TERMS OF REFERENCE

Systems Innovation Approach Consultant for Aral Sea Mission

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| **Duty Station:**  | Home-based with mission travels to New York, Istanbul, Bangkok |
| **Type of Contract:**  | Individual Contract |
| **Type and Level:** | International Consultant  |
| **Starting Date:**  | 16 March 2020 |
| **Duration of Initial Contract:** | 90 days through 30 September 2020  |
| **Supervisor:** | Executive Coordinator, UNDP Global Environmental Finance (GEF) Unit |

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| **Background** |
| UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP’s policy work is carried out through a network of advisors and specialists located at HQ, Regional and Country Office levels, to ensure that local knowledge and context specific expertise is linked to cutting-edge global perspectives and advocacy. In this context, UNDP provides its policy advisory and programme support functions through the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains, in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP’s Strategic Plan and works closely with the Crisis Bureau. The SDG Integration Team sits at the center of the GPN with the aim to advance and connect UNDP’s integrated services across sectors and countries. The SDG Integration Team builds a coherent and consolidated menu of services emphasizing direct engagements to support national implementation and monitoring of the SDGs (building on the MAPS engagements), qualitative and evidence-driven analysis for accelerated progress, and knowledge sharing of integrated policy solutions to respond rapidly to requests from country offices. Also based in BPPS, the UNDP-Global Environmental Finance Unit (UNDP – GEF Unit) has an objective to help countries achieve the simultaneous eradication of poverty and significant reduction of inequalities and exclusion by assisting Country Offices in accessing environmental finance for sustainable development. UNDP is an accredited implementing entity for the following environmental vertical funds: (i) funds managed by the Global Environment Facility (GEF): Global Environment Facility Trust Fund (GEF TF), Nagoya Protocol Implementation Fund (NPIF), Least Developed Countries Fund (LDCF), the Special Climate Change Fund (SCCF); (ii) Adaptation Fund (AF); and (iii) Green Climate Fund (GCF). As an Implementing Agency, UNDP offers countries technical services for eligibly assessment, programme/project formulation, due diligence, mobilization of co-financing, project implementation oversight, results management and evaluation, performance-based payments and knowledge management. The following initiative is a collaboration between the SDG Integration Team and the GEF Unit to work together in the context of the Aral Sea issue where the Government of Uzbekistan is now placing renewed emphasis. In August 2018 the Government of Uzbekistan proposed to the heads of States represented in ‘International Fund for saving the Aral Sea’ to make the Aral Sea region a zone of environmental innovation and technologies. The objective of this initiative has been to draw foreign investments into the region that can bring in environmentally-friendly technologies, improved natural resource management, prevent desertification and migration of communities, among others. As follow up to the commitment, a high-level International Conference on the Aral Sea Region was held on 24-25 October 2019 to gain further international support. UNDP’s SDG Integration team has selected Uzbekistan among the first set of countries where dedicated support will be extended to identify innovative solutions to a complex, long-standing development challenge. Innovation will be key in the design of the programme of support taking into consideration the need for integrated solution in the face of multi-faceted impacts of the Aral Sea disaster, as well as the future implications for water resources in the region. This consultancy will be jointly located in the SDG Integration and the GEF Unit. The consultant will report to the Executive Coordinator - Global Environmental Finance Unit, who is leading the strategic development of the UN Aral Sea Mission in support of the development of the *Aral Sea Region – Ecological Innovations and Technologies Zone*. |
| **Description of Responsibilities** |
| **1. Preparation and Delivery of Training** * Preparation of training materials on the application of systems thinking and systems innovation approaches in addressing climate/ environmental challenges;
* Delivery of training to UNDP staff on application of systems innovation approaches in the context of government requests to UNDP in addressing climate/environmental challenges;
* Delivery of training to Uzbekistan and Karakalpakstan Government officials on establishing institutional and governance arrangements for fostering more integrated, systemic approaches to innovation to address environment-climate challenges in the Karakalpakstan region and beyond.

**2. Communication with Key Partners** * Liaise with EIT Climate-KIC and partners to identify and crowd in assistance to support the Government of Karakalpakstan with their development challenges;
* Liaise with other entities, including the European Commission, its funds and programmes, to identify and crowd in assistance to support the Government of Karakalpakstan with their development challenges.

