

TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT



POST TITLE: International Consultant – Technical Expert for GCF Project Formulation
AGENCY/PROJECT NAME: UNDP- Global Environmental Finance Unit
COUNTRY OF ASSIGNMENT: Bangkok based with possible travels
DURATION OF ASSIGNMENT: 1 March 2018– 31 August 2017
(up to 70 working days)

1) PROJECT DESCRIPTION

UNDP's Bureau of Policy and Programme Support (BPPS) provides leadership and technical support to deliver on the UNDP's Strategic Plan priorities on Sustainable Development Pathways and Resilience and Governance. The UNDP-GEF Team within BPPS, among its many foci help countries to develop their capacity to fully incorporate environmental sustainability into development at national and local levels. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

Climate change is a priority area of work for UNDP. Building on a history of climate change projects, tools, and resources, UNDP's objective is to play a leading role in the UN's climate change efforts and mobilize greater and more diverse resources for climate change initiatives. The Climate Change Adaptation Team within UNDP's Global Environmental Finance team manages UNDP's activities with regard to policy and projects supported by United Nations Framework on Climate Change (UNFCCC), Global Environment Facility (GEF), Green Climate Fund (GCF), and other sources of funds.

A number of countries supported by UNDP are now in the process of putting together project proposals for submission to the Green Climate Fund (GCF). UNDP's Global Environmental Finance team provides leadership to UNDP Country Offices and client countries on the formulation process as well as substantive products that need to be prepared in order to complete a Board compliant proposal.

In this context, UNDP's Global Environmental Finance Unit's Climate Change Adaptation Team, is engaging an international expert to lead the proposal formulation process in a number of countries. The incumbent will work under the overall guidance of the Head of the Climate Change Adaptation Programme and/or his designate.

2) OBJECTIVES OF THE ASSIGNMENT

The main objective of the consultancy is to lead and coordinate a GCF project formulation process in a selected number of countries. The incumbent will be expected to prepare GCF Compliant Project Proposals for each of the countries mentioned in this TOR, and others as requested. The incumbent will also coordinate the work of other members of a project development team assigned to each country. This will include coordination with other members of the team entrusted with the task of developing other relevant and supplementary documents (including feasibility assessment, investment appraisal, safeguards appraisal, gender analysis, procurement plans, and budget and workplan) to be developed and finalized for internal review and submission. The incumbent will also support UNDP to develop an updated framework for monitoring and evaluation (M&E) for adaptation projects including SOPs for tracking and measuring impact.

3) SCOPE OF WORK

Under supervision and an overall technical guidance of the UNDP's regional technical advisor (RTA) for climate change adaptation based out of UNDP Bangkok Regional Hub. The consultant's main responsibilities are as follows:

Coordinate inputs from international and national consultants and relevant stakeholders

1. To liaise with the relevant experts in Government, NGOs, CSOs, Private Sector, Development Partners to obtain critical input, including expert advice, information from relevant documents that can feed into the preparation of a feasibility assessment, concept design and proposal development;
2. To organize, lead, participate and collate information based on a series of consultations with stakeholders;
3. To synthesize key information from existing documents of relevance, given the scope of the intended project, that can then be used as input to the development of a feasibility assessment, concept design and proposal development;
4. To support UNDP staff (at Regional and national level) to conduct and capture discussions from community level consultations to both inform and validate the design of the project;
5. To collate data received from consultations, discussion with stakeholders, ministries and UNDP to support the work of GCF project formulation technical expert;
6. Support climate change and health projects by liaising with RTA's and team leaders and reviewing key project documents;

Design project Concept and Proposal

7. Support the GCF project formulation technical expert to conduct technical analysis to flesh out project components and all technical sections, particularly 6 criteria elements of *impact potential; paradigm shift potential; sustainable development; country needs; country ownership and cost-effectiveness*;
8. Support the GCF project formulation technical expert with background data to prepare the project logframe with well-defined indicators, targets, inputs and outputs;
9. Support GCF project formulation technical expert with sufficient data to produce a draft feasibility report for the project concept based on the consultations, research and analysis conducted;
10. Support GCF project formulation technical expert to undertake necessary consultations with relevant government agencies, stakeholders and experts to obtain comments/suggestions and incorporate these comments into the draft documents;
11. Support GCF project formulation technical expert on outlining of financial structure of the project (with input from UNDP) and all main cost categories at the input level corresponding to all outcomes and outputs;
12. Assist the UNDP country office with organizing and compiling information that will feed into the project development exercise;
13. Support the finalization of South Sudan's concept note for submission to the GCF Secretariat;
14. Support the finalization of Sudan's concept note and pre-feasibility study to submit to the GEF Secretariat;

Design an updated M&E Framework for Adaptation Projects supported by UNDP

15. Review UNDP's current M&E framework for adaptation and identify gaps in the context of recent advances on M&E for Adaptation projects and best practices;
16. Draft an updated M&E framework for adaptation projects supported by UNDP in the context of vertical funds;
17. Review and suggest improvements on M&E frameworks for adaptation projects designed by Regional Technical Advisors.

