

TERMS OF REFERENCE

THE SENIOR TECHNICAL ADVISOR – Individual Consultant

A. PROJECT TITLE:

UNDP Engagement Facility for Environment and Climate Change vertical funds (GEF, GCF, AF & Bilateral funds)

B. PROJECT DESCRIPTION, CONTEXT AND BACKGROUND:

UNDP Samoa has provided support to development and implementation of Sustainable Development Goals (SDG) and Small Island Development States (SIDS) from the SIDS meeting in 2014 hosted by the Government of Samoa to most recently Pacific Regional Preparatory Meeting for Samoa Pathway mid-term review in July Tonga 2018 and later the Inter-regional meeting for SIDS on the Samoa Pathway midterm review in November, Samoa 2018.

The interregional meeting led to the adoption by acclamation of the Apia Outcome Document (accompanied by the Mauritius, Tonga and Belize outcome documents) which outlines several prioritizes for the second half of the Samoa pathway timeframe and was presented in the SAMOA Pathway mid-term review alongside the 74th UNGA on 27 September 2019 in New York.

SIDS are taking action because it recognizes the impacts of climate change. It could be said that the basic rationale is to avoid the unmanageable and manage the unavoidable. However, there is only so much that SIDS can do in isolation, given the enormity of the impacts faced, difficulties (financial, capacity, vulnerability due to geographical location, lack of natural resources. For SIDS and PICs specifically, the need for adaptation and mitigation has become increasingly urgent.

- Long-term climate change means not just rising sea levels but also increasing frequency and severity of extreme events such as heat waves, exceptional rainfall events, summer droughts, tropical cyclones, storm surges, El-Nino conditions, and changing impacts of weeds, pests and diseases. These are all affecting the lives and livelihoods of people in SIDS.
- Coupled with overexploitation of resources, increasing urbanization and population increase, the compounding effect has caused considerable and widespread damage and threatens development in the region, with the subsequent social and cultural disruption having unknown proportions. Failure to reduce vulnerability could also result in loss of opportunities to manage risks in the future when the impacts may be greater and time to consider options limited.

Since the impacts of climate change will vary from country to country, comprehensive national strategies and action plans, supported by regional and international technical and financial services, will have to be developed. Mainstreaming of climate change in national sustainable development policies will be crucial, given that climate change impacts so many if not all vital sectors of the SIDS economies.



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The emerging concept of the Blue Economy has been embraced by the SIDS as a mechanism to realise sustainable economic development based around an ocean-based economy.

SIDS intention is to implement the Blue Economy concept at the national level as a framework to foster an integrated approach for sustainable development programmes. The critical gap, however, is the mechanism for its implementation at the national level. Limited, if any, practical information is currently available to countries, notably small states, wishing to implement these concepts. This is predominately so, as information that does exist focuses primarily on land-based economic development or has a strong focus on conservation rather than on the sustainable use of the investment in an ocean-based economy for national benefit.

UNDP MCO for Cook Islands, Niue, Samoa and Tokelau Environment and CC Unit: The Environment (E), Climate Change (CC) & Disaster Risk Reduction (DRR) unit manages approximately US\$100 million which is 90% of the MCO's portfolio, spread over about 10 small and large projects. The largest project, a US \$65 million investment, is funded by the Green Climate Fund and supported by UNDP for building flood resilience in the Vaisigano River Catchment and is implemented by the Samoa Ministry of Finance. The ultimate objective of UNDP's EE, CC & DRR unit is to have a positive impact for the sustainable use of natural resources and resilience to climate change. Financial oversight, effective strategic planning and monitoring and evaluation and technical support is critical to ensure the successful implementation of projects and to further develop the portfolio. Management and coordination are also gradually moving from a project-based approach to a wider programmatic approach where several sectors are considered under one project, in order to have stronger impact, more results, and more efficient management of resources.

In conjunction with co-financing leveraged from vertical funds, the UNDP MCO is looking at addressing a number of key technical and policy issues to assist with GEF/GCF project portfolio monitoring and reporting, the Joint SDG's Fund, SIDS engagement and cooperation on the blue economy, in order to reinforce the capacity and coverage under the Environment, Climate Change and Disaster Risk Reduction Unit.

In this context, UNDP is recruiting a Senior Technical Adviser for SDG's, SIDS & Blue Economy as well as the Environment and Climate Change vertical fund's portfolio to provide technical and operational support to the unit and office.

C. SCOPE OF WORK:

The Senior Technical Advisor (STA) will be responsible for providing strategic direction and overall technical backstopping to the Environment and Climate change unit and to support in project oversight and project quality assurance.

