



## TERMS OF REFERENCE

### **Establishment of a Roster for the Provision of an Individual Consultancies for Climate Information and Early Warning Systems Specialist,**

**Project Title:** Strengthening Early Warning System and Climate Services in UNDP country Projects

**Duty station:** Home based with exceptional travel to the Country Offices

**Duration of assignment:**

#### **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, as envisaged by 2030 Agenda for Sustainable Development. UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in nearly 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

Early warning and preparedness systems have the potential to significantly reduce the loss of life and livelihoods from disasters, simultaneously building resilience and supporting the achievement of the Sustainable Development Goals (SDGs). UNDP's work in this area supports countries with comprehensive multi-hazard early warning systems, as well as the development of medium and long-term forecasting capacities.

UNDP's Procurement Services Unit is seeking competent consultants to be part of a roster of Meteorological and Early Warning Systems Technologies technical specialists to support the design, procurement and implementation of Meteorological and Early warning systems for UNDP worldwide projects.

#### **Objective of the assignment:**

The Meteorological and Early Warning Systems Technologies Technical Specialist, under the guidance of the Project Manager, will support the project's partner countries in diverse developing countries in issues relating to alternative and effective low-cost technologies to generate climate and weather information, as well as, early warning systems (i.e. leap frog innovative technologies).

Depending on each project, the incumbent will be expected to provide technical advice to participating countries on the identification, procurement, and installation of innovative information technologies that gather, process, and distribute weather and climate data. The incumbent will also advise Country implementation partners on the operations and maintenance implications of the equipment for meteorological and climatological monitoring.

## Scope of Work

The expected duties to be undertaken by the technical specialists are among the following:

- Assist country teams to identify key technologies, partnerships, and procedures that can be used to deploy innovative and cost-effective climate information services at the national level
- Review existing documentation on hydro-meteorological infrastructure and proposed sites for installation
- Review specifications prepared by partners to establish its completeness and appropriateness for use in procurement of equipment and services in consultation with UNDP Procurement Services Unit's Crises Recovery, Energy and Environment Team (GPU-CREE)
- Support technical evaluation of bids for the offers received under the secondary bidding exercises made under specific Long-Term Agreements and eventual international Tenders.
- Provide technical support in the design and execution of national trainings on the use of innovative technologies, partnerships, and procedures (e.g., all-in-one weather sensor packages, mobile telephone tower infrastructure, lightning-detection sensors, rain-fade information, etc.) in the production of appropriate weather and climate forecasts;
- Support project management, country teams, and other UNDP offices, in the validation, and/or the design and execution of procurement plans that will establish cost-effective and appropriate technologies for monitoring and forecasting weather and climate
- Support IPs in the post-procurement implementation of climate information services including installment, operation and maintenance efforts related to data collection, processing, and distribution efforts as well as quality assurance of the equipment
- Through eventual in-country missions, and electronic communications, establish and maintain relationships on behalf of UNDP with key national project implementation partners and their staff including IPs and UNDP Country Offices, as well as, entities within both the public and private sectors to provide continued support to ensure project objectives are met and promote relevant dialogue;
- Share knowledge gained and best practices encountered with the UNDP teams and other national projects
- Support project management and country teams in the creation and execution of appropriate monitoring and evaluation programs that measure the success or failure of project intervention efforts
- Provide continued support to the Project Manager and Regional Technical Specialist.

Amongst the above-mentioned tasks, the consultant may be expected to deliver:

- Evaluation Reports
- Operations and maintenance plans
- Mission reports including capacity assessments as well as the identification of key technologies, partnerships, and procedures that can be used to deploy innovative and cost-effective climate information services at the national level
- Support in the development of procurement plans including technology and service specifications for national project partners
- Eventual delivery of national trainings on the use of innovative technologies, partnerships, and procedures in the production of appropriate weather and climate forecasts
- Presentation on methods to communicate climate information to public and private parties, to support either the climate adaptation objective or the sustainability objective of the project (or both)

