

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT

Job Title	90444 - Senior International Consultant (Business Development for Waste Management)
Scope of advertisement :	Globally advertised (Including jobs.undp.org)
Category (eligible applicants) :	External
Brand :	UNDP
Practice Area :	Climate & Disaster Resilience
Application Deadline :	11-Mar-20
Type of Contract :	Individual Contract
Post Type and Level :	International Consultant
Duty Station :	Bangkok with possible travels to countries in Asia Pacific, THAILAND
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	16-Mar-2020
Duration of Initial Contract :	Maximum upto 100 working days till August 2020
Expected Duration of Assignment :	
Background:	
<p>UNDP positions itself as the Sustainable Development Goals (SDGs) integrator who connects all relevant knowledge and partners to support countries to achieve the SDGs in an inclusive and integrated manner. UNDP Bangkok Regional Hub (BRH), along with the Pacific Office in Suva, supports the 24 UNDP Country Offices in Asia and the Pacific in various development agendas to achieve the SDGs by providing easy access to knowledge through high quality integrated advisory services and technical support based on global applied research and UNDP lessons learnt. BRH also provides regional thought leadership, build partnerships and promote regional capacity building, which allow UNDP, governments and other development partners to identify, create and share knowledge relevant to solving urgent development challenges.</p> <p>A new paradigm for green growth and employment creation is a 'circular' industrial system that is restorative by intention and design. The idea is that rather than discarding products before their value is fully utilized, we should use and re-use them. The proposition is that a circular economy, where products are designed for ease of recycling, reuse, disassembly and remanufacturing should replace the traditional, linear 'take, make and dispose' model that has dominated the economy since the beginning of the industrial revolution. Such approach that prevents waste generation at source itself will in most cases drastically reduce the volume of waste/pollution that need treatment, and thereby also associated costs. This requires changing input materials like replacing toxic or harmful raw materials with those that are less toxic, use of renewable materials, use of cheaper and locally available materials, use of materials that have less carbon and energy footprints, more purified raw materials, less polluting materials, etc.</p>	
Description of Responsibilities :	
<p>At this time, plastics and waste as an issue, has risen to be a top priority in the Asia-Pacific region. UNDP Bangkok Regional Hub (BRH) has seen a rise in requests from client countries and donors alike, seeking assistance in development of proposals that help with understanding of the intricacies of their plastics and</p>	

waste systems, and help develop solutions that reduce the ecological footprint of plastics through such modalities as:

- applying systems-based approaches to understanding the complex water economy, including plastics at ground level, including for vulnerable populations,
- innovative redesign of waste and plastics to enhance recycling, or replace them altogether
- enhanced waste collection and recovery systems
- creating the policy and financial enabling environment for discovery, incubation and acceleration support, and scale up of social/technological/financial innovations that can support a more sustainable economy.

UNDP has in-house expertise, which, paired with other contracted expertise and strategic partnerships, seeks to deliver the assistance required by countries to support the required paradigm shift to sustainable production, consumption and management of plastics and its waste.

Key Outputs and Deliverables:

- Lead and support research, analysis and drafting of high-quality concept notes and project proposals (and budgets) relating to sustainable management of plastics and wastes (mainly for cities in ASEAN).
- Identify common interest between UNDP and potential donors/partners and assist the team in ensuring the quality of proposals to meet donor expectations.
- Lead and support the coordination of different teams within BRH and reflect their feedback and comments into the concept notes and project proposals.
- Ensure that all requests and revisions are completed during the proposal finalization process.
- Comprehend the concept of a systems-based approach and circular economy and support in ensuring that the same perspective becomes a base of the proposals.
- Conduct research as needed to help bring background information and substance to a proposal.
- Project management support for a marine plastic initiative in ASEAN cities.
- Partnership building with key stakeholders, including the private sector, governments, local communities, civil societies, etc.
- Communication activities that may be needed for partnership building around plastic and waste management initiatives such as article sharing, participating in networking events, etc.

Note: Results/Outputs can be modified as appropriate; should not entirely mirror the task description but serve as a basis for workplan and deliverables.

Competencies :

Core Competencies:

- Demonstrates integrity and fairness, by modeling the UN/UNDP'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.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;

Functional/Technical:

- Strong analytical skills;
- Excellent communication skills;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness.

Qualifications :

Academic Qualifications:

- Advanced higher degree (Master’s or equivalent) in Environmental Science, Environmental Studies and Management, Chemical Engineering, Sustainable Development, International Development or a relevant area to solid waste management or chemicals (plastics). A first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Professional Experience:

- At least 8 years of professional work experience at the national and/or international level in environment, chemicals, solid waste management, or circular economy, or other relevant programmes;
- Experience with resource mobilization or business development is an asset, as is experience working in the UN or other international development organization;
- Proven experience on project formulation and writing proposals projects (incl. budgets) for donors (i.e. the Global Environment Facility (GEF), Adaptation Fund (AF), GCF, bilateral donors) is highly desirable.
- Accuracy and professionalism in document production and editing;

Language

- Excellent English oral and written skills; excellent drafting, formulation, reporting skills.

Deliverables and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be **all-inclusive and include all costs components required to perform the deliverables** identified in the TOR, including professional fee, anticipated travel costs, living allowance (if any work is to be done outside the IC’s duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables	% of payment	Deadline
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Deliverable 1: A Project Concept Paper development and a knowledge product of plastic usage in cities of the Philippines and Thailand that will be a base of the Project Concept Paper. The knowledge product should include i) analysis of barriers at the local level, ii) a set of potential tech-solutions, iii) policy recommendation at the municipal level towards circular economy, etc.	70 %	30 June 2020
Deliverable 2: Revised proposals and concept notes on marine plastic management in ASEAN cities in consultation with internal colleagues and potential donor(s).	30%	31 July 2020

Travel expenses: For travels, it has to be discussed and approved in advance between the hiring unit and the consultant. Travel costs are reimbursable on a lump sum basis at the end of each trip, upon submission of boarding passes and other supporting documents. Costs for travels should not be included into the financial proposal.

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.

Documents to be submitted:

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:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex III.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal**, as per template provided in Annex III.

Incomplete proposals will not be considered.

Criteria for Selection of the Best Offer

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 proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

First Stage - Desk Review

- Criteria 1: Relevance of Education (max 5 points)
- Criteria 2: Relevance of experience in area of specialization (e.g. Urban Resilience, Climate change finance) (max 20 points)
- Criteria 3: Relevance of experience in key areas (e.g. programme design and appraisal) (max 20 points)
- Criteria 4: Relevance of Experience in Asia Pacific (max 5 points)

Second Stage - Interview

- Criteria 5: Interview (max 20 points) (please note to score minimum 70% marks is necessary in first stage to be eligible for interview)

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