



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	Country Support Specialist- Alternative Technologies, South and East Africa
DURATION OF INITIAL CONTRACT	100 days
STARTING DATE	April 15, 2015
AGENCY/PROJECT NAME:	BPPS/GEF- CIRDA Project
COUNTRY OF ASSIGNMENT:	Home based (Africa residency) The incumbent will be required to travel primarily to support national projects in Ethiopia, Uganda, Malawi, Tanzania and Zambia. Destination shall be assigned and approved prior to travel.

1) GENERAL BACKGROUND

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's staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder for including public-private dialogues, government and civil society dialogues, South-South and triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas.

As the UN system's development programme and a GEF Implementing Agency since 1991, UNDP supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner.

In its role as a GEF Implementing Agency, UNDP-GEF offers countries highly specialized technical services for eligible assessment, programme/project formulation, due diligence, mobilization of required co-financing, project implementation oversight, results management and evaluation, performance-based payments and knowledge management. UNDP-GEF's Green, Low-emission, Climate-resilient Development Strategies team works to support countries to attract and direct public and private investment towards catalyzing and supporting sustainable economic growth through initiatives focused on integrated Climate Change Strategies, Advancing Cross-sectoral Climate Resilient Livelihoods and Strengthening Climate Information and Early Warning Systems for Climate Resilient Development.

Recently, the UNDP-GEF, launched the Multi Country Programme to Strengthen Climate Information for Resilient Development and Adaptation to Climate Change in Africa (CIRDA). The programme has the objective of supporting with 11 countries in Africa (Benin, Burkina Faso, Gambia, Liberia, Sierra Leone, Sao Tome and Principe, Ethiopia, Uganda, Tanzania, Malawi and Zambia) to enhance national climate services in their efforts

to collect, analyse and disseminate climate information as a key tool in long term planning and adaptation.

The CIRDA Programme is providing support by providing technical support and capacity building as well as by fostering knowledge sharing between experts, regional organizations and the countries' themselves.

2) OBJECTIVES OF THE ASSIGNMENT

UNDP is seeking a Country Support Specialist on Alternative Technologies who, under the guidance of the Chief Technical Advisor on Alternative Technologies, will support the Programme's partner countries in Southern and Eastern Africa on issues relating to alternative and effective low cost technologies to generate climate and weather information as well as early warning systems (i.e. leap frog innovative technologies).

The incumbent will be expected to provide technical advice to participating countries on the identification, procurement, and installation of innovative information technologies that gather, process, and distribute weather and climate data. The incumbent will also advise country implementation partners on the operations and maintenance implications of the equipment for meteorological and climatological monitoring.

The Specialist will work under direct supervision of the CIRDA Project Manager with day to day guidance from the Chief Technical Advisor in Alternative Technologies and in close collaboration with other CIRDA Senior Technical Advisors, the UNDP-GEF Regional Technical Advisor (based on Addis Ababa), the UNDP Country Office in each country and the national Implementation Partner (IP), as identified in each project document.

3) SCOPE OF WORK

The Specialist will be primarily home-based (Africa), with missions to regional/global meetings and CIRDA partner countries, primarily those in Eastern and Southern Africa (Ethiopia, Uganda, Malawi, Tanzania, and Zambia).

The Specialist will work with the CIRDA Team, national project managers, UNDP country and regional offices, partner and donor country governments, other international/multi-lateral organizations, and contractors.

The duties to be undertaken by the Specialist are the following:

- In collaboration with country teams, assess and document existing technologies, procedures and capacity of each national IP to collect, transmit, process, store and communicate climate information;
- Assist country teams to identify key technologies, partnerships, and procedures that can be used to deploy innovative and cost-effective climate information services at the national level;
- Provide technical support in the design and execution of national trainings on the use of innovative technologies, partnerships, and procedures (e.g., all-in-one weather sensor packages, mobile telephone tower infrastructure, lightning-detection sensors, rain-fade information, etc.) in the production of appropriate weather and climate forecasts;
- Support CIRDA project management, country teams, and other UNDP offices, in the validation, and/or the design and execution of procurement plans that will establish cost-effective and appropriate technologies for monitoring and forecasting weather and climate;
- Support IPs in the post-procurement implementation of climate information services including installment, operation and maintenance efforts related to data collection, processing, and distribution efforts;
- Support country teams in the creation of appropriate communication products for the distribution of

- climate information to key public and private stakeholders;
- Assist in the development of strategies within each country to market climate information products including partnership development, business development, and product marketing;
- Through frequent in-country missions as well as electronic communications, establish and maintain relationships, on behalf of CIRDA, with key national project implementation partners and their staff including IPs and UNDP Country Offices as well as entities within both the public and private sectors;
- Share knowledge gained and best practices encountered on country missions with the CIRDA team and other national projects;
- Support CIRDA project management and country teams in the creation and execution of appropriate monitoring and evaluation programs that measure the success or failure of project intervention efforts;
- Provide continued support to the Chief Technical Advisor on Alternative Technologies.

