



REQUEST FOR PROPOSAL (RFP)

To all interested Bidders	DATE: February 6, 2020
	REFERENCE: RFP/BPPS/MPU/2020/001

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy services to undertake the verification on the implementation of the HCFC phase-out management plan for Armenia.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, February 21, 2020** and via email to the address below:

mpu.procurement@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days

Proposers must take into account the following: Both financial and technical proposals must be submitted as separate files and clearly marked as “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”.

A. Technical Proposal (items A, B and C of Annex 2). Proposers must indicate the below in the e-mail subject box while submitting the Technical proposal and other documents related to this bid:

SUBJECT: RFP/BPPS/MPU/2020/001 – TECHNICAL PROPOSAL

B. Financial Proposal (items D and E of Annex 2). Proposers must indicate the below in the e-mail subject box while submitting the Financial proposal:

SUBJECT: RFP/BPPS/MPU/2020/001 – FINANCIAL PROPOSAL

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the **.pdf format**, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

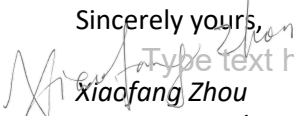
Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Type text here
Xiaofang Zhou
Director, Montreal Protocol/Chemicals Unit
2/6/2020

Description of Requirements

Context of the Requirement	<p>UNDP works in some 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.</p> <p>UNDP is one of the agencies designated by the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol to assist Article 5 countries in the implementation of projects for the phase-out of the consumption, and where applicable, production of ozone depleting substances (ODS). The Government of Armenia has already met its Montreal Protocol obligation of complete phase-out of the consumption of Annex A Groups I and II substances, namely chlorofluorocarbons (CFCs) and halons. In response to Decision XIX/6 of the 19th Meeting of the Parties to the Montreal Protocol regarding the accelerated phase-out of Annex C Group I ODS (hydrochlorofluorocarbons (HCFCs)) the Government of Armenia is undertaking the activities to phase out the consumption of HCFCs.</p> <p>Stage 2 of the Armenia HCFC Phase-out Management Plan (HPMP) covering the period 2016-2020 was approved at the 77th meeting of the Executive Committee of the Multilateral Fund (ExCom) for the Implementation of the Montreal Protocol (Decision 77/41). The Annex XVII of the report of the 77th Meeting of the Executive Committee contains the agreement between the Government of Armenia and the ExCom regarding the reduction of HCFC consumption. In accordance with sub-paragraph 5(b) of this Agreement, UNDP will commission an independent verification of the achievement of the annual consumption limits of the Substances as set out in row 1.2 of Appendix 2-A.</p> <p>At its 83rd meeting, the Executive Committee requested UNDP to include in the amendments to work programmes, due for submission at the 84th meeting, a verification report for stage II of the HPMPs for Armenia. Subsequently, the request was submitted and approved by the ExCom at its 84th meeting.</p>
Implementing Partner of UNDP	Direct Implementation
Brief Description of the Required Services ¹	The objective of the verification exercise is to produce a verification report (i) on the consumption of substances in Annex C Group I of the Montreal

¹ Please refer to the attached detailed TOR fully describing the nature of the work and other details of the requirements.

	Protocol (HCFCs) contained in Appendix 1-A of the Agreement between Armenia and the MLF Executive Committee to implement Stage 2 of the HPMP and (ii) on the progress made in the implementation of Stage 2 of the HPMP to date in compliance with the Agreement between the Government of Armenia and the Executive Committee.
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Inception report describing the methodology and calendar plan of activities. 2. The final verification report of the consumption of HCFCs in Armenia from 2015 to 2019 inclusive and conforming to the requirements of the MLF Executive Committee.
Person to Supervise the Work/Performance of the Service Provider	<i>Mr. Ajiniyaz Reimov</i>
Frequency of Reporting	<i>As needed, based on the planning of the assignment proposed by the selected company.</i>
Progress Reporting Requirements	Update on the status of agreed milestones and detailed plans for the upcoming period.
Location of work	Home-based
Expected duration of work	From 9 March to 30 September 2020
Target start date	9 March 2020
Latest completion date	The deadline to submit the completed verification report is 17 August 2020. In the following period, the consultant will be requested to respond to queries stemming from reviews, if required.
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required and to be part of the technical proposal
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

	Proposer shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Inception report with methodology</td> <td>20%</td> <td>By 30 April 2020</td> <td rowspan="2">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td> </tr> <tr> <td>The completed final verification report</td> <td>80%</td> <td>By 17 August 2020</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Inception report with methodology	20%	By 30 April 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	The completed final verification report	80%	By 17 August 2020			
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The completed final verification report	80%	By 17 August 2020													
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Relevant staff member of UNDP's Montreal Protocol and Chemicals Unit in consultations with the Armenia National Ozone Unit														
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services														
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.														
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%) (Minimum pass score is 49 points out of 70 total obtainable)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 10%														
	<p><u>Financial Proposal (30%)</u> (Only bidders which get minimum of 49 points on technical evaluation will be technically responsive and considered for financial evaluation)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>														

	<p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p>Total Combined Score: (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g. 30%)</p> <p>Total Combined and Final Rating of the Proposal</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
Annexes to this RFP ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁴	<p><i>Mr. Rodolfo Alonday</i> <i>mpu.procurement@undp.org</i></p> <p>Last day to submit questions to UNDP is 7 days before the submission date. UNDP will provide responses on a rolling basis for each.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[insert: Location].