**3. Innovation and System Design** * The consultant will support ongoing formation and co-creation with the Government of Uzbekistan, the Government of Karakalpakstan, and UNDP (and other relevant actors) of priority directions for innovation, with particular focus on the practical implementation of systems innovation approaches, using a modified form of the Deep Demonstration Methodology to secure intent and frame the portfolio of interventions for investment in Karakalpakstan and the wider Aral Sea Region in support of the overall realization of the goals, objectives and in line with the design principles of the Ecological Innovations and Technologies Zone Concept Note;
* Revision of *Aral Sea Region – Ecological Innovations and Technologies Zone Concept Note* to align with systems thinking and systems innovation approaches;
* Perform relevant project management & administration tasks in support of the UN Aral Sea Mission.

**Anticipated Key Deliverables:*** Training materials prepared on the application of systems thinking and systems innovation approaches in addressing climate/ environmental challenges;
* Training delivered to UNDP staff on application of systems innovation approaches in the context of government requests to UNDP in addressing climate/ environmental challenges;
* Training delivered to Uzbekistan and Karakalpakstan Government officials on establishing institutional and governance arrangements for fostering more integrated, systemic approaches to innovation to address env-climate challenges in the Karakalpakstan region and beyond;
* *Aral Sea Region – Ecological Innovations and Technologies Zone Concept Note* revisedto align with systems thinking and systems innovation approaches;
* Identify and crowd in assistance to support the Government of Karakalpakstan with their development challenges by liaising with EIT Climate-KIC and partners;
* Identify and crowd in assistance to support the Government of Karakalpakstan with their development challenges by liaising with other entities, including the European Commission and its funds and programmes;
* The consultant will support ongoing formation and co-creation with the Government of Uzbekistan, the Government of Karakalpakstan and the UNDP (and other relevant actors) of priority directions for innovation, with particular focus on the practical implementation of systems innovation approaches – using a modified form of the Deep Demonstration Methodology to secure intent and frame the portfolio of interventions for investment in Karakalpakstan and the wider Aral Sea Region in support of the overall realization of the goals, objectives and in line with the design principles of the Ecological Innovations and Technologies Zone Concept Note.

**Payment schedule:**

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| **Deliverable**  | **Duration** | **Tentative Due Date** | **Payment****%** |
| Training materials prepared on the application of systems thinking and systems innovation approaches in addressing climate/ environmental challenges | 11 days | 15 April 2020 | 12% |
| Training delivered to UNDP staff on application of systems innovation approaches in the context of government requests to UNDP in addressing climate/ environmental challenges | 11 days | 30 May 2020 | 12% |
| Training delivered to Uzbekistan and Karakalpakstan Government officials on establishing institutional and governance arrangements for fostering more integrated, systemic approaches to innovation to address env-climate challenges in the Karakalpakstan region and beyondRevision of *Aral Sea Region – Ecological Innovations and Technologies Zone Concept Note* revisedto align with systems thinking and systems innovation approaches | 15 days | 30 June 2020 | 17% |
| Identify and crowd in assistance to support the Government of Karakalpakstan with their development challenges by liaising with EIT Climate-KIC and partnersIdentify and crowd in assistance to support the Government of Karakalpakstan with their development challenges by liaising with other entities, including the European Commission and its funds and programmes | 16 Days | 30 July 2020 | 18% |
| Perform relevant project management & administration tasks in support of the UN Aral Sea Mission | 22 days | 30 August 2020 | 24% |
| The consultant will support ongoing formation and co-creation with the Government of Uzbekistan, the Government of Karakalpakstan and the UNDP (and other relevant actors) of priority directions for innovation, with particular focus on the practical implementation of systems innovation approaches – using a modified form of the Deep Demonstration Methodology to secure intent and frame the portfolio of interventions for investment in Karakalpakstan and the wider Aral Sea Region in support of the overall realization of the goals, objectives and in line with the design principles of the Ecological Innovations and Technologies Zone Concept Note | 15 days | 30 September 2020 | 17% |
| **Total**  | **90 days** |  | **100%** |