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

Information on Working Arrangements:

- Estimated level of effort: 100 days as required by the Programme and approved by Supervisor;
- The Consultant must be a citizen, resident and/or in some way demonstrate a working base in an African country;
- The Consultant will be given access to relevant information necessary for 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;
- 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 and outputs delivered.

Travel:

- Travel will be required to international workshops and CIRDA partner countries for training purposes;
- Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- The Advanced and Basic Security in the Field II 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 also required to comply with the UN security directives;
- 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 the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

5) FINAL PRODUCTS

- Validated technology procurement plans for at least 4 CIRDA Partner Countries
- Mission reports from country support missions including a capacity assessment of each national IP to collect, transmit, process, store, and communicate climate information as well as the identification of

key technologies, partnerships, and procedures that can be used to deploy innovative and cost-effective climate information services at the national level;

- Support in the development of procurement plans including technology and service specifications for national project partners;
- Delivery of national trainings on the use of innovative technologies, partnerships, and procedures in the production of appropriate weather and climate forecasts;
- Information note prepared on methods to communicate climate information to public and private parties, to support either the climate adaptation objective or the sustainability objective of the project (or both);

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report directly to the CIRDA Project Manager with guidance from the Chief Technical Advisor on Alternative Technologies UNDP COs and UNDP-GEF Regional Technical Advisor overseeing the CIRDA Programme will monitor quality of support provided to client country teams.

Key performance indicators

- Quality of mission reports prepared (1: Excellent; 2: Satisfactory; 3: Poor)
- Quality of procurement plans prepared (1: Excellent; 2: Satisfactory; 3: Poor)
- Evaluation ratings from participants of national training sessions;
- Quality of the support provided in the development of information notes (1: Excellent; 2: Satisfactory; 3: Poor)
- Number of projects successfully acquiring and implementing new climate information systems.

7) COMPETENCIES AND QUALIFICATIONS

Corporate

- Demonstrates integrity by modelling 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 favouritism.

Technical

- Ability to provide guidance on meteorology, weather and climate monitoring and forecasting, and product development and marketing;
- Ability to assist countries to achieve project goals at the regional level;
- Ability to work with multiple stakeholders across a wide range of disciplines;
- Strong understanding of complex processes including science, technology and policies;
- Ability to design of contracts and agreements with private sector in LDC countries.

Professionalism

- Capable of working in a high pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive

issues in a responsible and mature manner.

Communication

- Excellent writing and verbal communication skills;
- Communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Teamwork

- Work well in a team to advance the priorities of the CIRDA Programme and UNDP as a whole;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

Education

- A Bachelor's and/or Master's degree or higher in meteorology, hydrology, engineering, or other closely related technical or scientific field of study;field (Max: 10 points).
- Certification or a Bachelor's and/or Master's degree or higher in Project Management, Business, Communications or other closely related management field of study (Max 5 points)

Experience

- At least 7 years of demonstrated experience working within or for an African national meteorological or hydrological service or equivalent ; (Max 10 points)
- At least 3 years of demonstrated experience with weather or climate observation network design, implementation, and/or management; (Max 10 points)
- At least 3 years of demonstrated project management experience; (Max 10 points)
- Multinational and developing country experience would be desirable. (Max 5 points)

Language Requirements

- Excellent oral and written communication skills in English language (3 Points);
- Proficiency in other UN languages an asset (Max: 2 points).

Residency (Location)

- The Consultant must be a resident and/or in some way demonstrate a working base in an African country;

8) REVIEW TIME REQUIRED

14 working days

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

10) PAYMENT TERM

Please indicate any special payment terms for the contract.

☒ Daily

☐ Weekly

☐ Monthly

Note: Payment shall be made based on approved timesheet on monthly basis.