end of 2012, ACRI began developing a number of pillars of work and is currently bolstering its adaptation agenda around bridging the growing level of relevant scientific research in the region with policy making and development planning. At the national level, stakeholders include:

- 1) Government and governmental organizations
 - a. Line ministries: Ministry of Environment, Ministry of Agriculture, Ministry of Water; etc
 - b. Specialized agencies: Scientific research institutions across the region

- 2) Civil society: Non-Governmental Organizations (NGOs), including environmental NGOs, associations of NGOs, women and sub-population groups' associations, independent think-tanks, national and local media.

In addition to supporting countries, ACRI aims to support the role of the League of Arab States in coordinating collaborative efforts and exchange in climate change adaptation and climate-related disaster risk management. To this end, ACRI will support LAS in its role vis-à-vis member states, which includes: monitoring and assessing natural disasters (drought, land degradation, dust and sand storms); early warning and identification of areas susceptible to drought, food crises, population displacement; supporting national planning and regional collaboration around disaster risk reduction and climate change adaptation planning; providing a regional platform for harmonization and the standardization of risk monitoring and assessment across countries; and contributing to and exchanging with international research and policy communities around modelling for disaster risk assessments.

For detailed information, please Refer to Annex I – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- PhD in Soil, Water and/or Agricultural Sciences, Environmental Management, Disaster Risk Planning or related field

II. Years of experience:

- Minimum 15 years of relevant experience in applied research, coordination, and project management at the national and international levels;
- Extensive experience in institutional capacity development; strategic planning of projects; provision of evidence-based policy advice
- Expertise and proven track record in drought modelling, vulnerability mapping and disaster risk assessments;
- Proven experience leading a team of experts/researchers
- Experience developing strategies, frameworks, action plans related to climate change adaptation and disaster risk reduction at the national, regional and international levels

III. Competencies:

- Ability to meet deadlines and prioritize multiple tasks.
- Familiarity with the League of Arab States' work and structure.
- Excellent writing, editing, and oral communication skills in English and Arabic

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

(I). Technical **Proposal**:

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) Provide a brief **methodology** on how you will approach and conduct the work

(iv) Personal **CV** including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* *Technical Criteria weight; [70%]*

* *Financial Criteria weight; [30%]*

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none">• <u>Criteria A: CV review and relevance of education and experience.</u> Prior experience in similar projects, preferably in UN context and experience in working with multiple UN agencies at the same time will be considered an asset		45
<ul style="list-style-type: none">• <u>Criteria B: Quality of the methodology/approach as explained in the offer.</u> This will include the quality of approach in differentiating different country needs; understanding of and reflection on ways of approaching adaptation to climate change and disaster risk reduction in the regional context; The evaluators will pay attention to the flow and consistency in the ideas and approaches presented in the offer		55
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

<i>Weight per Technical Competence</i>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

ANNEXES

ANNEX I - TERMS OF REFERENCE (TOR)

ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS

ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT