Consultant: Project Technical Advisor

Country: Sao Tome and Principe

Description of the assignment: International consultant for the provision of technical assistance to Project “Delivering Climate Promise in São Tomé and Principe” with specific results: provide support and quality control for studies and reports, design and support operationalization of the National MRV system and its main elements and inputs. draft specific ToR.

Project name: 120800 _ Delivering Climate Promise in Sao Tome and Principe

Period of assignment/services (if applicable): 100 days in the following 18 months. The scope and intensity of work will vary from month to month, according to the phase of the project.

Proposal should be submitted at the following email address: procurement.st@undp.org with the reference “Climate Promise STP Technical Assistance” in the subject line, no later than 19th June 2020.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Sao Tome and Principe (STP) is considered a small island developing state (SIDS). Population below the poverty line was estimated at 66% in 2009 (WFS) and the country ranks 142nd of 188 countries on the human development index as of 2016. STP has been involved in the NDC process since 2017 and many areas for climate mitigation have been identified, such as agriculture, energy sector, tourism and traffic. Of these, agriculture and energy sector have been identified as the most effective sectors for intervention to reduce CO² emissions in the previous NDC. Regardless of the promising early steps of the NDC process, issues and gaps in implementation and design have been identified, which the project aims to address.

In April 2018, the Government of Sao Tome and Principe (STP), with the support of the NDC Partnership, hosted a Partnership Plan (PP) workshop. The focus of the workshop was on translating the NDCs and
previous national efforts into a 3-year NDC Implementation Plan (Partnership Plan). In the workshop participants outlined cross-cutting outputs to reinforce coordination mechanisms within the government and with development partners and requested support in following areas: strengthen the institutional capacity of the Climate Change National Committee and NDC partnership focal points, increase national capacities for accessing and managing international finance, and measurement, reporting, and verification mechanisms. Supporting these outputs form the core of the project and is expected to lead to accelerated implementation of the NDCs.

The project supports the government in updating the NDC targets for 2020 and in accelerating their implementation as well as support enhanced data collection and reporting. The primary objective of the project is to support the government in updating the NDC goals for 2020, to align them with the SDGs, to include a gender dimension and to introduce a whole-of-society approach to accelerate the implementation of the NDC’s. The project improves NDC implementation in five ways:

(i) Updating the NDCs and improving their efficiency while raising stakeholder awareness, strengthening institutional capacities and promoting gender-responsive climate change action.

(ii) Support sectoral transformation and the adoption of climate action as a national priority. The project will contribute to all-of-society and address’ relevant developmental bottlenecks such as i) youth employment; ii) women advancement; iii) maximization of development investment flows.

(iii) Engage the private sector to contribute to the NDC goals. It will do this by removing investment bottlenecks and through the promotion of targeted private matchmaking efforts with NDC priority areas.

(iv) Establish a robust MRV system and institutionalize measurement and reporting activities, thus improving transparency and compliance with the Paris Agreement. Data collection and management systems will be improved by developing the necessary framework needed for open dataflows, continuity, effective coordination and transparency.

(v) Coordination of stakeholders involved will be assured by the NDC Partnership in-country facilitator. Working on behalf of the government, the Facilitator will engage, coordinate, facilitate, and support the mobilization of actors and resources for the advancement of the NDC Partnership Plan.

The project initiation plan is ready, the full PRODOC is being formulated and project implementation will begin by Q3.

### 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The project is hiring a technical advisor to work remotely and to fulfill the following tasks:

1. Draft very technical ToRs that need specific expertise in Climate Change issues, MRV and NDC update process (15 to 20 ToRs)
2. Provide remote quality control on project related studies and reports, providing feedback from local and international consultants involved and guidance when necessary
3. Design and support the operationalization of the National MRV system and draft related documents (MoUs and ToRs)
4. Dissemination of knowledge to support the post-COVID update of the National Development Plan

Field missions will be negotiated separately with the consultant if the COVID context allows.

The work intensity will vary depending the project phase. Therefore, adjustments on the workplan will be discussed on a bi-monthly basis.

The consultant is responsible for providing a monthly report that justifies the days allocated to the project and the results achieved, on a template approved by UNDP.

