



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	Junior Project Support Consultant
AGENCY/PROJECT NAME:	UNDP- Global Environmental Finance Unit
COUNTRY OF ASSIGNMENT:	Bangkok based with possible travels
CONTRACT DURATION:	1 December 2020 – 31 May 2020 (up to 120 days)

1) GENERAL BACKGROUND

Financed by the Global Environment Facility (GEF) Least Developed Countries Fund (LDCF), the joint UNDP-UNEP National Adaptation Plan-Global Support Programme (NAP-GSP) and its partners are assisting countries 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 many 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. Furthermore, this support is instrumental in leveraging financial support to developing countries embarking on their NAPs.

In this context, UNDP is seeking a consultant to support a set of initiatives that are underway which focus on supporting LDCs with the National Adaptation Plans process. The support through this consultancy focuses mainly on French-speaking countries.

2) OBJECTIVES OF THE ASSIGNMENT

The Project Support Consultant provides programme and technical support services to ensure high quality, accuracy and consistency of work to the NAP portfolio of projects.

The Project Support Consultant works in close collaboration with the NAP Technical Advisors/Specialists and Project staff in the Country Offices to support programme delivery of the NAP GSP and UNDP-GEF portfolio on NAP.

3) SCOPE OF WORK

Under the overall guidance of the Lead Technical Specialist and direct supervision of the Technical Specialist, the incumbent will primarily be responsible for the following functions:

- Support the Implementation of NAP projects by reviewing and revising workplans and budgets

- Liaise with NAP Programme Assistants to ensure consistency and timeliness of project implementation quality control and monitoring
- Support the preparation of terms of reference for technical studies
- Support the preparation of project documents
- Support project formulation-related tasks
- Support projects reporting
- Maintain database of projects-related documentation on the shared platforms
- Translate and/or review translation of required key project-related documents, and knowledge products from English to French, and occasionally from French to English

Provide assistance support for the following function:

- Other routine office and administration functions.
- Ability to write clearly and consistently and prepare briefing notes based on secondary research

She/He will undertake any other task consistent with the level of the post and/ or assigned by the supervisors.

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

Duration of Assignment: 1 December – 31 May 2020 (up to 120 days)

Duty Station: Bangkok-based

Expected Places of Travel: Destinations requested to travel or missions to locations based upon approval of the supervisor(s).

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, specific software, etc.) and must have access to a reliable internet connection; Payments will be made upon submission of a certification of payment form and acceptance and confirmation by the Lead Technical Specialist on days worked and outputs delivered.

5) FINAL PRODUCTS

Tasks	Expected Deliverables	Expected Number of Working Days
Support the inception and implementation of NAP projects by reviewing, revising workplans and budgets, and preparing project documents	3 timelines for inception produced 8 country workplans revised 9 project documents drafted Up to 7-8 budgets reviews pre and during implementation	60 days
Liaise with NAP Programme Assistants to ensure consistency and timeliness of project implementation quality control and monitoring	Keys documents uploaded on PIMS+ and Atlas	12 days
Support the preparation of terms of reference for technical studies	20 ToRs supported	10 days
Support project formulation-related tasks	3 project proposals supported	5 days

Support projects reporting	8 project reports drafted	8 days
Maintain database of projects-related documentation on the shared platforms	8 country folders updated	6 days
Translate and/or review translation of required key project-related documents, and knowledge products from English to French, and occasionally from French to English	3 project documents reviewed 20 short documents translated	10 days
Perform any other tasks required by the supervisor(s)	As required	9 days
Total		120

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Lead Technical Specialist and/or his designate on a routine basis and coordinate his/her efforts to match the timelines of the assignments. The consultant performance will be evaluated by supervisor(s) upon the completion of first 30 working days on the contract. The performance evaluation must yield satisfaction result, or the contract will be terminated based on the recommendation of supervisor.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- J Minimum Bachelor's degree in business management, environmental management, political sciences, social sciences/development studies/public policy or other related fields. Master's degree in the above fields is preferable;
- J Approximately 1 year of experience in project management support and portfolio management;
- J Experience in research, drafting briefing notes, supporting project development;
- J Experience in assisting in climate change/environmental projects is an advantage;
- J Experience in international organizations, diplomatic/bilateral agencies or non-governmental organizations;
- J Excellent in oral and written communication skills in English and French languages are required.

8) REVIEW TIME REQUIRED

7-14 working days.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

Bangkok, Thailand

10) 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 or 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) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment;
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

11) CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria will serve as basis for evaluating offers:

- Only those applications which are responsive and compliant will be evaluated;
- The technical criteria (education, experience, language) will be worth a maximum 100 points. Only the top 3 candidates that have achieved a minimum of 70 points (70%) from the review of the education, experience, and language will be invited for an interview;
- Technical criteria for evaluation (*Max 100 points*);
 - a. Criteria 1: Relevance in education background – *Max 20 points*;
 - b. Criteria 2: Relevant experience working - *Max 30 points*;
 - c. Criteria 3: Experience in research, drafting briefing notes, supporting project development – *Max 10 points*;
 - d. Criteria 4: Experience in assisting in climate change/environmental projects is an advantage – *Max 10 points*;
 - e. Criteria 5: Experience in international organizations, diplomatic/bilateral agencies or non-governmental organizations – *Max 10 points*;
 - f. Criteria 6: Language proficiency (oral & written) in English & French – *Max 20 points*;
- The interview will be given a maximum of 100 points (30%). When combined with the technical review of 100 points (70%), only candidates who pass 70% of technical and interview evaluation will be evaluated further;
- For those passing technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:
 - a. Technical and Interview (70%)
 - b. Financial Evaluation (30%)
- The financial proposal shall specify an all-inclusive daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

12) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE

☐ PARTIAL

☒ INTERMITTENT

☐ FULL-TIME

13) PAYMENT TERMS

Please indicate any special payment terms for the contract.



Lumpsum



Daily