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| **Information on Working Arrangements** |
| Estimated level of effort including travel days: 90 days through 30 September 2020; The consultant will be home-based;The consultant will report to, and be directly supervised by, the Executive Coordinator of UNDP Global Environmental Finance (GEF) Unit;The Consultant will be given access to relevant information necessary for the 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, etc.) and must have access to a reliable internet connection;* Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
* Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered. If the quality does not meet standards or requirements, the consultant will be asked to rewrite or revise (as necessary) the document before proceeding to payment.
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| **Travel** |
| * Travel will be required. Three missions in Uzbekistan (Tashkent, Nukus, Muynak); three missions to UNDP offices (New York, USA; Istanbul, Turkey; Bangkok, Thailand) with possibly one additional mission to New York. Other travel as required;
* Any necessary missions must be approved in advance and in writing by the Executive Coordinator of UNDP Global Environmental Finance (GEF) Unit;

The [BSAFE](https://training.dss.un.org/courses/login/index.php) course must be successfully completed prior to commencement of travel;The consultant is responsible for ensuring that s/he has the necessary vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](https://connect.undp.org/%2CDanaInfo%3Diseek-newyork.un.org%2CSSL%2Bwebpgdept124_4?dept=124);The consultant is responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;Consultants are required to comply with the UN security directives, set forth under <https://dss.un.org/dssweb/>; The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](https://intranet.undp.org/global/popp/hrm/Pages/duty.aspx); All travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for airfares, terminal expenses, and living allowances should not be included in financial proposal. |
| **Competencies** |
| **Corporate*** Demonstrates integrity and fairness, by modelling UN 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 favouritism.

**Technical*** Ability to facilitate strategic design processes, such as the Deep Demonstration Methodology;
* Ability to apply systems thinking and systems innovation approaches;
* Demonstrates strong project management, coordination, administration, and communication skills;
* Understands the working of the United Nations System and its specialized agencies, funds and programmes;
* Ability to work with the European Commission and its Directorates, funds and programmes;
* Understands the working practices of the UN Secretariat and the UN Development Programme.

**Functional**Professionalism* Initiative-taking with ability to work effectively under pressure and adapt to change;
* Displays creativity, flexibility and an innovative approach to problem-solving;
* Displays a high level of motivation, ability to show initiative and to work independently.

Communication* Effective participation in team-based, information-sharing environment, collaborating with others;
* Communicate effectively in writing to a varied and broad audience in a simple and concise manner.
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| **Qualifications** |
| **Education:*** A Bachelor is degree in economics, management, finance, risk management, or a related field. (Max 15 points).

**Experience:*** A minimum of 15 years’ relevant work experience in sustainable development, climate change, economic development, financial systems, disaster risk reduction, partnership building, programme development, or management (Max 20 points);
* Professional experience in risk management, programme design and management, finance, and innovation. Familiarity with the working practices of the UN Secretariat and the UN Development Programme is an advantage (Max 15 points);
* Experience working with the European Commission and its Directorates, funds and programmes will be desired (max 10 points).

**Language requirements:*** Excellent oral and written communication skills in English language required (Pass/Fail).
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| **Evaluation method:*** Only those applications which are responsive and compliant will be evaluated;
* Offers will be evaluated according to the Combined Scoring method – where the qualifications will be weighted at 70% and the financial offer will be weighted at 30%;
* The technical criteria (education, experience, language [max 60 points] and interview [max 40 points]) will be based on a maximum 100 points;
* Only the top 3 candidates scoring 42 points or higher from the review of the education, experience, language criteria will be considered for the interview;
* Applicants obtaining 28 points or higher from the interview will be deemed technically qualified and considered for financial evaluation;
* Financial score (max 100 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);
* The applicant receiving the Highest Combined Score and who has accepted UNDP’s General Terms and Conditions will be awarded the contract.

**Documentation to be submitted:*** Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
* Applicants must reply to the mandatory questions asked by the system when submitting the application;
* Applicants must submit a duly completed and signed Annex II Offeror´s letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

**Kindly note you can upload only ONE document to this application (scan all documents in one single PDF or Word file to attach). File size cannot exceed the maximum limit of 10MB** **UNDP Personal History form (P11) required of all applicants:**<http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc>.**General Conditions of Contract for the ICs:**<https://procurement-notices.undp.org/view_file.cfm?doc_id=201762>**Annex II Offeror´s letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:** <https://procurement-notices.undp.org/index.cfm>Additional Questions:* I have read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors
* Have you submitted a duly completed and signed CV and/or UNDP Personal History form (P11)?
* Have you attached to your P-11 and/or CV Annex II duly signed and completed including your all-inclusive fee and all foreseeable expenses for this assignment? Your application will not be considered without submission of Annex II.
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