

## TERMS OF REFERENCE

### Framework Agreement for Junior Consultant for Quality Assurance of Results and PIMS+ Data for UNDP Environmental Finance Unit

<b>Location:</b>	Home-based
<b>Type of Contract:</b>	Individual Contract as Framework Agreement (ICFA)
<b>Languages required:</b>	English
<b>Starting date:</b>	1 May 2020
<b>Expected duration of assignment</b>	3 years (max. 660 working days) depending on demand for services and good performance
<b>Supervisor(s):</b>	UNDP-GEF Results Management and Evaluation Advisor

#### 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). Within UNDP 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 assists partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

As the UN system's development program, a Global Environment Facility (GEF) Implementing Agency and an Accredited Entity to the Adaptation Fund and the Green Climate Fund (GCF), UNDP also supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner. The BBPS Environmental Finance Unit is responsible for providing leadership and technical support to, among other areas, delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. Its focus is on helping countries develop the capacity to fully incorporate environmental sustainability and resilience into development at national and local, but also global and regional levels. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy. The BPPS environmental finance team offers UNDP Country Offices and client countries a range of highly specialized technical services.

Project cycle milestones and primary project data is systematically tracked and consolidated through the Project Information Management System (PIMS+) for a portfolio of over 1,000 projects. The tracking and quality assurance of this data is essential to UNDP's oversight responsibilities as an implementing agency. In addition, as part of project monitoring and supervision, the environmental vertical funds require the submission of results data from projects at certain stages in the project cycle: concept submission, full project submission, midterm and closure. These results data measure performance against indicators across all projects. An overall corporate level portfolio analysis of the data is undertaken by UNDP and the vertical funds. Therefore, it is of the utmost importance that individual project's primary and results data are accurate, consistent and complete.

Reporting to the UNDP-GEF Results Management and Evaluation Advisor, the purpose of this consultancy is to support the UNDP-GEF RBM team in ensuring the high quality of the relevant data.

## **Scope of the Assignment**

The Quality Assurance consultant will be responsible for 1) reviewing and supporting the finalization of all results data prepared by projects in the Environmental Vertical Fund portfolio within the given reporting period (i.e. fiscal or calendar year); and 2) ensuring the quality of primary and project cycle data in PIMS+.

Specifically, this consultant will:

### **Results Data**

- Become fully versed with the results data indicators, and the associated processes and data management systems of the Unit;
- Review and help finalize the results data of all projects on a rolling basis, at the relevant milestones (milestones include 100 project concepts, 130 full submissions, and 180 Mid-Term Review (MTR) and Terminal Evaluations (TE) reports in total per year) on a rolling basis:
  - (i) Perform quality review of results data, comparing the present figures to those figures previously reported (if any);
  - (ii) Troubleshoot and problem-solve as needed; and
  - (iii) Communicate and work closely with colleagues and Project Managers as necessary to perfect and finalize results data within one month of the first review.
- Track the status of draft results data and follow up with regional teams to ensure their timely completion and entry in the online data management system (PIMS+);
- Fill data gaps in the online database (baselines), including closed projects' data and the results Logical Frameworks from old projects (700 projects);
- Review portfolio-level data aggregations, as needed, and work with colleagues in each Technical Team to consolidate data as needed; and
- Prepare KM, learning and guidance / training materials as needed.

### **PIMS+ Data**

- Run weekly and monthly reports of the PIMS+ portfolio of projects to assess data quality, and track any errors or missing data;
- Directly correct data errors in the system where possible, and reach out to regional and global Programme Associates to ensure data errors are corrected in a timely manner;
- Ensure PIMS+ data is correct and up to date;
- Design and run training or guidance for regional and global programme associates on how to improve data quality; and
- Read approximately 20-30 Mid-Term Review (MTR) reports per year for projects flagged as 'at risk' in the PIMS+ Risk Management Dashboard. Analyze factors that have put the project at risk and identify trends.

### **Specific Outputs**

1. Finalized high-quality results data of all relevant projects on a rolling basis;
2. Full results data from GEF-3 to the present;
3. Full results Logical Frameworks for 700 projects uploaded to the online database (PIMS+);
4. Review of portfolio-level aggregations of the results data, upon request;
5. PIMS+ data quality reports (weekly and monthly);
6. PIMS+ data is correct and up to date
7. Capture lessons on processes and systems, and feedback on draft guidance, upon request.
8. Analysis and report of risk factors for projects marked as 'at risk'

### **Information on Working Arrangements**

- The estimated level of effort is approximately 220 days per year, spread across various intermittent assignments. The maximum working days over the 3-year period would be 660;
- UNDP does not warrant that any quantity of services will be purchased during the term of the Framework Agreement, as this will depend on forthcoming needs and good performance;
- IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with another individuals or entities);
- The Framework Agreement will be for fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person(s) at UNDP would contact the Consultant by email informing him/her of the specific assignment, deliverables, and timeline;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
- The consultant will work from home;
- The consultant will report to, and be directly supervised by, the UNDP-GEF Results Management and Evaluation Advisor based in New York;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own workstation (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to 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.

### **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**

- Strong technical knowledge of Microsoft Excel;
- Data management and quality assurance;
- Excellent computer skills;
- Able to work on data-heavy Excel worksheets with ease and accuracy.

## **Functional**

### **Communications**

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

### **Professionalism**

- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

### **Teamwork**

- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

## **Qualifications**

### Education:

- Master's degree in data science, sustainable development, environmental sciences, natural resource management, public policy, social sciences or other closely related field [20 points max.]

### Experience:

- Minimum 2 years of relevant experience (employment, internships, apprenticeships) in data management, data quality assurance, results reporting, results-based management, or monitoring and evaluation of development projects, [20 points max.];
- Proven advanced skills with Microsoft Excel and/or statistical software (e.g. Stata) [5 points max.];
- Professional experience related to the environmental vertical funds (including GEF, GCF and/or AF) is an advantage [10 points max.]

### Language:

- Excellent oral and written communication skills in English language [Pass/Fail];
- Proficiency in French and/or Spanish is an advantage [5 points max.]

## **Evaluation Method**

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 60% and the financial offer will be weighted at 40%;
- The technical criteria (education, experience, language [max. 60 points]) and interview [20 points] will be based on a maximum 80 points. Only the top 6 candidates that have achieved a minimum

of 36 points from the review of education, experience and language will be considered for the for the interview.

- Candidates obtaining 12 points or higher in the interview will be deemed technically compliant 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 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);
- Applicant receiving the Highest Combined Score and 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.

**Links**

**UNDP Personal History form (P11):**

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](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=46870](https://procurement-notices.undp.org/view_file.cfm?doc_id=46870)