

Terms of Reference

Framework Agreement for 7 Climate Change Adaptation and Ecosystems and Biodiversity Portfolio Technical Support Consultants

Location:	Home-based with some mission travel
Type of Contract:	Individual Contract as Framework Agreement
Starting Date:	1 October 2020
Languages Required:	English
Expected duration of assignment:	3 years (maximum 660 days' work) dependent on demand for services and good performance
Supervisor:	Principal Technical Advisors for Ecosystems & Biodiversity (EBD), and Climate Change Adaptation (CCA)

Background:

UNDP's 2018-2021 Strategic Plan emphasizes the critical links between environmental sustainability, climate change mitigation and adaptation, and broader efforts to achieve the goals of the 2030 Agenda and Paris Agreement. As part of the Global Policy Network in the Bureau for Policy and Programme Support, UNDP's Nature, Climate Change, and Energy (NCE) Team promotes and scales up integrated whole-of-governance approaches and nature-based solutions that reduce poverty and inequalities, strengthen livelihoods and inclusive growth, mitigate conflict, forced migration and displacement, and promote more resilient governance systems that advance linked peace and security agendas.

The NCE Team works with governments, civil society, and private sector partners to integrate natural capital, environment and climate concerns into national and sector planning and inclusive growth policies; support country obligations under Multilateral Environmental Agreements; and implement the UN's largest portfolio of in-country programming on environment, climate change, and energy. This multi-billion dollar portfolio encompasses: Biodiversity and Ecosystem Services including forests; Sustainable Land Management and Desertification including food and commodity systems; Water and Ocean Governance including SIDS; Climate Change Mitigation and Adaptation; Renewable and Modern Energy; Extractive Industries; Chemicals and Waste Management; Environmental Governance and Green/Circular Economy and SCP approaches. This work advances crosscutting themes on innovative finance, digital transformation, capacity development, human rights, gender equality, health, technology, and South-South learning.

In addition to UNDP's bilateral partnerships on natural capital, environment and climate, UNDP is an accredited multilateral implementing agency of the Green Climate Fund (GCF), the Multilateral Fund (MLF), the Adaptation Fund (AF) and the Global Environment Facility (GEF) which includes the Global Environment Facility Trust Fund (GEF Trust Fund); the Nagoya Protocol Implementation Fund (NPIF); the Least Developed Countries Fund (LDCF); and the Special Climate Change Fund (SCCF). As part of UNDP's partnership with these vertical funds, UNDP provides countries specialized integrated technical services for eligibility assessment, programme formulation, capacity development, policy advice, technical assistance, training and technology transfer, mobilization of co-financing, implementation oversight, results management and evaluation, performance-based payments and knowledge management services.

The NCE team is seeking to engage 7 consultants to provide technical support for the growing country, regional and global portfolio on an as-needed basis: 3 consultants for Climate Change Adaptation and 4 consultants for Ecosystems and Biodiversity.

Description of Responsibilities:

The consultants will, over the contract period, provide support to (i) the Principal Technical Advisor(PTA) for Ecosystem and biodiversity (EBD), and (ii) PTA for Climate Change Adaptation and their respective teams of Regional Technical Advisors (RTAs) located in the Environmental Finance (EF) regional center units (RCUs) in Addis Ababa, Bangkok, Panama, and Istanbul, in conceptualizing and writing a range of documents relating to project development, implementation support, and mid-term review and terminal evaluation. This will include liaison with RTAs, UNDP Country Offices (COs), Government stakeholders (where appropriate and under guidance of the RTA), project teams, and other relevant consultants.

For selected countries, the consultants will provide regular technical support to pipeline and project development including:

- Support the development and writing of GEF Project Identification Forms (PIFs);
- Support the formulation and review of Initiation Plans and Terms of Reference for Project Preparation Grants (PPGs);
- Support the review and editing of Project Documents;
- Support the writing/reviewing of TORs for Mid Term Reviews and Terminal Evaluations;
- Writing and editing of Mid Term Reviews and Terminal Evaluations (where the consultant had no prior involvement with the project)
- Undertake PIF/Project development travel as needed
- Technical support to COs to finalize annual Project Implementation Reviews (PIR) including providing inputs to the commentary for each PIR, liaising with COs and project teams as required, and editing the PIR for yearly submission in October, improving the quality of English language, as required;
- Support the PTA/RTAs in the development of strategic UNDP policy position papers and internal briefing notes, as needed;
- In collaboration with PTA/RTAs, support programme and project identification and development, including on integrated approaches and multifocal area projects;
- Support COs through the provision of tools and guidance to assist with inception, contracting and start-up of programmes/projects including establishment of indicators, benchmarks, and work plans;
- Technical Support to COs and Regional Team to prepare reports and communications pieces effectively showcasing socio-economic development benefits, as well as, environment results;
- Technical support to EF team on knowledge management including evaluating, capturing, codifying, synthesizing lessons and stimulating the uptake of best practices and knowledge, including the development of knowledge materials;
- Support to COs in responding to queries on programme/project progress, impacts and lessons;
- Assist in the maintenance of programme/project and portfolio information and corporate information systems;
- Support the identification and sourcing of technical expertise including assisting with the preparation of TORs, identification and evaluation of experts, and reviewing reports.

