

Terms of Reference

Framework Agreement for Quality Assurance and Results Management Consultant for the UNDP-GEF Ecosystems and Biodiversity Portfolio

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| Location: | Home-based with mission travel |
| Level: | International Consultant |
| Type of Contract: | Individual Contract as Framework Agreement |
| Starting Date: | June 2020 |
| Languages Required: | English |
| Expected duration of assignment: | 3 years (max 521 days' work dependent on demand and performance) |
| Supervisor: | Principal Technical Advisor - Ecosystems & Biodiversity |

Background:

Based in UNDP's Bureau for Policy and Programme Support, 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 finance for sustainable development. UNDP is an accredited implementing entity to the following environmental vertical funds: (i) the funds managed by the Global Environment Facility (GEF); (ii) the Adaptation Fund (AF); and (iii) the Green Climate Fund (GCF). As an Implementing Agency for these funds, UNDP offers countries highly specialized technical services for eligibility assessment, programme/project formulation, due diligence, mobilization of required co-financing, project implementation oversight, results management and evaluation, performance-based payments and knowledge management.

Support to countries in project cycle management is coordinated through the UNDP-GEF Directorate at UNDP Headquarters in New York, with Regional Coordination Units (RCU) - Istanbul (for Arab States and Europe & CIS), Addis Ababa (for Africa), Panama (for Latin America and the Caribbean) and Bangkok (for Asia Pacific) - that work with the Regional Bureaux to provide support to countries. A team of Regional Technical Advisors in each RCU provides technical advice and support, and assistance with project development and implementation, in a number of interrelated GEF focal areas including Ecosystems and Biodiversity (EBD).

As one of the largest operational and financial UN players in the field of EBD, UNDP is widely recognized as a global leader in supporting governments to sharpen policy, access finance and develop capacity for the management of biodiversity and ecosystems for sustainable development and poverty eradication. Current EBD portfolio consists of around 300 projects in over 130 countries.

Description of Responsibilities:

With the large size of the ecosystems and biodiversity portfolio and country demands for new projects, service of a quality assurance and result management consultant is required to support UNDP to ensure rigorous quality assurance of country projects. The consultant will provide support to the EBD Principal Technical Adviser (PTA) and the Team to ensure robust application of UNDP policies including the Social and Environmental Safeguard Policy and the Private Sector Due Diligence Policy, and develop high quality project

submission packages, as well as, related technical support during the inception and implementation phase of projects.

Scope of work:

1. General Quality Assurance

- Support the PTA with quality assurance of project concept, PPG Initiation plan, CEO endorsement request submissions and project mid-term review and terminal evaluation reports;
- Assist with provision of timely quality information and technical advice on GEF policies and activities to country offices, executing agencies, governments and other partners to enable the delivery of a portfolio of EBD projects;
- Support the PTA with coordination, implementation, monitoring, evaluation, troubleshooting, and adaptive management of approved vertical fund projects;
- Support the PTA in organizing global and regional meetings and training sessions on different aspects of quality assurance.

2. Quality Assurance Related to Safeguard and Partner Due Diligence

- Support the PTA and EBD team in ensuring project compliance with the UNDP social and environmental standards and the overall safeguard system;
- Support the EBD team in enhancing understanding of the UNDP safeguard system through training sessions and other means;
- Provide direct support for ensuring social and environmental risk monitoring systems and necessary capacity within individual projects and improving the current set up;
- Provide advice and support for private sector and partner due diligence for projects and programmes;
- Provide training to country offices and partners on safeguard and due diligence as required.

3. Result Management, Research and Analysis

- Support strengthening of the knowledge management system for the vertical fund projects, ensuring learning from project experiences and application of learning during project development;
- Support the PTA in analysis of portfolios such as portfolio thematic, qualitative and quantitative analyses and report development;
- Support the Global Ecosystems and Biodiversity Team in targeted research and analysis, drafting briefing notes, and create Power Point presentations on the team's work and lessons learnt from the portfolio to support a variety of meetings and workshops.

Anticipated Key deliverables:

An indicative list includes:

- Fully policy compliant programme/project documents and concepts, and preparation grant initiation plans;
- Analytical and research outputs including portfolio thematic review reports, briefing notes, draft speeches, PowerPoint presentations, etc.;
- Project safeguard system analysis reports, partner due diligence reports;
- Technically cleared policy documents including guidance notes and discussion/position papers.

