



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 May 2020

Country: USA

Description of the assignment: Consultants to review United Nation Development Programme's (UNDP) handling of the "Standards and Labels for Promoting Energy Efficiency in Russia" (S&L Project).

Reference: Review of S&L project

Period of services: Individual consultant for 6 weeks starting in May 2020.

Deadline for application: No later than 15 May 2020.

Candidates must submit their application to UNDP Jobsite below:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=91578

1. BACKGROUND

From 2010-2017, the UNDP oversaw a nationally implemented project called the "Standards and Labels for Promoting Energy Efficiency in Russia" (S&L Project). The goal of the S&L Project was to set new energy efficiency standards for lighting and household appliances (e.g., refrigerators and AC units). The S&L Project was approved and financed with \$7.8 million from the Global Environment Facility (GEF). In line with GEF Council Policies and UNDP Policies and Procedures, the Project was executed by the Russian Government, with project cycle management services (i.e. oversight) by UNDP. The Project was completed in June 2017.

UNDP is initiating a review of the handling of the S&L Project. The purpose is to review the governance, risk management and controls in place for S&L during its design and implementation phase up to its closure in 2017, including reviewing associated evaluations, audits and investigations. The review may assist UNDP to further refine controls, risk management and governance arrangements established by UNDP for the GEF funded projects since the closure of the S & L project. The review is aligned with the UNDP Accountability System, including its Oversight policy and Legal Framework, in which the UNDP Administrator has the sole responsibility for holding UNDP staff accountable for misconduct following legal advice and UNDP Office of Audit and Investigation (OAI) has the sole responsibility to investigate alleged individual misconduct in UNDP. The review is motivated to determine whether UNDP had the right tools to manage, escalate or investigate the S&L Project from a governance perspective and managed the project fully aligned with UNDP Accountability System.

UNDP would like to engage a suitable skilled and experienced team of 2 to 3 consultants to review the handling of the S&L project.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF WORK

Nature of service and Scope of work

The scope of the assignment is to review:

- Whether the UNDP S&L Project was managed effectively to ensure that it met its objectives.
- Whether the correct processes were followed to ensure that fiscal resources for the project were prudently managed. This will include a review on the scope and outcomes of the OAI investigation into the S&L project.
- If UNDP's management of the S&L Project was appropriate and existing oversight and accountability policies were effectively implemented at the country, regional and head office. This will include a review of whether conflicts of interest and alleged fraud were sufficiently managed and escalated in the S&L Project.
- How and when, where applicable, deficiencies in the S&L Project were escalated and why deficiencies in the S&L Project were not raised earlier at a senior management level and communicated to stakeholders.
- UNDP's existing whistleblower and non-retaliatory policies and their application in the context of whistleblower(s) linked to the S&L Project have been applied effectively and concerns raised by whistleblowers have been satisfactorily assessed by the Ethics Office to determine if there is prima facie evidence to be investigated.
- Whether any red flags were raised during the course of the S&L Project and if so, whether they were appropriately addressed in the Project's Terminal Evaluation.

Duration

The assignment is for a period of 6 weeks starting in May 2020. The contract commences in May 2020 and ends in July 2020.

Duty station:

The consultants may perform his/her tasks from home.

Travel:

As and when travel for business purposes is required, OAI will notify the consultant and agree upon the reimbursable travel costs including tickets, lodging and terminal expenses as per UNDP Policy on Individual Consultants.

See TOR for details of the assignment

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**Qualifications:**Minimum eligibility requirements:

- Working experience in audit
- Working experience in the management of complex projects overseen by UN Agencies.
- Fluency in oral and written English is required.

Qualification to be evaluated during the CV review:

- Working experience in audit;
- Experienced professional(s) with audit background from outside the UN Secretariat, Agencies, Funds and Programmes;
- Working experience in the management of complex projects overseen by UN Agencies;

- Technical knowledge and experience relating to Standards and Labelling of appliances will be required in the review team
- Russian language skills will be desirable;

Terms of payment

Payment will be made upon submission of invoice and approval of deliverables by OAI. Invoice to be submitted shall contain dates and document deliverables. All prices shall be quoted in US Dollars (USD)

The service rendered must be assessed as satisfactory by the UNDP designated officer.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested teams of candidates must submit the following documents/information to demonstrate their qualifications:

1. **Cover Letter**-Explaining why they are applying for the position and highlighting any factors that are particularly relevant to the application;
2. **CV or P11 (Annex 3)**- including past relevant experience and contact details of 3 referees.
3. **Financial proposal**- indicating the proposed daily fee rate in US\$ and using the Financial Proposal form provided in Annex 4.

How to apply:

Interested candidates must apply through UNDP job-site:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=91578

All required documents must be uploaded as followings:

1. Upload to UNDP job- site
 - Use the section for the cover letter provided in the UNDP job website;
 - Upload your P11 or CV to UNDP jobsite. Please note that UNDP jobsite accepts only one uploaded document.
 - The long-listed candidates will be asked to submit financial proposal to the designated email address within the given date.
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5. FINANCIAL PROPOSAL

The Price Proposal should be fixed and "all-inclusive". This means that all costs (professional fees and other related costs such as communication, insurance, etc., if any) should be included in the daily fee.

6. EVALUATION

Selection of applicants

The award of the contract will be made to the 2-3 individual consultant(s) whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, i.e. complete and meeting the minimum eligibility requirements, and
- b) Having received the highest score out of pre-determined set of weighted technical and financial criteria specific to the solicitation.

1. Technical assessment weight: 70 points (70%):

CV assessment: weighting of 70 points

Candidates must obtain minimum 49 out of total 70 points of technical assessments (CV assessment) to be technically qualified and considered for the Financial Evaluation.

2. Financial Criteria weight: 30 point (30%): The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

Criteria	Weight	Max. Point
1. <u>Technical</u> Assessment of CV/TOR against requirement stated in TOR (Those applicants who do not meet minimum eligibility requirements specified above will not be considered for CV scoring)	70%	70
<ul style="list-style-type: none">Number of years of professional working experience in audit		10
<ul style="list-style-type: none">Working experience in audit from outside the UN Secretariat, Agencies, Funds and Programmes		15
<ul style="list-style-type: none">Working experience in the management of complex projects overseen by UN Agencies		15
<ul style="list-style-type: none">Experience in drafting reporting and communicating audits of projects of a complex project management nature		10
<ul style="list-style-type: none">Technical knowledge and working experience relating to Standards and Labelling of appliances		15
<ul style="list-style-type: none">Good Knowledge or fluency in Russian language		5
2. <u>Financial</u> (lowest offer/offer*100)		
3. <u>Total Score</u>	Technical score (max. 70) + financial (max.30)	

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - P11 FORM

ANNEX 4- FINANCIAL PROPOSAL