

Terms of Reference

Climate Change Consultant, Writer

Application Type :	External Vacancy
Job Title :	Climate Change Consultant, Writer
Category :	Environment and Energy
Brand :	UNDP
Application Deadline :	19 September 2014
Duty Station :	Home Based
Type of Contract :	Individual Contract
Languages Required :	English
Starting Date :	24 September 2014
Duration of Contract :	35 working days from 24 September to 31 December 2014

Background:

Global events and processes over the next 18 months until COP 21/CMP 11 in Paris in 2015 have the potential to develop political consensus and foster understanding on key issues that will shape a 2015 climate agreement. These events are critical opportunities to put in place strategic building blocks for a legally binding outcome to keep the global temperature increase below the global target of 2 degrees. At the same time, in parallel, countries increasingly need support on the ground to transition toward low-emission and climate resilient sustainable development.

UNDP is working with the United Nations Secretary-General, SIDS Conference President, COP 20/CMP 10 President, UN bodies, Development Banks and over 140 Country Governments to promote global ambition on climate change and provide countries with the tools and resources to take country-driven action. This includes supporting the Secretary General's Climate Summit, the 2014 SIDS Conference and COP 20 in Lima in Peru, alongside supporting a bottom-up approach on the ground where UNDP provides technical assistance and programmatic support so that countries have the resources and information they need to pursue low emission climate resilient development.

To support this programme of work, The Climate Change Team in the Bureau for Policy and Programme Support (BPPS) seeks the expertise of a writer with substantive experience in the area of climate change, and global climate change processes to produce a series of background papers and communications for use before, during and after key climate change meetings. The products will be used to communicate UNDP's work on climate change and engage with external audiences on the subject.

Deliverables:

- Write and edit short brochure describing UNDP's work on climate change for distribution at high level global climate change events
- Update and draft UNDP information briefing ('Fast Facts') on Climate Change
- Draft and edit content for UNDP web pages on climate change
- Write and produce specified number of blog posts (approximately 1 per week) for UNDP website, based on specific content provided

- Provide content and drafting support for external briefing notes ahead of key events and meetings
- Research and create a catalogue of key statistics for use in UNDP external communications (including publications and online content) on climate change.

Deliverable	Number of days	Expected Timeframe
Write and edit short brochure describing UNDP's work on climate change for distribution at high level global climate change events	7 days	September- October
Update and draft UNDP information briefing ('Fast Facts') on climate change	4 days	October
Draft and edit content for UNDP web pages on climate change	7 days	September – October
Write and produce specified number of blog posts (approximately 1 per week) for UNDP website, based on specific content provided	7 days	September- December
Content and drafting support for external briefing notes ahead of key events and meetings	7 days	September- December
Research and create a database of key statistics for use in UNDP external communications	3 days	October

Qualifications/Competencies

- Excellent analytical and writing skills demonstrating complete fluency in English language;
- Demonstrated accuracy and attention to detail;
- Ability to be flexible and respond to changes as part of the review and feedback process;
- Demonstrated ability to meet deadlines and work under pressure.
- Strong organizational, research and writing skills;
- Demonstrated in-depth knowledge on climate change, UNFCCC and development;
- Respect for Diversity:
- Understanding of the United Nations system, operations and structures, particularly those related to climate change;
- Highest standards of integrity, discretion and loyalty;
- Commitment to UNDP's vision, mission, and strategic goals;
- Ability working under minimum supervision and tight deadlines.

EXPERIENCE

- In-depth knowledge of climate change and development, UNFCCC processes and global climate change issues;
- Minimum 15 years' experience as a writer/analyst of climate change issues;
- Understanding of the United Nations system, operations and structures, particularly those related to climate change;
- Proven ability to deliver quality reports/papers and written work in line with established deadlines;

- Previous experience as a consultant with UNDP is desirable.

EDUCATION

- Minimum Advanced degree in climate change development studies, law, social sciences, journalism, communications, international relations or other development or communications-related area of study.

LANGUAGE

- Fluent English.

Management Arrangements:

- The Consultant will directly report to and will seek approval/clearance of outputs from the Climate Change Adviser in the Climate Change Team in BBPS. Monthly written updates on the status of deliverables will be required.
- Consultant is required to have her/his own computer and communication facilities (access to internet, email service and telephone line).

Scope of Price Proposal and Schedule of Payments:

- Financial proposals must be all inclusiveⁱ and must be expressed on the basis of “a daily fee” in US Dollar currency. If an Applicant 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 a Reimbursable Loan Agreement (RLA), the Applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- Payment will be made upon submission of a certificate of payment request, indicating outputs achieved and days worked to be verified and cleared for payment by the supervisor, based on the number of days worked.
- There is no travel anticipated for this assignment.

Criteria for Selection of the Best Offer

- The selection of the best offer will be based on a cumulative analysis evaluation of proposals, using a weighted scoring method, with the technical criteria assigned a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%. The 70% rating shall be based on how well the Applicant meets the minimum qualifications/competencies described above.
- The technical evaluation (70%) will be based on the following criteria with the corresponding points (out of a total 100 points):
 - Relevance of Education/Degree (10 points)
 - Expertise, taken into account earlier performances relevant to the subject areas (30 points)
 - Quality of writing based on samples provided (logical reasoning, tailored to audience, creative writing/styling) (30 points)
 - Knowledge of UNFCCC and global climate change processes (30 points)

Application Instructions

Applicants must read the following documents and follow the instructions provided in the procurement notice found at http://procurement-notice.undp.org/view_notice.cfm?notice_id=18015

- Terms of Reference
- UNDP General Terms and Conditions



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Resilient nations.*

Applicants must provide the following documents and information by the deadline to be considered for this position.

- **Personal History Form (P11)**, 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 (please provide email addresses of references (a link to the form is provided in the procurement notice);
- **Writing Sample** – please provide writing samples (1 sample)
- Duly completed **Confirmation of Interest and Availability** (a link to the form is provided in the procurement notice)
- Indicate available **start date**

Applicants must submit all proposals with the email heading “Job ID#18015 – Climate Change Consultant, Writer” to the following addresses:

- P11, Writing Sample to eeg.jobvacancies@undp.org
- Financial Proposal (Confirmation of Interest and Availability) to eeg.jobfinproposal@undp.org

ⁱ The term ‘all inclusive’ implies that all costs (professional fees, communications, utilities, consumables, insurance, etc. that could possibly be incurred by the Applicant are already factored into the final amounts submitted in the proposal.