The STA will coordinate the provision of the required technical inputs, including assisting in executing the implementation strategy, recruiting and supervising experts and technical advisors' inputs, and ensuring coordination and leveraging resources from other initiatives. The STA will provide guidance and support on both strategic project matters, quality control of technical expertise and aspects of day-to-day management as required.

The scope of work for the consultant will include, but not necessarily be limited to, the following key activities:

1. Programme Support and Policy Advice

- Support UNDP's work to assist countries in designing policies to foster long term adaptation measures; Facilitate integration of climate risk management in the National Adaptation Plans (NAPs) and in the national DRR Strategies/Frameworks.
- Promote convergent DRR-CCA approaches through comprehensive assessments of risks of climate-related disasters as well as impacts in development sectors in the context of the SAMOA pathway for SIDS.
- Provide technical guidance on mainstreaming disaster and climate risk management into the development processes aligned with the SAMOA pathway for SIDS.
- Execute policy, strategy, and programme initiatives to support key results, outcomes, and outputs of the Strategic Plan .and drawing on the work of GEF, and other ongoing policy climate change portfolio initiatives;
- Support the country office in developing and implementing strategic frameworks, programmes, and projects;
- Coordinate the production of relevant analysis and guidance for policy advice and programme support that responds to country office needs;
- Provide trainings, workshops and other tools for strengthening capacities for Pacific SIDS on project development for climate change and disaster risk reduction;
- Deliver advisory services and programming assistance with emerging needs within the UNDP-MCO in line with global and regional strategies for Sustainable Development Goals and aligned with the SAMOA pathway, including advice on SIDS partnerships and lessons learned and integration of the sustainable blue economy concept in national strategies;.
- Provide advisory support to UNDP portfolio of projects in Environment and Climate change with focus on technical support, monitoring and reporting of the on-going GCF Vaisigano Catchment Project, as well as other GEF portfolio projects, as needed.
- Incorporate gender equality and human rights'-based approach in policy and programming work;

2. Support Policy Development

- Provide substantive inputs to countries in the region on climate change policy issues, blue economy and strategic issues emerging from international climate change negotiations, including for a post-2015/2020 institutional and financial regime, related to adaptation and climate risk management;

- Provide inputs to UNDP's office reporting on the Global Partnership on SIDS, on the status of international climate change negotiations and on outreach and awareness raising on UNDP's climate change adaptation work;
- Support policy development and innovation through consolidation of relevant lessons from projects and programmes;
- Identify gaps and opportunities for development of new policies and guide the overall team priorities and workplans;
- Provide Quality Assurance to ensure alignment with global development policies, norms and standards;
- Ensure cross-practice approach and cross-regional collaboration;
- Contribute to working papers, workshops/trainings, policy notes and briefings developed as guidance on a variety of climate and disaster related issues, including climate finance readiness and cross-practice pilot initiatives that can maximize synergies between climate change, gender, poverty, and post MDG/SDG-related activities, including South-South cooperation;
- Create methods for reviewing policy services in the thematic area and assess policy success, as well as communicate these methods to other country offices and regions; and
- Conceptualize and recommend policy innovations in the thematic area to improve programme delivery.

3. Partnerships and Resource Mobilization

- In collaboration with UNDP MCO and UNDP-GEF team, support the UNDP senior management to engage with regional partners and develop/implement resource mobilization plan under corporate guidelines, including to fulfil corporate and donor reporting, advocacy and information-sharing requirements;
- Support with pipeline projects including GEF 7 , Adaptation Fund, GCF and joint SDG fund among others.
- Provide substantive inputs related to regional external partnerships in the area of work; and UNDP MCO in fostering strategic partnerships with UN and external regional partner institutions, Governments, private sector, academia, NGOs, and CSOs at regional and local level.

4. Knowledge Management

- Coordinate team contributions and support to corporate KM activities, at UNDP MCO for Samoa level and region-specific level to help influence/advance policy dialogue in the thematic area in collaboration with policy teams at HQ and in Regional Hubs;
- Provide sound contributions to knowledge networks and communities of practice; and
- Coordinate and perform knowledge extraction, analysis, documentation, codification of results/lessons learned in the specific thematic area and verify that knowledge sharing, and content management is in line with guidelines and performed using corporate tools.

D. EXPECTED OUTCOMES AND DELIVERABLES:

This document defines the responsibilities and tasks that the STA is expected to assume with reference to section C. In addition, the STA shall submit a brief workplan in the beginning of the month and a brief report indicating the deliverables provided and working days used (timesheets) at the end of every month. This report will serve as basic supporting document for the monthly payment.

E. INSTITUTIONAL ARRANGEMENT:

The hired consultant will liaise with the Assistant Resident Representative – Environment and Climate Change and report to the Deputy Resident Representative on all programme issues. The consultant to report directly to the Resident Representative for all policy and strategic issues, regional initiatives and partnerships

F. DURATION OF THE WORK:

Maximum 200 working days in the duration of 12 months from the beginning of contract.