[insert: Date]

To: Ms. Xiaofang Zhou

Dear Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception report with methodology	20%	
2	The completed final verification report	80%	
	Total	100%	

*This shall be the basis of the payment tranches

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]
 [Designation]
 [Date]

Annex 3

UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE – TOR

Consultancy services to undertake the verification on the implementation of the HCFC phase-out management plan for Armenia



1. BACKGROUND

UNDP works in some 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is one of the agencies designated by the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol to assist Article 5 countries in the implementation of projects for the phase-out of the consumption, and where applicable, production of ozone depleting substances (ODS). The Government of Armenia has already met its Montreal Protocol obligation of complete phase-out of the consumption of Annex A Groups I and II substances, namely chlorofluorocarbons (CFCs) and halons. In response to Decision XIX/6 of the 19th Meeting of the Parties to the Montreal Protocol regarding the accelerated phase-out of Annex C Group I ODS (hydrochlorofluorocarbons (HCFCs)) the Government of Armenia is undertaking the activities to phase out the consumption of HCFCs.

Stage 2 of the Armenia HCFC Phase-out Management Plan (HPMP) covering the period 2016-2020 was approved at the [77th meeting of the Executive Committee of the Multilateral Fund \(ExCom\) for the Implementation of the Montreal Protocol \(Decision 77/41\)](#). The Annex XVII of the [report of the 77th Meeting of the Executive Committee](#) contains the agreement between the Government of Armenia and the ExCom regarding the reduction of HCFC consumption. In accordance with sub-paragraph 5(b) of this Agreement, UNDP will commission an independent verification of the achievement of the annual consumption limits of the Substances as set out in row 1.2 of Appendix 2-A.

At its 83rd meeting, the Executive Committee requested UNDP to include in the amendments to work programmes, due for submission at the 84th meeting, a verification report for stage II of the HPMPs for Armenia. Subsequently, the request was submitted and approved by the ExCom at its 84th meeting.

2. OBJECTIVES, SCOPE OF WORK AND EXPECTED DELIVERABLES

The objective of the verification exercise is to produce a verification report on the consumption of substances in Annex C group I of the Montreal Protocol (HCFCs) contained in Appendix 1-A of the above-referenced Agreement and, when applicable, HCFCs not listed in Appendix 1-A that may have been imported for the years 2015 to 2019 inclusive. Annual ODS consumption should be verified against consumption targets established in row 1.2 of Appendix 2-A of the Agreement, and is to be carried out for all years for which a target is set in the Agreement.

1. The consultant will undertake the following activities in preparing the verification report.
 - i. Review national legislation, policies and procedures on ODS imports and exports, particularly HCFCs, considering such aspects as:
 - a. Channels of communication between the National Ozone Unit (the licensing authority) and the national customs authority;
 - b. Authorized list of importers/exporters of ODS and, where available, distributors. A representative sample of reports from importers/exporters, and where available of distributors should be reviewed;
 - c. Administrative procedures and documentation, including national system of harmonized custom codes in order to identify ODSs and ODS mixtures, trade names, code numbers, and labelling, and other documentation required for presentation to customs authorities by licensed importers and exporters of ODS;
 - d. System of monitoring and reporting on import and export of ODS;
 - e. Government enforcement structure for ODS imports and exports, including mechanisms and capacity for prosecution and enforcement; sanctions or penalties to be imposed on violation of legal regulation; and procedures to be applied in case of suspicious shipments; and
 - f. Sample or other identification methods used. The verification should review a representative sample of reports from importers/exporters, and where available of distributors; official statistics on imports/export; and quotas issued versus actual quotas used.
 - ii. Check the official data on national ODS consumption, in particular HCFC records of imports and exports against import permits issued by the National Ozone Unit (NOU), including by consultation of national importers; explain any data inconsistencies that may have been identified during the verification process, such as potential import of banned controlled substances or import data different from data reported under Article 7.
 - iii. Carry out a comprehensive analysis of the import-export system and submit conclusions and recommendations thereon.

