



## **TERMS OF REFERENCE**

### **Consultant -Senior Plastics Programme Developer**

<b>Location:</b>	Home-based with possibility of mission travel
<b>Type of Contract:</b>	International Individual Contract
<b>Languages required:</b>	English
<b>Starting date:</b>	15 June 2020
<b>Number of days:</b>	100 days through 31 December 2020
<b>Supervisor(s):</b>	Team Lead, Global Plastics Task Force

#### **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 fora, including public-private, government and civil society dialogues; and engages in UN inter-agency coordination in specific thematic areas.

Given that UNDP under its [Climate Promise](#) is seeking to support 100 countries in enhancing their Nationally Determined Contributions (NDCs) by 2020, supporting dematerialization and accounting for the greenhouse gases (GHGs) mitigated would help countries in their 2050 climate neutrality goal under the Paris Agreement. In addition, plastic pollution from consumer plastics as well as abandoned, lost, or otherwise discarded fishing gear (ALDFG) has negative social, economic, and environmental impacts that need to be addressed to make the Sustainable Development Goals (SDGs) a reality.

In the context of the ongoing COVID-19 crisis and its risk of infection, global demand for single-use plastics is spiking and may undo some early progress made on the plastics issue.

To strengthen UNDP's efforts in tackling the plastics issue, UNDP is seeking a senior consultant to support the design and formulation of a new UNDP Plastics Programme building on what has already been achieved and taking into account COVID-19 impacts on plastics in the short-, medium-, and long-term.

## Duties and Responsibilities

The main responsibilities for the consultant may include but are not limited to:

- Provide intellectual inputs, critical analysis and writing support to the development of UNDP plastics offer;
- Undertake research on solutions to plastics challenge, and identify UNDP unique positioning and added value to address this challenge;
- Develop a global program document on plastics in connection with climate change, nature and energy, including the baseline analysis, activities, results framework, M&E plan, communications and knowledge management plan and other elements as required;
- Identify partners, cultivate relationships and secure interests to support the development and implementation of the global plastics program;
- Provide technical assistance, programming and policy support on plastics to countries as needed;
- Collect good practices, identify viable solutions to scale up, and facilitate learning and knowledge sharing in plastics management.

## Key Deliverables

DELIVERABLE	Days	DUE DATE	Payment %
Writing inputs to the UNDP plastics offer	10	15 July 2020	10%
A draft global plastics program document developed	50	30 September 2020	50%
Consultation, mobilization of support for, and finalization of the program document	20	31 October 2020	20%
Technical assistance, programming/policy support and knowledge consolidation and sharing ongoing for the entire duration	20	31 December 2020	20%
<b>Total Days</b>	<b>100days</b>		<b>100%</b>

## Information on Working Arrangements:

- The consultant will work from home with mission travel;
- The consultant will report to, and be directly supervised by Team Lead, Global Plastics Task Force, based in New York, NY, USA.
- 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 work station (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.

## Travel:

- Once travel restrictions are lifted and it is safe to do so, mission travel as per country requests may be required and to be determined by the supervisor;
- Any necessary mission travel must be approved in advance and writing by the Supervisor;
- The BSAFE course must be completed before the commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director;
- Consultants are also 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 mission travel arrangements in line with UNDP travel policies;
- All travel expenses related to mission travels will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, and living allowances should not be included in financial proposal.

## **Competencies:**

### **Corporate**

- Demonstrates integrity by modeling the UN's values and ethical standards and acts in accordance with the Standards of Conduct for international civil servants;
- Advocates and 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 knowledge of SDG implementation, program development, global finance, circular economy concepts, the concept of sustainability and sustainable development across developed and developing countries and the interrelatedness between plastics production and waste disposal between the regional contexts;
- Ability to quickly grasp and synthesize inputs from a range of disciplines related to developing a systems-driven UNDP Plastics Programme to deliver integrated solutions to the externalities of plastics production and use;
- Ability to advocate and provide technical advice on the relevant sector/theme;

### **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**

- Postgraduate degree or equivalent in Finance, Business, Development, Engineering (Environmental, Energy, Mechanical, Chemical, Industrial). Any other related applied planetary or social sciences degree is an advantage. (max 10 points)

### **Experience**

- A minimum of 10 years of progressively responsible professional experience (design and implementation) in the areas of global environmental programming and finance, preferably related to climate, materials and resource management & efficiency (max 20 points);
- Experience in developing and implementing complex global programs or projects funded by bilateral or multilateral donors (max 15 Points);
- Proven research and writing skills on plastics, circular economy, climate change, environment and sustainable development issues. Please attach two recent pieces of written work prepared such as technical report, conference report, and/or communication pieces (max 15 Points);
- Proven track record at the national and/or international level in providing technical and policy advisory services in materials and resource management and efficiency is an asset (max 10 points);
- Strong understanding of the need and experience in interweaving issues related to social and environmental safeguards, and understanding of development of SMART indicator frameworks (max 10 Points);

### **Language Requirements**

- Fluency in English, both written and oral, is required (Pass/Fail).

### **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 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language [max. 80 points] and interview [max. 30 points]) will be based on a maximum 110 points. Only the top 3 candidates that have achieved a minimum of 56 points from the review of education, experience and language will be considered for the interview;
- Candidates obtaining 21 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 lump sum 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;

- Please attach two recent pieces of written work prepared such as technical report, conference report, and/or communication pieces;
- 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 down loaded from the UNDP procurement site.

**Kindly note you can upload only ONE document to this application (scan all documents in one single Word or PDF file to attach). File size cannot exceed the maximum limit of 10MB.**

**UNDP Personal History form (P11):** [P11](#).

**General Conditions of Contract for the ICs:** [UNDP GTC](#).

**Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:**

<https://procurement-notice.undp.org/search.cfm> (reference 65868)