G. DUTY STATION:

Apia, Samoa with travel within MCO countries and other locations as required.

H. COMPETENCIES:

Corporate Competencies:

- Demonstrates commitment to the MCO's Governments' missions, visions and values, with understanding of the political contexts in Samoa, Cook Islands, Niue and Tokelau
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- Ability to provide input to business processes re-engineering, implementation of new system, including design of new IT based systems

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure

- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

I. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR:

- At least a master's degree in Environmental management, Environmental science or related field is a requirement, with emphasis on natural resource management and conservation and/or climate change adaptation.
- At least 15 years of professional experience in natural resources management as well as a proven knowledge and experience in the area implementation of development initiatives, policies and programmes relating to critical landscapes management and conservation, including substantial knowledge of climate change adaptation and resilience measures, including impacts on environment related to human development and poverty reduction.
- Good understanding of SIDS issues and the SAMOA pathway under the context of the Agenda 2030 while experience with the Global Partnership on SIDS would be an advantage.
- Experience working on the concept and practices of sustainable blue economy and community of actions for the implementation of SDG14 on the Ocean
- At least 5 years of proven experience related to direct implementation, reporting and or technical advisory role in GEF and GCF projects on-the-ground with focus on climate change adaptation and or natural resource management and conservation.
- Sound understanding of Project Cycle Management, with demonstrated experience in project development, implementation and M&E, including results-based management logical frameworks, for programmes and projects implemented by development agencies;
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants;
- Experience of working in development projects and knowledge of cultural, socio-economic contexts and customary landownership in the Pacific Islands, and Samoa in particular or comparable island nations would be an advantage.
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource; and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

J. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR:

Evaluation criteria: 70% Technical, 30% Financial combined weight:

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support the above required criteria):

- At least a Master's degree in Environmental management, Environmental science or related field is a requirement, with emphasis on natural resource management and conservation and/or climate change adaptation **(10 points)**;
- At least 15 years of professional experience water resources management and infrastructure as well as an in-depth and proven knowledge in the implementation of development initiatives, policies and programmes relating to critical landscapes management and conservation including substantial knowledge of climate change adaptation and resilient measures, including impacts of environment related to human development related to human development and poverty reduction **(20 points)**;
- Good understanding of SIDS issues and the SAMOA pathway under the context of the Agenda 2030 while experience with the Global Partnership on SIDS would be an advantage. **(10 points)**
- Experience working on the concept and practices of sustainable blue economy and community of actions for the implementation of SDG14 on the Ocean. **(10 points)**
- At least 5 years of proven experience related to direct implementation, reporting and or technical advisory role in GEF and/or GCF projects on-the-ground with focus on climate change adaptation and or natural resource management and conservation. **(10 points)**
- Sound understanding of Project Cycle Management, with demonstrated experience in project development, implementation and M&E, including results-based management logical frameworks, for programmes and projects implemented by development agencies **(10 points)**;
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants **(10 points)**;
- Experience of working in development projects and knowledge of cultural, socio-economic contexts and customary landownership in Pacific Islands and Samoa in particular or comparable island nations, would be an advantage **(10 points)**;
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource **(5 points)**; and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English **(5 points)**
- UNDP may invite the top 3 candidates that have achieved a minimum of 49 points (70% of 100 points) from the review of above-mentioned criteria for the interview assessment.

Financial Evaluation Criteria

- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including 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.

DELIVERABLES	DUE DATE	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period. At the end of each month according to days worked.	<i>At the end of each month according to days worked</i>	\$xxx
TOTAL	200 days	\$

K. RECOMMENDED SUBMISSION OF PROPOSAL:

Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in **one single file** (PDF or word file is preferable):

- Cover letter** addressing the Technical Evaluation Criteria in **section J** above with reference to CV
- Duly accomplished confirmation of Interest using the template provided by UNDP (Annex 1)
- Personal CV **or** P11 (Annex 2)

Incomplete applications will not be considered, they will be disqualified automatically.

Queries about the position can be directed to procurement.ws@undp.org

Due Date for submission of proposals is Tuesday 25 February 2020, Samoa time.



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J. ANNEXES TO THIS TERMS OF REFERENCE:

AnnexI: [Offeror's letter to UNDP Confirming Interest and Availability](#)

AnnexII: http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

AnnexIII: [General term and conditions for ICs](#)

K. APPROVAL BY:

This Terms of Reference is approved by:

Name/Title: **Yvette Kerslake, ARR Environment and Climate Change Unit**

Date: **11 February 2020**