Key performance indicators:

- Effective, timely, high-quality, and often independent support;
- Number of SESP, ESMF, ESMP supported/developed;

- Number of PPG IP, PIFs and CEO endorsement request supported;
- Number of analytical reports, briefs, presentations produced and approved by the PTA;

Information on Working Arrangements:

- The overall objective of this Framework Agreement is to facilitate and expedite the process by which UNDP-GEF can hire the services of a Quality Assurance and Result Managements Consultant;
- The consultant will work from home with a limited amount of mission travel not exceeding 50 days' travel in the 3-year period;
- Estimated level of effort (including travel): approximately 174 days per year;
- Maximum working days over the three-year period would be 521 days;
- 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, availability of resources, and good performance;
- The Framework Agreement to be signed will be for a fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person at UNDP-GEF would contact the Consultant by email informing of the specific 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 purchase order;
- IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such agreement with another individual or entities);
- 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 working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- The consultant will engage with the Supervisor by email and Skype on an as needed basis. In addition, the consultant will also engage with other UNDP colleagues based in NY, relevant regional hubs, and country offices;
- 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 where applicable;
- Payments will be made upon submission of a time sheet and certification of payment form, and acceptance and confirmation by the Principal Technical Advisor on days worked (with a "day" calculated as 8 hours of work) and satisfactory delivery of outputs.

Travel:

- International travel may be required. 1-3 missions are estimated during the first year, with expected mission duration of approximately 5 days per mission. Exact locations to be determined and discussed upon commencement of each specific assignment;
- Any necessary mission travel must be approved in advance and in writing by the Principal Technical Advisor;
- [The BSAFE course](#) must be successfully completed **prior** to commencement of travel;
- Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;

- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- 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 related travel expenses will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for mission travel should not be included in financial proposal.

Competencies:

Corporate

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Promotes the vision, mission, and strategic goals of UNDP;
- Treats all people fairly without favouritism.

Technical/Professionalism

- Demonstrated ability to think logically and design projects and programmes according to a theory of change, logical framework or other scheme which designs outputs in support of broader outcomes and overall objectives;
- Demonstrated organizational skills, attention to detail, ability to work with quickly and accurately while under pressure and within short deadlines;
- Able to work independently and remotely with minimal supervision;
- Capacity to plan, prioritize and deliver tasks on time.

Communications

- Demonstrated strong research and excellent writing skills;
- Strong interpersonal skills, able to communicate and work with diverse people at Headquarters, Regional Bureaux, Country Offices and field-based.

Qualifications:

Education

- Master's degree in environmental or natural science, geography, natural resource management, development, economics, international relations, or other closely related field (max 10 points).

Experience

- At least 6 years of relevant professional experience in project/portfolio quality assurance, including social and environmental safeguard and private sector due diligence (max 15 points);
- At least 2 years of professional experience in portfolio and programme management and evaluation, including gathering of evidence from various information sources, analysis and synthesis of data, and preparing reports (max 10 points);
- Demonstrable experience in conducting research, summarizing material, and preparing draft inputs to written/oral communications pieces (max 10 points);

- Familiarity with project concept, project documents and other related documents and processes with Global Environment Facility or similar vertical funds will be highly desirable (max 10 points);
- Working experience in an international organization is an advantage, as is knowledge of UNDP policies, procedures and practices (max 5 points);
- Working experience with/in developing and mid-income countries would be desirable (max 5 points);
- Excellent computer literacy especially with Excel, PowerPoint, data management and analysis software (max 5 points).

Languages

- Excellent verbal communication and writing skills in English (Pass/Fail);
- Working knowledge of other UN languages an advantage. (max 5 points)

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 technical criteria will be weighted at 70%, and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language [max. 75 points] and interview [max. 50 points]) will be based on a maximum 125 points;
- Only the top 3 candidates that have achieved a minimum of 52.5 points from the review of the education, experience and language will be considered for the interview;
- Candidates obtaining 35 points or higher on 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 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 number of anticipated working days and 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 required

- 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.

UNDP Personal History form (P11):

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

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.