4) EXPECTED OUTPUTS AND DELIVERABLES

The consultant is expected to produce the followings:

1. Draft and finalized version (following internal reviews) of GCF Concept Notes;
2. Contribute towards the drafting and finalization of the Technical Feasibility Assessments;
3. Contribute towards the drafting and finalization of the full GCF Proposal;

4. Contribute towards the preparation of Annexes for the full proposal including procurement plan, terms of references for key project staff, GANTT charts, total budget and workplan;
5. Supporting with substantive inputs towards addressing comments from GCF;
6. Draft an updated M&E Framework for Adaptation projects supported by UNDP;
7. M&E frameworks reviewed in at least 10 projects developed by Regional Technical Advisors;
8. Review and provide inputs on all health projects' documents;
9. Support the finalization of South Sudan's concept note for submission;
10. Support the finalization of Sudan's concept note and pre-feasibility study for submission;

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

Duration of Assignment: 1 March 2018 – 31 August 2017 (up to 70 working days)

Duty Station: Home based with possible travels

Expected Places of Travel: Possible travels on upon approval of the supervisor.

Potential places of travel: The expert might be requested to undertake 3-6 missions travel to country offices in Africa and/or Asia. Destination shall be assigned and approved prior to travel. For all international travel expected of this consultancy, return air-tickets on least-cost, economy fares will be arranged and paid separately. Once a mission plan is drafted, the consultant will submit the request for travel to the supervisor of this contract at least 3 weeks prior to the travel dates. DSA and terminals, should be identified upon the travel is agreed/approved by the supervisor and will be reimbursed by UNDP.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

-) Master's degree in environmental sciences, international development, with specific academic or professional background related to climate change adaptation, monitoring and evaluation or other closely related fields;

Experience:

-) At least 5 years of experience related to climate change adaptation and mitigation or other closely related fields;
-) Experience in providing technical research to expert in support of formulation of projects/programmes/proposals;

-) Experience in working with multi-disciplinary teams, including local and expatriate technical experts;
-) Demonstrated experience in project development, implementation and management is an asset;

Language requirements:

-) Excellent oral and written communication skills in English language;
-) Fluency in other UN languages is an advantage.

10) PROVISION OF MONITORING AND PROGRESS CONTROLS

- The Consultant will carry out his/her tasks under the overall guidance of the UNDP's regional technical advisor (RTA) for climate change adaptation based out of UNDP Bangkok Regional Hub;
- 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, during the assignment (the cost of this facilities should be included in the financial proposals, if required);
- Payments will be made upon submission of a certification of payment form, and acceptance and confirmation by the UNDP-GEF Head Climate Change adaptation: on satisfactory delivery of outputs.

11) REQUIRED DOCUMENTS

The following documents will be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV and P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive daily professional fee, as template provided in Annex 2. Kindly indicate the costs related to the missions under a separate heading.

12) CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria will serve as basis for evaluating offers:

Combined scoring method - When using this weighted scoring method, the award of the contract shall 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% **(350 points)**

- a. Master's degree in environmental sciences, international development, with specific academic or professional background related to climate change adaptation, monitoring and evaluation or other closely related fields - **Max 25 points**
- b. At least 5 years of experience related to climate change adaptation and mitigation or other closely related fields - **Max 50 points**
- c. Experience in providing technical research to expert in support of formulation of projects/programmes/proposals - **Max 75 points**
- d. Experience in working with multi-disciplinary teams, including local and expatriate technical experts - **Max 75 points**
- e. Demonstrated experience in project development, implementation and management is an asset - **Max 50 points**
- f. Excellent oral and written communication skills in English language - **Max 50 points**
- g. Fluency in other UN languages is an advantage - **Max 25 points**

* Financial Criteria weight; 30% **(150 points)**

Only candidates obtaining a minimum of two hundred and forty-five **(245)** technical points would be considered for the financial evaluation.

13) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ **NONE** ☐ **PARTIAL** ☐ **INTERMITTENT** ☐ **FULL-TIME**

14) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☐ Lumpsum

☒ Daily