

TERMS OF REFERENCE

Coordination and Management Support Consultant for UNDP Sida Environment and Climate Change Programme

Duty Station:	Addis Ababa, Ethiopia with mission travel
Type of Contract:	Individual Contract
Type and Level:	International Consultant
Language	English
Starting Date:	15 May 2020
Duration of Initial Contract:	255 days over a 12-month period
Expected duration of assignment:	up to 510 more days over a 24-month period
Supervisor:	Senior Policy Advisor, Natural Capital and Environment

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 carried out at HQ, Regional and Country Office levels forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and 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. BPPS' staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder for a including public-private dialogues, government and civil society dialogues, and engages in UN inter-agency coordination in specific thematic areas. BPPS works closely with UNDP's Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. Through BPPS, UNDP assists partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with new, more effective ways of working. In addition, through BPPS, UNDP supports its internal Units and partners to be more innovative, knowledge and data driven including in its programme support efforts.

Based in UNDP's BPPS Sustainable Development Cluster, the Natural Capital and Environment, Climate Change, and Energy Team, including the UNDP-Global Environmental Finance Unit (UNDP – GEF Unit) helps countries achieve the simultaneous eradication of poverty and significant reduction of inequalities and exclusion by assisting Country Offices in accessing environmental and climate finance for sustainable development, from a variety of sources encompassing bi-lateral and multi-lateral funds, governments cost-sharing, etc. UNDP is an accredited implementing entity for the following environmental and climate 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); (iii) Multilateral Fund for the Implementation of the Montreal Protocol (MLF); and (iv) Green Climate Fund (GCF). As an Implementing Agency, UNDP offers countries technical services for eligibility assessment, programme/project formulation, due diligence, mobilization of co-financing, project implementation oversight, results management and evaluation, performance-based payments and knowledge management.

The Government of Sweden, through Sida, has funded a four-year, US\$40m global Strategic Collaboration Programme designed to strengthen UNDP capacities to achieve its overall Sustainable Development vision

for poverty eradication through a more integrated, coherent approach to the environmental and climate dimensions of the UNDP Strategic Plan. As part of the Project Implementation Plan (PIP), Sida funds will be used (i) to hire human resources in each region and (ii) to finance country programming in ways that leverage synergies across UNDP work on biodiversity, climate change, and energy, as well as, cross-cutting themes of gender equality, safeguards, sustainable food systems, resilience, DRR, and green financing. This Sida Programme will also have a focus on communications, knowledge management, and support to ten pilot countries.

UNDP would like to engage a Coordination and Management Support Consultant to carry out a number of tasks needed to implement the PIP phase and transition to the full implementation of the Sida Strategic Collaboration Programme and broader UNDP Natural Capital and Environment, Climate Change, and Energy portfolio as described within these TOR.

Description of Responsibilities:

The Coordination and Management Support Consultant will provide support to the Natural Capital and Environment, Climate Change, and Energy (NCE) to implement the PIP phase and transition to full implementation of the Sida Strategic Collaboration Programme and linked NCE programming.

Scope of work:

1. PIP Implementation and Portfolio Coordination

- Assist with the generation and maintenance of a Sida PIP and Programme information system;
- Assist with provision of timely and quality information on the Sida Programme and PIP implementation to country offices and regional hubs;
- Assist with quality assurance of Sida grant funding initiation plans including the preparation of the Programme project document, revised results framework indicators, annual workplans, budget and organogram, and other steps needed to transition from the PIP to full implementation;
- Support identification and sourcing of technical expertise including assisting with the preparation of Terms of Reference (TORs), identification and evaluation of experts, and drafting/reviewing of reports;
- Support the NCE team to organize global/regional planning meetings calls for the Programme;
- Assist with alignment of the Sida-funded activities with UNDP's work on Natural Capital and Environment, Climate Change, and Energy;
- Targeted PIP implementation and coordination support provided to Addis Regional Hub.

2. Knowledge Management, Data and Communications

- Support the NCE team on Sida Programme related communications work, e.g. drafting press releases, conducting research for op-ed, preparing UNDP Management tweets, blogs and video messages, text and photos for UNDP website, photo essays, etc.;
- Support the NCE team in drafting briefing notes, and create Power Point presentations on the team's work and lessons learnt from the portfolio to support a variety of Programme-related meetings and workshops including the first formal bilateral consultation with Sida;
- Support NCE team to maintain and moderate content for a revised knowledge management system drawing upon UNDP's vertically funded portfolio;
- Support the coordination of preliminary reporting on Sida supported activities and links to existing UNDP NCE, programming in up to ten Sida pilot countries.