Key performance indicators:

- Effective, timely, high-quality, and often independent support;
- Number of PIFs and CEO endorsement requests submitted as per the established deadline and approved;

- Timely and quality submission of PPG IP for technical clearance;
- Number and quality of effective backstopping and problem solving cases;
- Number of communication and knowledge management products produced;
- Number of strategic documents which the consultant led/significantly contributed to.

Information on Working Arrangements:

- The consultants will work from home with possible mission travel;
- Estimated level of effort: approximately 220 days per year (including travel) per consultant. Maximum working days over the three-year period would be 660 days per consultant dependent on demand for services and satisfactory performance evaluation;
- UNDP does not warrant that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs;
- The Framework Agreement to be signed will be for a fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person in the Environmental Finance Unit would contact the Consultant by email informing of the specific deliverables, and timeline;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted purchase order;
- IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with another individual or entities);
- The Consultants will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultants will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- The consultants will engage with the Supervisor by email and Skype on an as needed basis. In addition, the consultants will also engage with other UNDP colleagues based in NY, relevant regional hubs, and country offices;
- Given the consultations to be undertaken during this assignment, the consultants are 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 satisfactory delivery of outputs, a time sheet, and certification of payment form, and acceptance and confirmation by the Principal Technical Advisor on days worked (with a “day” calculated as 8 hours of work).

Travel

- Once travel restrictions are lifted and it is safe to do so, international travel may be required. 3-8 missions are estimated per year, with expected mission duration of approximately 5 days per mission. Exact locations to be determined and discussed upon commencement of specific assignments;
- Any necessary mission travel must be approved in advance and in writing by the Principal Technical Advisor;
- [The BSAFE course](#) must be successfully completed prior to commencement of travel;

- Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- Individual Consultants are responsible for ensuring they have medical insurance and vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are 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 own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for mission travel should not be included in financial proposal.

Competencies:

Corporate

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

Technical/Professionalism

- Demonstrated ability to think logically and design projects and programmes according to a theory of change, logical framework or other scheme which designs outputs in support of broader outcomes and overall objectives;
- Demonstrated organizational skills, attention to detail, ability to work with quickly and accurately while under pressure and within short deadlines;
- Able to work independently and remotely with minimal supervision;
- Capacity to plan, prioritize and deliver tasks on time.

Communications

- Demonstrated strong research and excellent writing skills in English;
- Strong interpersonal skills, able to communicate and work with diverse people at Headquarters, Regional Bureaux, Country Offices and field-based.

Qualifications:

Education

- Master's degree in environmental or natural science, geography, natural resource management, development, economics, international relations, or other closely related field (max 10 points).

Experience

- At least 10 years of experience working on biodiversity conservation and ecosystems management, and/or climate change adaptation (max 15 points);
- Demonstrable professional experience in working in the integrated areas such as ecosystem-based climate mitigation and adaptation, community-ecosystem resilience, environmental finance/economics (max 10 points);

- At least 5 years of working experiences with/in developing and mid-income countries in development and environment context (max 10 points);
- At least 4 years of experience providing technical guidance to governments in developing countries on biodiversity and ecosystem management, and/or climate change adaptation (max 10 points);
- Demonstrated experience with design and implementation of multi-sectoral and sectoral programmes and projects at different scales (max 10 points);
- Experience working on projects submitted to the Global Environment Facility, Green Climate Fund or similar funds will be highly desirable (max 10 points);
- Working experience in an international organization is an advantage, as is knowledge of UNDP policies, procedures and practices (max 10 points).

Languages

- Excellent verbal communication and writing skills in English (pass/fail);
- Working knowledge of French, Spanish and/or Portuguese is highly desirable (max 5 points).

Evaluation method

- Only those applications which are responsive and compliant will be evaluated;
- 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. 90 points] and interview [max. 20 points]) will be based on a maximum 110 points;
- Top 14 candidates that have achieved a minimum of 63 points from the review of the education, experience and language will be considered for the interview;
- Candidates obtaining 14 points or higher on the interview will be deemed technically qualified 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 daily 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 number of anticipated working days and all foreseeable expenses to carry out the assignment).
- Top 3 CCA applicants and top 4 EBD applicants receiving the highest combined score and that have accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation required

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- 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 downloaded from the UNDP procurement site.

Links:

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

General Conditions of Contract for the ICs: [IC GTC](#)