Expected ToR to be developed:

1. The following ToRs for procurement of services drafted:
   - Knowledge Management System (KMS) IT Provider
   - KMS related Climate Change Consultancy
   - MRV- system Assistant [National]
   - CC Data Collection Expert [International]
   - CC Data Collection Contractors [National]
   - International consultant responsible for NDC updating process
   - Local consultant supporting NDC updating process
   - NDC Focal Points and Climate Change Committee capacity assessment and development of a training programme
   - GHG data collection contractors

2. The ToRs for the following studies drafted. All studies will have a national and international counterpart thus two separate and complementary ToRs
   - Study 1. Study on energy and agriculture expenditure and alignment of grey and brown financial flows
   - Study 2. Prepare cost estimations on different climate actions and policies to be defined
   - Study 3. Cost Benefit Analysis (investment vs emissions decrease) on including the TRANSPORT sector in the NDC plan;
   - Study 4. Study on gender-differentiated impacts of Climate Change, Gender differentiated, examination on policies and plans, and provision of gender responsive recommendations
   - Study 5. Studies linking climate investment, with special focus on NDC Plan implementation, to green/youth job opportunities, with specific analysis on vulnerable groups such as women, youth, farmers and fisherman, sub-urban inhabitants, etc., building on the GAIN Assessment methodology and the Green Jobs Assessment Model
- Study 6. Identification of policy and regulatory bottlenecks on private investment to climate action
- Study 7. Feasibility of private sector finance on climate action + training government officials on private sector interests in climate action

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:
- Master’s degree linked to sustainable development, climate policy or climate change
- PhD in above mentioned fields preferred

#### II. Experience
- 10 years in high level climate action related work. A combination of experience within academia, international organizations and with governments is highly preferred.
- Strong experience working in the field of Climate Change Transparency especially in the area of Measurement, Reporting and Verification Systems and PALOP context
- Minimum 5 years working with methodological and technical aspects of GHG inventories
- Minimum 5 years in conducting, monitoring and coordinating research activities in the field of sustainable development
- Experience working with the UNFCCC

#### III. Competencies:
- Proven expert level knowledge on Climate Change transparency, especially in development of Measurement, Reporting and Verification Systems
- Expert understanding of Paris Accord commitments
- Proven knowledge in methodological and technical aspects of GHG inventories
- Firm grasp of cost-efficiency assessments regarding climate action
- Strong monitoring and coordination capacities
- Capability to work independently
- Proven capacity to negotiate with multitude of stakeholders
- Understanding of Developing World Context of Climate Change
- Capacities in official document drafting and design
- Strong understanding of NDC process is necessary

#### Language Skills
- Portuguese and English fluency mandatory

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.
Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal:

   (i) Letter To Undp Confirming Interest And Availability (Annex 1)

   (ii) Personal CV including past experience in similar projects and at least 3 references

   (iii) Provide a brief methodology on how they will approach and conduct the work (if applicable), schedule and explaining why they are the most suitable for the work

2. Financial proposal in USD (Annex 2)

5. FINANCIAL PROPOSAL

Lump sum contracts
The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

ANNEX

ANNEX 1- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

ANNEX 2- BREAKDOWN OF COSTS

ANNEX 3- TERMS OF REFERENCES (TOR)

ANNEX 4- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
ANNEX 1
OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____________________

Katarzyna Wawiernia
United Nations Development Programme
São Tomé, São Tomé and Príncipe

Dear Sir/Madam:

I hereby declare that:

A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [indicate title of assignment] under the [state project title];

B) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];

E) I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:

☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]

☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP’s review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of ____________ days [minimum of 90 days] after the submission deadline;
I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];

J) If I am selected for this assignment, I shall [please check the appropriate box]:

☐ Sign an Individual Contract with UNDP;

☐ Request my employer [state name of company/organization/institution] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [check all that applies]:

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work:

<table>
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<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

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<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

   YES ☐ NO ☐ If the answer is "yes", give the following information:

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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
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P) Do you have any objections to our making enquiries of your present employer?

   YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

   YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

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<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
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S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

   YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the
Organization may result in the termination of the service contract or special services agreement without notice.

DATE: ___________________________ SIGNATURE: ___________________________

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes [please check all that applies]:

☐ CV shall include Education/Qualification, Processional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

☐ Brief Description of Approach to Work (if required by the TOR)
### ANNEX 2

**BREAKDOWN OF COSTS**

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

<table>
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<tr>
<th>Cost Components</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total Rate for the Contract Duration</th>
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<tr>
<td>I. Personnel Costs</td>
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<td>Professional Fees</td>
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<td>Life Insurance</td>
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<td>Medical Insurance</td>
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<td>Communications</td>
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<td>Land Transportation</td>
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<td>Others (pls. specify)</td>
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<td>II. Travel Expenses to Join duty station</td>
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<td>Round Trip Airfares to and from duty station</td>
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<td>Living Allowance</td>
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<td>Travel Insurance</td>
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<td>Terminal Expenses</td>
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<td>Others (pls. specify)</td>
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<td>III. Duty Travel</td>
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<td>Round Trip Airfares</td>
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<td>Others (pls. specify)</td>
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1 The costs should only cover the requirements identified in the Terms of Reference (TOR)

2 Travel expenses are not required if the consultant will be working from home.