Sources of information

2. The following documents will be provided by the National Ozone Unit:
 - i. Guidelines for the verification of national HCFC consumption targets of multi-year agreements
 - ii. Primary legislation and other regulations governing the functions of the National Ozone Unit.
 - iii. Relevant decisions of the Executive Committee on the Armenia HPMP.
 - iv. Armenia HCFC phase-out management plan (HPMP).
 - v. Detailed documents on Stage 1 and 2 of the HPMP and tranche reports/requests submitted to the ExCom.
 - vi. NOU documents to verify functionality of the import-export control system:
 - a. ODS consumption data reports submitted to the Ozone Secretariat and to the Secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol;
 - b. Lists of importers;
 - c. Information on approvals of quotas and import licenses;
 - d. Dossiers and surveys (if any) from enterprises regarding environmental licenses and environmental management measures;
 - e. ODS import-export data and refrigeration and air conditioning equipment import data provided from the licensing system and from relevant databases; System of monitoring and reporting on import and export of ODS;
 - f. Copies of relevant communications received by the National Ozone Unit from the Customs Department and other partner Ministries and Departments;

- g. Government enforcement structure for ODS imports and exports, including mechanisms and capacity for prosecution and enforcement; sanctions or penalties to be imposed on violation of legal regulation; and procedures to be applied in case of suspicious shipments;
 - h. Report of surveys of quality of refrigerants available in the country the market (if available).
- vii. In addition to the documentary verification, interviews may be held, if necessary, with officials of relevant organizations, including, e.g. Customs Department, national importers, and other relevant entities.

Methodology

3. The consultant shall check the information provided by the NOU regarding the consumption data for the years under consideration against the database of Ozone Secretariat and the Multilateral Fund Secretariat (Country Programme Data). The supporting documentation used by the NOU, such as annual quota approvals, import licenses issued, etc. should also be reviewed, as it helps in the assessment of the status of implementation of the ODS import-export control system.

4. In the end a final report with a summary of activities, as well as conclusions and recommendations should be submitted. This will be complemented by a copy of the selected consultant's CV showing the experience and qualifications of the verifier as well as a signed declaration form (template will be provided by UNDP).

5. Since multi-year agreements define the accomplishment of the national objectives through the annual maximum allowable consumption of ODS, in order to verify the national consumption, it is necessary to use as a basis the definition of consumption in the Montreal Protocol (that is, consumption = production + imports - exports).

Deliverables:

No.	Deliverables / Outputs	Estimated deadline	Review and Approvals Required
1	Inception report with methodology	30 April 2020	UNDP/ NOU
2	The final verification report should conform to the MLF Guidelines for the verification of national HCFC consumption targets of multi-year agreements and, inter alia, cover the following: (a) Describe the detailed steps and procedures taken to conduct the verification. (b) Summarize all aspects of national legislation, policies and procedures designed to ensure achievement of the consumption targets in the MYA. (c) Provide detailed data demonstrating and confirming that the consumption target in the MYA was achieved. (d) Review the follow-up on the recommendations from previous verifications. (e) Contain a section comparing data collected from different sources, e.g. amounts reported by importers, the NOU, customs department. Discrepancies, where found, should be investigated and the reason for the discrepancy should be provided in the report.	17 August 2020	UNDP

	<p>(f) Outline perceived shortcomings, if any, and suggest improvements to the system.</p> <p>(g) Provide statements on whether the country has met the consumption targets specified in the Agreement between the country and the Executive Committee (Appendix 2-A); the existence of an operational licensing and quota system for HCFC imports and exports; and whether the system is capable of ensuring the country's compliance with the Montreal Protocol HCFC phase-out schedule.</p> <p>(h) Describe issues and problems encountered while implementing the current import/export licensing in the country (e.g. deviations between data from different sources, showing transfer errors, or establishing that reporting was referring to licensed amounts where actual imports should have been reported, among others), and how they could be addressed in future.</p> <p>(i) Include conclusions and recommendations.</p>		
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3. Duration

The consultancy is expected to work from 9 March 2020 to 30 September 2020.

4. Fees

The consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedules:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Brief Inception report with Methodology.	Yes	20%
2 nd Installment	A final report containing the deliverables mentioned above in full compliance with the requirements outlined in the MLF guidelines for the verification of national HCFC consumption targets of multi-year agreements.	Yes	80%

5. Qualifications, Requirements, and Competencies:

Education:

- Master's degree in science, engineering or economics, preferably specializing in environmental issues;

Experience:

- Professional experience of at least 5 years, with at least 2 years' experience in environment consulting, environment audits or environmental impact studies;
- Familiarity/Knowledge of the work of the UN system entities, and of the processes of independent evaluations or verifications;
- Familiarity/Knowledge of the Montreal Protocol and the Multilateral Fund will be considered an asset;
- The applicant should not be a staff member of UNDP or the NOU and the Ministry of Environment of Armenia; the applicant should not have been directly involved in the implementation of the Armenia HPMP.

Language:

- Fluency in Armenian and English is required.

Functional Competencies:

- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
- Skills in facilitating meetings effectively and efficiently;
- Ability to develop and maintain partnerships/relationships, including with clients, focusing on results for the client/partner and responding positively to feedback.
- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Core Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment