



TERMS OF REFERENCE

Job ID/Title :	Energy and Environment Program Manager
Duty Station :	Country Based
Category :	Climate Change
Additional Category :	Energy & Environment
Brand:	UNDP
Type of Contract :	Individual Contract (IC)
Category (eligible applicants):	External
Application Deadline :	5/7/2020

Languages Required:	Arabic		English	X	Or French		Russian	
	Spanish		Chinese		Portuguese		Other:	

Starting Date :	11/05/2020
Duration of Contract (# of Days) :	4 months
Expected Duration of Assignment :	From: 11/05/2020 To: 8/31/2020
Office facilities:	Connection to UNDP internet, gate pass, workstation.

Background :

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in nearly 170 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results.

The Programme on Nature, Environment and Energy in the UNDP South Africa Country Office supports the South African Government in strategic technical assistance on policy development and implementation, human capital development, and strengthening legal frameworks and institutions. The program contributes to the achievement of programme outcomes as per Strategic Cooperation Framework (SCF 2020-2025) and the Country Programme Document (CPD 2020-2025) as agreed with national counterparts.

The Global Environment Facility (GEF) supports a significant number of initiatives, projects and programmes in UNDP South Africa. To this end, UNDP works in close collaboration with the National Department of Environmental Affairs as the GEF Operational Focal Point. The Department has entities that are also key project partners and they include the South African Biodiversity Institute (SANBI), South African National Parks (SANParks) Another key project partner is the Department of Energy and its entities, including the South African National Energy Development Institute (SANEDI); and the Department of Trade and Industry and its agencies (South African Bureau of Standards and the National Regulator). UNDP also works closely

with River Basin Authorities on regional projects in integrated water management and planning (ORASECOM and LIMCOM). Other project partners include the Centre for Scientific and Industrial Research (CSIR) and the Agricultural Research Council (ARC). UNDP also collaborates with Parliament, Provincial and Local Governments, donors, private sector, civil society organisations, and academia.

The Energy and Environment Program is constituted by various project funded by the Global Environment Fund (GEF) and include areas of renewable energies, water management and biodiversity. The projects are largely implemented through the National Implementation Modality (NIM), with UNDP playing the oversight role and Government technical support in the projects' implementation. Other projects that are directly implemented by UNDP, include the Biodiversity Finance Initiative (BIOFIN), the global initiative on implementing the Nagoya Protocol, and Nationally Determined Contributions (NDC)/climate enhancement initiatives.

UNDP is seeking the services of a short-term consultant to assist in the coordination and oversight of the Energy and Environment portfolio, as well as in providing technical support to the implementation partners as required.

Objective of the assignment:

The overall objective of this assignment is to ensure that the objectives, outputs and activities planned for the energy and environment portfolio are delivered as planned as well as to ensure that new opportunities for investment and resources mobilization are identified. The specific objectives of the assignment are:

- 1- Ensure effective execution of the energy and environment portfolio project objectives accordingly with the plans;
- 2- Ensure overall quality of all project's delivery;
- 3- Produce implementation report with focus on results and lessons learned;
- 4- Identification of new programming opportunities and sources of funding; and
- 5- Contribute to country office knowledge management.

Duties and Responsibilities:

Under the overall supervision of Deputy Resident Representative (DRR) and in collaboration with the projects' managers, the Consultant will be responsible for:

Specific Deliverables and Activities:

Expected Deliverables:

The consultant is expected to deliver the following products:

- Inception Report, based on a Handover Report, outlining how the consultant will undertake the assignment and the respective time bound work plan;
- Monthly reports and time sheets on activities and results achieved against the plan;
- Assignment final handover notes;

In order to deliver the above products, the consultant is expected to perform the following activities:

- In collaboration with the UNDP Regional Technical Advisors (on both GEF and non-GEF initiatives, projects and programmes), project managers and implementation partners, support and provide oversight and management of energy and climate change Projects and related Country Programme Action Plan Projects.;
- Strategic oversight of planning, budgeting, implementing and monitoring of programmes and projects, tracking use of financial resources in accordance with UNDP rules and regulations;
- Effective monitoring, measuring the impact of the CO programme and evaluation. Constant monitoring and analysis of the programme environment, timely readjustment of programme;
- Quality review of aggregate reports regularly prepared on activities, outputs and outcomes;
- Analysis and research of information on potential partners, preparation of substantive briefs on possible areas of cooperation and identification of opportunities for cost-sharing;
- Contribute to Implementation of the CO partnerships and resources mobilization strategies to achieve programme outcomes;
- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learned directly linked to energy, environment and climate change
- Establishment of advocacy networks at national level and linked to international networks;

