

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 11 March 2015

**Country:** New York, USA

**Description of the assignment:** Country Support Specialist- Alternative Technologies, South and East Africa

**Duty Station:** 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.

**Project name:** BPPS/GEF- CIRDA Project

**Period of assignment/services (if applicable):** April 15, 2015 (maximum of 100 days).

Proposal should be submitted by email to [brh.gef.procurement@undp.org](mailto:brh.gef.procurement@undp.org) no later than April 1<sup>st</sup>, 2015. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Asia-Pacific Regional Centre will respond in writing or 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

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

### **Objective:**

UNDP is seeking a Country Support Specialist on Meteorology, Climatology, and Alternative Technologies who, under the guidance of the Chief Technical Advisor on Alternative Technologies and the Chief Technical Advisor on Meteorology and Climate Monitoring, will support the Programme's partner countries in Western Africa on issues relating to meteorological and climatological information systems, alternative and effective low cost technologies to generate climate and weather information, and early warning systems.

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 the Chief Technical Advisor on Meteorology and Climate Monitoring and in close collaboration with 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.

**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.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### 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 (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

### 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**

The expected deliverables of the consultancy are as follow:

- 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. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

### Documentation required

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:

**Letter of Confirmation of Interest and Availability** using the template provided in Annex II.

**Personal CV or 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.

**Technical proposal**, including a brief description of why the individual considers him/herself as the most suitable for the assignment.

**Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

### Annexes

Annex I - Individual IC General Terms and Conditions

Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

For any clarification regarding this assignment please write to [brh.gef.procurement@undp.org](mailto:brh.gef.procurement@undp.org)

## 8. FINANCIAL PROPOSAL

### **Professional Fee:**

**The contract will be based on daily fee**

The financial proposal will specify the **daily fee in USD**. The payments will be made to the Individual Consultant based on approved timesheet on a monthly basis and upon completion of the deliverables. **To submit Financial Proposal, please use Template of Submission of Financial Proposal provided in Annex 2.**

### **Review time required:**

14 working days

## 9. EVALUATION

The award of the contract will 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 of 350 technical points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<b><u>Technical</u></b>	<b>70%</b>	<b>500</b>
Education;	20%	100
Years of Experience	60%	300
Excellent oral and written communication skills in English language	10%	50
Proficiency in other UN language	10%	50
<b><u>Financial</u></b>	<b>30%</b>	<b>100</b>

