

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 24 May 2016

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**Country:** Bangkok Regional Hub, Bangkok, Thailand

**Description of the assignment:** NAP Support Senior Consultant (Latin America and Caribbean region)

**Duty Station:** Home based with travel to Uruguay, Peru, Honduras, Haiti, others based on country needs and requests

**Project name:** UNDP/APRC/NAP-GSP

**Period of assignment/services (if applicable):** 1 August 2016 and 30 August 2017 (up to 220 working days)

**How to apply:** Please access the below link and apply through the website:

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=66552](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=66552)

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### 1. BACKGROUND

Financed by the Global Environment Facility (GEF) Least Developed Countries Fund (LDCF), the joint UNDP-UNEP NAP-Global Support Programme (NAP-GSP) and its partners and collaborators are assisting LDCs to identify technical, institutional and financial needs to integrate climate change adaptation into ongoing medium and long-term national planning. The partner agencies of the NAP-GSP are the FAO, GIZ, GWP, IFAD, PROVIA, WHO, UNFCCC, UNISDR and UNITAR. The GSP is one of a number of initiatives in place to support Countries to advance their NAP process.

Within this overall background, UNDP is supporting countries with one-on-one technical assistance to identify specific needs, capacity gaps and suggest next steps with regards to advancing their National Adaptation Plan (NAP) processes. This tailored support complements NAP-GSPs activities that are focused on region-based technical training, awareness-raising, and knowledge sharing and exchange.

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

**Objective:**

The objective of this assignment is to assist countries in Latin America and Caribbean (RBLAC) to advance their respective NAP processes. This assistance will support countries to identify and plan for technical support activities and multi-sectoral cooperation to formulate and implement NAP processes. This will include identifying areas for resource mobilization, analyzing gaps in institutional capacity to initiate NAP process, suggest tangible ways of addressing capacity gaps as well as locate strategic opportunities for follow-up. This assistance is also expected to contribute to building awareness about the NAP process in countries and be able to support the communication of the results to stakeholders both in-country as well as externally.

The NAP senior country support consultant will provide direct assistance to at least four countries in LAC. In addition, the specialist will be expected to coordinate the support requested from an array of other LAC countries, by defining the scope of technical assistance, identifying national and regional experts and find synergies with other NAP projects, such as the BMUB-funded Integrating Agriculture in the NAPs process initiative. .

**Scope of Work:**

The NAP Support Senior Consultant will be responsible for:

- Convene strategic dialogues with Ministries including Climate Change Departments and Ministries of Environment, Finance and Planning, on NAPs, provide direct training, conduct stock-taking exercises and identify areas for resource mobilization to advance NAPs (including GCF) and prepare NAP roadmaps in at least 4 countries (approx. 40 days per country);
- Coordinate with countries requesting support (defined by the countries covered by the UNDP Regional Bureau for Latin America and the Caribbean - RBLAC) defining the scope of technical assistance and identifying national and resources and experts;
- Identify potential areas of regional cooperation between the NAPs portfolio and regional scientific and training institutions and networks with a focus on supporting LAC countries with NAP relevant components such as forging cross-border collaboration, using climate information, use of cost-benefit analysis for adaptation analysis, monitoring and evaluation, improving vulnerability assessments.

The tasks associated with this Terms of Reference are expected to be completed through a combination of (a) home-based preparatory and coordination work; (b) leading or participating in country level consultations (together with NAP-GSP partners) in selected countries and; (c) post-mission drafting of bankable proposals, stock-taking reports and road-maps, based on the outcomes of the in-country consultations);

The four countries to be supported in this Terms of Reference are indicatively Uruguay, Peru, Honduras, Haiti

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

NAP Support Senior Consultant (Latin America and Caribbean region) shall have the following qualifications:

**Education:**

- Master degree or above in environment, economics, development, or a closely related field.

**Experience:**

- A minimum of 10 years of relevant work experience. Relevant experience can include areas such as designing programmes on climate adaptation, working on multi-sectoral initiatives, institutional capacity-building, development planning and budgeting, development management, public administration and related initiatives;
- Demonstrated knowledge of climate change adaptation and development;
- Experience working with and delivering support to Governments;
- Sound understanding of climate change, sustainable human development, environmental management issues adaptation, vulnerability and impact, and other related sustainable human development issues;
- Experience working in the region, especially LDCs will be an asset;
- Experience working in capacity building for climate change adaptation will be an asset.

**Language requirements:**

- Excellent English communication skills with working knowledge of Spanish will be an asset.