Expected Outputs:

- Inception report – ***Deadline:*** 15 May, 2020
- Monthly reports and time sheets- ***Deadline:*** 5 days after the end of each month
- Assignment final handover notes – ***Deadline:*** 31 August , 2020

Reporting:

The consultant will work directly with the Energy and Environment UNDP Project Managers, Project Managers staffed in the Project Implementing Partner Institutions, the Monitoring and Evaluation Focal Point, and UNDP Program Associates. The consultant will discuss any challenges or bottlenecks that s/he may find in the process with the Deputy Resident Representative, in consultation with the Project Managers, and find solutions to enable the achievement of defined objectives. The consultant will also discuss with Project Managers all technical aspects of the assignment as well as proposed deliverables before formal submission.

The Consultant will report to the UNDP Deputy Resident Representative, to whom s/he will provide briefings on weekly basis on the progress of the assignment.

Travel:

The consultant is expected to travel to project implementation sites as needed. Payment of travel costs including transport, lodging and terminal expenses will be will be covered and paid by UNDP on the basis of UNDP rates.

There is no anticipated travel outside the country for this assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP HHD Team and the Individual Consultant, prior to travel and will be covered and paid by UNDP.

The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert.

UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal

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Evaluation:

Applicants will be screened against qualifications and competencies specified below through a desk review or an interview process. Applicants will be evaluated based on: Cumulative analysis based on a combination of the Technical and Financial Scores

Technical Evaluation Criteria: 70%

<u>Technical Criteria</u>	<i>Max. (100 points)</i>
Competencies	<i>50</i>
Education	<i>20</i>
Experience:	<i>30</i>

Financial Evaluation Criteria: 30%

Payment Method:

All-inclusive Lump Sum Amount

Competencies:

Organizational Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional:

- Strong analytical and decision-making skills;

- Strong negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products,
- Professional and/or academic experience in one or more of the technical areas of the Development or knowledge management field.

Project and Resource Management:

- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs;
- Ability to focus on impact and results for the client, promoting and demonstrating an ethic of client service;
- Strong organizational skills;
- Ability to work independently, produce high quality outputs; and
- Sound judgment, strategic thinking and the ability to manage competing priorities.

Partnership building and team work:

- Demonstrated well developed people management skills;
- Strong ability to manage teams; creating an enabling environment, mentoring and developing staff;
- Excellent negotiating and networking skills;
- Demonstrated flexibility to excel in a multi-cultural environment; and
- Provides constructive coaching and feedback.

Communications and Advocacy:

- Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly;
- Strong presentation skills in meetings with the ability to adapt for different audiences;
- Strong analytical, research and writing skills with demonstrated ability to think strategically;
- Strong capacity to communicate clearly and quickly; and
- Strong inter-personal, negotiation and liaison skills.

A. Qualifications:

The consultancy is expected to be undertaken by an experts with the following qualifications:

Education:

- Master's degree in energy, engineering, physical science or climate change related fields.

Experience:

- Minimum of 7 years of national/international professional experience in the practice area with policy or programme management experience.
- Experience in project design and management;
- Experience in the environment sector is highly desirable;
- Work experience from a developing country is highly desirable.
- Experience in the use of computers and office software packages as well as web based management systems.
- Excellent writing, research, analysis and presentation skills.

B. GUIDELINES FOR APPLICATION

Filled P11 form including past experience in similar projects and contact details of references (blank form can be downloaded from

http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc); please upload this P11 instead of your CV.

Financial Proposal* - specifying a daily rate in USD and, **if applicable**, a lump sum for round-trip travel costs to join duty station/repatriation travel.

Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. rent of dwelling, fee, health insurance, vaccination, visa costs and any other relevant expenses related to the performance of services...). All envisaged costs (except of the unforeseen travel costs for missions, if any) must be included in the financial proposal. Unforeseen travel costs for missions, if any, will be paid separately according to UNDP rules and regulations.

Incomplete applications will not be considered. Please make sure you have provided all requested materials

Qualified women and members of minorities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the shortlisted candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

C. Additional Questions: (Three more questions are allowed other than the two mandatory questions below)

1. Explain why you think you are the most suitable candidate for this work? (Mandatory)
2. Please provide your consultancy daily fee in USD (Mandatory)

D. Online screeners: (Name/Email Address)