**A typical assignment and its duration:**

No.	Deliverable	Average duration of task
1	<b>Preparing Specifications:</b> e.g. basic surface observation network – incl. 1 day for discussion with the user to solicit user specifications, 2 days for compiling documents	3 days
	Preparing Specifications already drafted by typically the Country Ministry of Meteorology.	1 day
2	Preparing answers for Requests for Clarifications during Tenders	1 day
3	Technical Evaluation of offers received	3 days
4.	Technical support for contract negotiations	1 day

(Table 1)

**Key performance indicators:**

- Timely response to queries including, confirming availability to enter into new contracts or not
- Quality of reports or other deliverables
- Quality of the support provided.
- Number of projects successfully acquiring and implementing new climate information systems.  
(3: Excellent; 2: Satisfactory; 1: Poor)

**Duration of the assignment, Duty Station and expected places of travel:****Assignment duration:**

- The roster is expected to be established in **mid-August 2020** and to continue for a total of 3 years depending on available resources, demand for services and satisfactory performance evaluation.
- During the life of this Roster, consultants will be invited to provide offers for diverse assignments, where the specific scope of work will be provided by GPU-CREE, and the consultant will be able to confirm the number of days required for the tasks and their availability.
- The typical assignment would be 9 days to be carried out within 45 days (Table 1).

**Information on Working Arrangements:**

- Consultants will be home-based
- Consultants will report directly to the UNDP GPU CREE Project Manager
- Consultants will be given access to relevant information necessary for execution of the tasks under this assignment and access to a dedicate Microsoft Teams Channel
- Consultants will be responsible for providing their own working station (i.e. PC, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection including Skype and MS Teams.
- Given the global consultations to be undertaken during this assignment, consultants are expected to be reasonably flexible taking into consideration different time zones
- Payments will be made per worked day upon submission of a detailed time-sheet and acceptance and confirmation by the Supervisor on days worked and outputs delivered.

**Travel:**

- There is no travel anticipated for this consultancy – however in case it is necessary it should be agreed upon in advance and in writing by the Supervisor; Such travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of relevant supporting documents;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);

**Security:** Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling 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://trip.dss.un.org>

**Competencies:**

*Corporate:*

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

*Technical:*

- Ability to provide guidance on meteorology, weather and climate monitoring and forecasting, and product development
- Good knowledge of the market and available technologies
- Ability to assist countries to achieve project goals at the regional level
- Ability to work with multiple stakeholders across a wide range of disciplines
- Strong understanding of complex processes including science, technology and policies
- Ability to design of contracts and agreements with private sector in LDC countries.
- Acquaintance with Microsoft Teams work/sharing files online.

*Professionalism:*

- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously
- Excellent analytical and organizational skills
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

*Communication:*

- Excellent writing and verbal communication skills
- Communicate effectively in writing to a varied and broad audience in a simple and concise manner.

*Teamwork:*

- Works well in a team to advance the UNDP priorities as a whole
- 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:**

- Master's degree or equivalent in meteorology, hydrology, engineering, or other closely related technical or scientific field of study (Max: 10 points)

**Experience:**

- At least 5 years of demonstrated experience working within or for national meteorological or hydrological services or equivalent, preferably in the African Region (Max 10 points)
- At least 3 years of demonstrated experience with weather or climate observation network design, implementation, and/or management would be desirable (Max 10 points)
- At least 3 years of demonstrated project management experience would be desirable (Max 10 points)



Empowered lives.  
Resilient nations.

- Multinational and developing country experience would be desirable (Max 10 points).

**Language Requirements:**

- Excellent oral and written communication skills in English language (Max 4 Points)
- Proficiency in French is an asset (Max 4 point).
- Proficiency in Portuguese is an asset (Max 1 point).
- Proficiency in Spanish is an asset (Max 1 point).

**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. 60 points] and interview [max. 30 points]) will be based on a maximum 90 points
- Only the top 10 candidates scoring a minimum of 35 points or higher from the review of education, experience and language will be considered for the interview
- 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 for homebased assignments.
- Applicants receiving the Highest Combined Score accepting UNDP's General Terms and Conditions will be appointed to be part of the Roster

After the Roster is established, when there is a need for technical assistance, the consultants will be invited to confirm interest and availability and to provide and offer in accordance to the specific Terms of Reference. The consultants may be selected depending on specific language requirements or specific area of expertise (e.g. geographical experience).