

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 1 November 2019

Country: Thailand

Description of the assignment: Junior Project Support Consultant

Duty Station: Bangkok, Thailand with possible travels

Project name: UNDP- BRH- Global Environmental Finance Unit

Period of assignment/services (if applicable): 1 December 2019- 31 May 2020 (a maximum of 120 working days).

To apply for this position, please click the link below:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=88433

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

Objective

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.

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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

-) 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.

Experience:

-) Approximately 1 year of experience in project management support and portfolio management;
-) Experience in research, drafting briefing notes, supporting project development;
-) Experience in assisting in climate change/environmental projects is an advantage;

-) Experience in international organizations, diplomatic/bilateral agencies or non-governmental organizations;

Language:

-) Excellent in oral and written communication skills in English and French languages are required.

Corporate Competencies:

-) Ability to work under the pressure, with minimum supervision and on-distance;
-) Demonstrated initiative, tact and high sense of responsibility and discretion;
-) Strong teamwork skills;
-) Excellent communication skills, written and oral;
-) Strong computer literacy and data analytical proficiency

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

Contract Duration: 1 December 2019 – 31 May 2020 (a maximum of 120 working days)

Duty Station: Bangkok, Thailand with possible travels.

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. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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:

- 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.

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments:

The contract will be 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.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology;

Cumulative analysis

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 set of weighted technical criteria (70%) *and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

-) Only those applications who 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;
-) The financial proposal shall specify an all-inclusive¹ 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.

Technical Criteria for Evaluation (Maximum 100 points)

-) Criteria 1: Relevance of educational background - Max 20 points;
-) Criteria 2: Relevant working experience - Max 30 points;
-) Criteria 3: Experience in research, drafting briefing notes, supporting project development - Max 10 points;
-) Criteria 4: Experience in assisting in climate change/environmental projects is an advantage - Max 10 points.
-) Criteria 5: Experience in international organizations, diplomatic/bilateral agencies or non-governmental organizations – Max 10 points;
-) Criteria 6: Language proficiency (oral & written) in English & French – Max 20 points

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for Financial Evaluation.