### 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Contract Duration:** The assignment is for a total duration of 220 days during 1 August 2016 and 30 August 2017

**Duty Station:** Home based

**Expected places of travel:** Travel is required to Uruguay, Peru, Honduras, Haiti, others based on country needs and requests. The expected travel schedule will be defined in consultation with the countries.

### 5. FINAL PRODUCTS

Activity	Deliverables	
A. Organize and facilitate strategic planning dialogues on the NAP process in 4 countries engaging high level policy makers	1.Design and facilitation of 4 strategic NAP dialogues (1 per country) at the national level for a duration of 3 days per country + one 1 day high level briefing for policy makers per country	

<p>in the country and prepare customized NAP road-maps covering a period of at least 1-5 years for each country</p>	<p>2. Train national experts to conduct national adaptation plan dialogues with local government authorities – at least 3 days sessions per country</p> <p>3. Draft four national NAP road-maps for multi-sectoral actions for a period of up to 5 years that includes elements for steering, planning, implementing and monitoring the NAP process and to coordinate the process of review and consultation with national NAP teams on the finalization of NAP road-maps.</p> <p>4. Identify opportunities to mobilize multilateral and bilateral sources to support 4 countries on NAP development with a focus on building on relevant adaptation activities already taking place.</p> <p>5. Draft 4 project ideas for resource mobilization for the NAPs process in areas such as (but not limited to) conducting comprehensive vulnerability assessments, adopting mechanisms and capacity development for adaptation appraisal, vertical and horizontal cooperation between national and local governance mechanisms and strengthening monitoring and evaluation.</p>	
<p>B. Coordinate with countries requesting support defining the scope of technical assistance and identifying national and resources and experts;</p>	<p>1. Conduct consultations on NAP technical and financial support needs with national counterparts such as the UNFCCC focal points, UNDP Country offices and multilateral and bilateral partners via video-conferencing and skype and prepare record of discussions consultations conducted per country, in those countries requesting support.</p> <p>2. Draft scope of technical assistance to be provided by NAP GSP and identify and assist in guiding and deploying regional and national experts to provide support at the country level, in the countries as per point 1. Above;</p> <p>3. Guide national and regional experts in the methodology for preparing NAP road-maps (tentatively 10) and project ideas (at least 2) to advance NAPs in the countries requesting support (identified as above);</p> <p>4. Conduct follow up consultations and document discussions for the above countries with the respective UNDP Country Office and national government counterparts for follow-up after NAP GSP missions.</p>	
<p>C. Identify potential areas of regional cooperation between the NAPs portfolio and regional</p>	<p>1. Organise consultations and identify entry points for collaboration with at least 5 institutions that are active at</p>	

scientific and training institutions and networks with a focus on supporting LAC countries with NAP relevant components such as forging cross-border collaboration, use of climate information, use of cost-benefit analysis for adaptation analysis, monitoring and evaluation and improving vulnerability assessments.	<p>the regional level, Universities with good regional standing, and other regional organizations.</p> <p>2. Develop 5 potential partnership ideas to build country capacities through regional cooperation</p> <p>3. Assist UNDP to identify resources to leverage regional partnerships and collaboration</p>
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## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will be supervised by the NAP-GSP Lead Technical Specialist throughout the consultancy.

## 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 2.
- 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.
- 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 2.

Please click on the below link to download the required documents:

[http://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=30048](http://procurement-notice.undp.org/view_notice.cfm?notice_id=30048)

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

## 8. FINANCIAL PROPOSAL

### Consultant must send a financial proposal based on Daily Fee.

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC's duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

## 9. EVALUATION

Individual consultants will be evaluated based on the following methodology

### Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- having received the highest score out of a pre-determined set of weighted technical (70%) and financial criteria (30%) specific to the solicitation.

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment. Only candidates obtaining a minimum of 350 technical points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<b>Technical</b>	<b>70%</b>	<b>500</b>
<b>Education</b>	<b>15%</b>	<b>75</b>
<b>Work experience</b>	<b>70%</b>	<b>350</b>

<i>Experience working with and delivering support to Governments</i>	<i>30%</i>	<i>150</i>
<i>Experience working in the region, especially LDCs will be an asset</i>	<i>20%</i>	<i>100</i>
<i>Experience working in capacity building for climate change adaptation</i>	<i>20%</i>	<i>100</i>
<b>Excellent English communication skills with working knowledge of Spanish</b>	<b>15%</b>	<b>75</b>
<b><u>Financial</u></b>	<b><u>30%</u></b>	<b><u>100</u></b>

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

