

Arab Climate Resilience Initiative
Terms of Reference for Individual Contract
Project Management Consultant

A. Project Title

Arab Climate Resilience Initiative.

B. Project Background

The UNDP-RBAS Regional Programme Division is pursuing two projects under the Environment and Energy portfolio during 2016, in line with the 2014-2017 Regional Programme Document, namely Outputs 1.2, 1.3, and 1.4.

One of these will be a second, and thus new, phase of the Water Governance Programme for Arab States, the first phase of which ran from 2008-2013. This new project cycle will include follow up on the recent (Nov 2013) launch of a regional report on water governance and focus around a range of regional themes, potentially including but not limited to: 1) capacity building for countries on transboundary and shared water resources issues; 2) capacity building around human rights approaches to water; 3) water sector planning in conflict/post- conflict areas; and 4) piloting and scaling up various applications of non-conventional water systems. The first half of 2014 will consist of preparatory work for this second phase and may include resource mobilization, national and regional consultations, and other project formulation activities.

The second project in the portfolio, the Arab Climate Resilience Initiative (ACRI), was launched by UNDP-RBAS in 2012. This four-year programme, now entering its second year, has the overall objective of providing a regional platform to support countries in the region in low-carbon, climate resilient development pathways. The programme aims to assist countries to: i) build knowledge related to identified climate change priorities (namely drought & water security and sustainable energy); ii) strengthen their capacities to implement strategic programmes and policies in these identified priority areas, as well as establish their position at international negotiations; iii) and establish cross-country and multi-sectoral partnerships to facilitate knowledge and best-practice sharing; and iv) build capacity to access, absorb and manage climate finance opportunities.

In 2013, in addition to building up project networks and exploring resource mobilization options,

activities initiated under ACRI included capacity building around international climate change negotiations and approaches to climate finance, as well as national pilot projects in energy efficiency, including national energy strategy development

C. Scope of Work

- Prepare and update quarterly and annual progress reports, risks and issue logs, and other briefings on the project
- In relation to the overall AWP, prepare and follow up on a management work plan that would include consultancies, procurement and operational support services necessary to deliver the key activities of the project, including:
- Support the preparatory work for all activities, including the delivery of the trainings envisaged in the annual work plans.
- Work for the formation of and foster partnerships for a business forum and research network (ToRs, membership, logistics, etc)
- Develop communication and knowledge materials as necessary and update, and potentially revise, the website for the project
- Maintain general project relations through liaising with individuals and institutions including BPPS, government officials, UN agencies, international organizations, civil society, media, the private sector, and private foundations

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
Deliverable 1: Prepare and follow up on the implementation of the Annual Work Plan (AWP), with reference to milestones and key deliverables indicated in a timeline, and ensure all financial processes, operational processes and any legal	Monthly basis	Reviewed and Approved by the Regional Programme Coordinator

agreements are processed in a proper and timely manner.		
Deliverable 2: Prepare and update progress reports, newsletter updates and other briefings on the project.	Monthly basis	Reviewed and Approved by the Regional Programme Coordinator
Deliverable 3: In relation to the overall AWP, follow up on management work plan in conjunction with BPPS coordinating colleagues that would include consultancies (including ToR development), procurement and operational support services necessary to deliver the key activities of the project.	Monthly basis	Reviewed and Approved by the Regional Programme Coordinator
Deliverable 4: Provide support to preparatory work on all activities, including the delivery of the workshops envisaged in the annual work plans.	Monthly basis	Reviewed and Approved by the Regional Programme Coordinator
Deliverable 5: Provide input on resource mobilization and second-phase project formulation and contribute to draft funding proposals	Monthly basis	Reviewed and Approved by the Regional Programme Coordinator

E. Institutional Arrangement

S/He shall perform tasks under the general guidance and the direct supervision of the Regional Programme Coordinator. The supervision of the Regional Programme Coordinator will include approvals/acceptance of the outputs as identified in the previous section.

S/he will report to and consult with the Regional Programme Coordinator on regular basis. Reports shall be prepared by the expert on the basis of specific requirements.

If the consultant expects delay in the completion of the work, S/he should notify UNDP management in a duly manner. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract.

F. Duration of the Work

The expected duration of the work is up to 45 working days spread over a period of 5 months.

Given the strict timeline of this assignment and the nature of this collaborative assignment, the estimated duration assigned to complete each output should be respected.

Throughout the duration of this assignment, the UNDP team will provide feedback no later than 7 working days from the date of submission.

G. Duty Station

The consultant will be based in the UNDP-RPD office in NYC, USA (HQ).

H. Qualifications of the Successful Individual Contractor

I. Education:

Post graduate degree in political sciences, or other related field.

II. Experience:

Minimum of two years of research and coordination experience at an international level; candidates with only local relevant experience will be disqualified.

III. Language Requirements

Fluency in written and spoken English is required. Knowledge of other UN language is an asset.

IV. Competencies:

- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent computer skills especially Word, Excel and Power Point;

I. Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in a Monthly Fee. This amount must be “all-inclusive”. Please note that the contract price will be fixed regardless of changes in the cost components.

As per section G, all travels related to project implementation with prior approval will be covered by UNDP as per applicable rules and regulations.

The schedule of payments will be distributed on a monthly basis for a period of 5 months.