Anticipated Key Deliverables:

- All internal UNDP documents needed to support first Sida bilateral consultation and follow-up prepared including interim report and other supporting materials within first four months;
- Updated timeline of key milestones during the Sida start-up phase prepared within one month;

- Master table and organogram of all Sida-funded personnel updated throughout the PIP implementation, on an ongoing basis throughout the twelve months;
- Set of up to 10 expanded ToR for all staff positions and consultancy assignments drafted within first six months;
- PIP Results Framework, budget, and 2020 annual work finalized – within first two months;
- New Sida Programme pro doc drafted – within first six months;
- Coordination matrix and initial reporting completed for work in up to ten pilot countries – within twelve months;
- Set of at least four communication and KM materials prepared, including country stories, on a roughly quarterly basis over twelve months;
- Other tasks as needed to ensure the smooth implementation of the PIP and transition to full implementation of Sida Programme – within twelve months.

Payment schedule:

Deliverable	Duration (days)	Tentative Dates	Payment %
All internal UNDP documents needed to support follow-up to the first Sida bilateral consultation and prepared within the first two months; Updated timeline of key milestones during the Sida start-up phase prepared within one month	25	July 15, 2020	10%
Set of expanded ToR for all staff and consultancy positions drafted within first three months;	30	July 15, 2020	12%
New Sida Programme pro doc drafted, PACd and finalized – within first six months;	30	Sept 15, 2020	12%
Master table and organogram of all Sida-fund staff and consultancies updated on an ongoing basis throughout the twelve months;	20	May 15, 2021	8%
Coordination matrix and initial reporting completed for work in ten pilot countries – within twelve months;	30	Through May 15, 2021	12%
Initial draft annual report and supporting documents prepared for 2021 annual Sida-UNDP consultation.	30	March 15, 2021	12%
Set of at least four communication, KM materials prepared roughly on a quarterly basis over twelve months;	30	Through 15 May, 2021	12%
Other tasks as needed to ensure the smooth implementation of the PIP and transition to full implementation of Sida Programme – within twelve months.	60	Through 15 May 2021	22%
Total	255 days		100%

Information on Working Arrangements:

- The consultant will be based in the UNDP Regional Hub in Addis Ababa, Ethiopia;
- Estimated level of effort including travel days: 255 days over a 12-month period;
- The initial contract would be for one year with possibility for renewal for an additional year for up to an additional 255 days dependent on demand for services and satisfactory performance evaluation;
- The consultant will report to, and be directly supervised by, the NCE Senior Policy Advisor in consultation with the Executive Coordinator and Director, Environment, Climate Change, and Energy, Addis Regional Hub Management, and other NCE Global Advisors;
- 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 laptop, and mobile phone and service plan. UNDP will provide a working station, internet, phone, scanner/printer, etc.;
- 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 Senior Policy Advisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered.

Travel:

- International travel will be required as part of this work, e.g. travel to and from Addis and New York and other priority countries, for approximately 30 days over a one-year period;
- Any necessary missions must be approved in advance and in writing by the Senior Policy Advisor;
- The [BSAFE](#) 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](#);
- 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](#);
- 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 mission travel airfares, terminal expenses, and living allowances should not be included in financial proposal;
- If applicable, costs for a round-trip economy class airfare to join the duty station (Addis Ababa, Ethiopia), as well as, terminal expenses, and living allowances should be included in financial proposal.

Competencies:**Corporate**

- Demonstrates integrity by modelling 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 favouritism.

Technical

- Good computer skills, including use of Microsoft Word, Excel and PowerPoint;

- Experience in handling data;
- Experience in working with social media, e.g. Facebook, Twitter.

Professionalism

- Works toward creative solutions by analysing problems carefully and logically;
- Has a dynamic, positive and adaptive attitude towards work-related challenges;
- Facilitates discussions and meetings effectively and efficiently;
- Resolves conflicts as they arise;
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Highly organized, detailed oriented.

Communication

- Communicates effectively in writing and verbally to a varied and broad audience in a simple and concise manner.

Client Orientation

- Maintains strong relationships with partners and clients.

Qualifications:

Education

- Master's degree in international development, environmental management, economics, social/political sciences, or other related expertise areas would be a plus (max 10 points).

Experience

At least 2 years of relevant professional, academic and/or volunteer experience in:

- Experience in international development portfolio management, i.e. design, analysis, reporting, budgeting, concept note development (max 10);
- Experience in stakeholder engagement (Max 10);
- Experience in conducting research, data analysis, and evidence gathering from various information sources and synthesis of data (max 10 points);
- Experience with UNDP-GEF and/or environment/climate/energy programming is a strong advantage (max 10 points);
- Experience working in different international contexts (max 5 points);

Language requirements:

- Excellent oral and written communication skills in English language (Pass/Fail).

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 55 points] and interview [max 45 points]) will be based on a maximum 100 points. Only the top 3 candidates scoring 38.5 points or higher from the review of the education, experience, language criteria will be considered for the interview;
- Applicants obtaining 31.5 points or higher from the interview will be deemed technically qualified 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 daily 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 submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC).

General Conditions of Contract for the ICs: [LINK](#)

UNDP Personal History form (P11):

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