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PROCUREMENT NOTICE

FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date : November 11, 2020

Procurement Notice Title:	Individual Contractor (IC) – Environmental Security Advisor
Starting Date:	Contract Signature Date
Duration:	(20) working day(s) over a period of (2) calendar month(s)
Location:	Home-based assignment
Project:	UNDP Nature, Climate and Energy Team, and UNDP Governance and Peacebuilding Team
Requisition Number:	R4710-000000XXXX
National or International consultants:	International Consultant
Is this a LTA (yes/no):	No

CONTEXT/BACKGROUND

Alongside the daily toll of conflict and displacement across the Middle East and North Africa, communities face a more insidious but perhaps no less important foe – the region’s environmental crisis. The region is home to a series of protracted conflicts and the world’s largest population of refugees and displaced people. Simultaneously, it is also the planet’s most water scarce and food import-dependent region, with temperatures rising faster than the world average. Prolonged heat waves, desertification, and droughts are projected to make parts of the region uninhabitable, potentially leading to large-scale displacement of populations and increasing the likelihood of violent competition over diminishing resources, thereby threatening to accelerate fragility.

The expansion of conflict and ecosystem decline both have serious consequences and their convergence has now arisen as a major concern in the region, creating new forms of social vulnerability and reshaping the prospects for peace and development on the road to 2030.

Policy makers in the region are increasingly cognizant of the role of climate change, water scarcity and ecosystem disruption as root causes of growing inequalities, displacement and conflict in the region. The Arab region was the birthplace of agricultural civilization and for millennia has been able to cope with risks from ecological change. But the converging trends of climate change, loss of biodiversity, water scarcity and land degradation are now happening at a pace unlike anything before, stretching the ability of societies to cope. Unless urgent actions are taken, impacts will be felt in loss of agricultural livelihoods, high unemployment, mass displacement, and resource conflicts. Moreover, the degradation of natural resources due to their mismanagement can exacerbate the effect of climate change, accelerating it and reducing the capacities of communities to adapt to a changing climate and mitigate the impacts.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

In line with the efforts undertaken by UNDP in the region to prevent conflict and build sustainable peace, this consultancy is the result of a collaboration between UNDP Nature, Climate and Energy Team, and UNDP Governance and Peacebuilding Team at the Regional Hub for Arab States, and is aimed at strengthening UN analysis and informing decision-making processes.

In particular, the objective of the consultancy is to develop a Policy Brief to review, using a gender lens, the nexus of environmental change and security in the region. This analysis will help to better understand ways in which the destruction of nature is catalyzing new levels of conflict and displacement and ways in which conflict prevention and recovery measures can become more resilient to future shocks through integrated solutions and help communities affected by crisis to build back better.

Under the guidance and supervision of UNDP Team Leader on Nature, Climate and Energy Team, and UNDP Team Leader on Governance and Peacebuilding, Regional Hub for Arab States, Amman, and in collaboration with other Teams, the Climate Security Mechanism, and relevant UN agencies, the consultant will contribute to deepen the analysis on Environmental Security impacts Middle East and North Africa, help identify entry points for policy change, as well as themes for possible future investigation.

The duties and responsibilities of the Consultant are the following:

- 1) Conduct a literature review on the nexus of environmental change and security in the Arab States. This includes surveying existing UN/UNDP analyses, strategies and initiatives related to impacts in the region; identify measures and projects that integrate green solutions as part of conflict prevention, recovery, and peacebuilding, and; consider government policies, national and regional strategies as relevant.
- 2) Using a gender lens, draft a Policy brief report (15-18 pages) along the following blocks:

- **Background** on the ecosystem fragility in the region

Relation between ecosystem fragility and root cause of humanitarian crises, depicting the interlinkages between environmental and ecosystems degradation, resource insecurity, climate change, politics and geopolitics, social, economic, human mobility and demographic factors;

Describes the facets of environment with some sub-regional contextualization (Horn, Levant, Maghreb, Arab peninsula...), zooming into relevant transboundary contexts, and; captures regional and sub-regional trends and impacts on conflict, displacement, migration streams and the overall SDGs;

- **Actions or responses**, including integrated and green solutions for conflict prevention, recovery and peacebuilding

Considering Sustaining Peace and Building Back Better approaches, the analysis should look into initiatives put in place by UNDP and other actors across the regional, transboundary, national, and community levels, drawing lessons learned and good practices on environmental security;

- **Partnerships to manage risk and build resilience** aimed at expanding support for integrated solutions that help countries achieve results under, especially, SDGs 12-15 on environment and SDG 16 on peace and security.

In doing so, it should elaborate on case studies of local UN/UNDP projects in the Arab region which are helping to build the resilience of communities and ecosystems in some of the world's most challenging humanitarian contexts.

- **Develop recommendations** for UN/UNDP and other actors

Recommendations should: 1) address gaps and consider opportunities to mainstream the nexus of environmental change and security for prevention strategies and programmatic activities, as well as identify advocacy priorities, 2) identify entry points and avenues of collaboration with international, regional and national actors to encourage work around the nexus, and 3) help enhance the adaptive capacity of governments in the region, including through strengthening national institutions and regional organizations.

- 3) Identify three or four issues/themes emerging from the Policy brief that may be the subject of further investigation and analysis under the overall umbrella of the Policy brief.
- 4) Present the findings and recommendations in two UN/UNDP workshops and meetings bringing together UNDP Country Offices from the region, practitioners, etc.

The deliverables (to be submitted in English) will have to be produced with a gender-sensitive approach, which is integrated both in format (e.g. gender-balanced consultations, etc.) and content (e.g. impact of conflict on women, opportunities for women to be included in the conflict prevention process through integrated solutions, etc).

To carry out the above, the consultant will:

- (i) refer to UNDP policies and frameworks, reports, and existing UN projects;
- (ii) contact UNDP colleagues, as appropriate;
- (iii) collect, evaluate and analyse information from different sources.

The consultant will ensure that the deliverables are prepared based on a guidance from UNDP colleagues while advising them on the basis of experience and in coherence with similar work developed elsewhere. The consultant should not, in any manner spread the information acquired for the preparation and during the roll out of the activity, including materials and reports. At all times, the consultant should ensure that the deliverables are of high quality and meet these four standards:

- Technical robustness;
- Context relevance;
- Integrity and quality of analysis.

A technical committee composed of relevant teams at UNDP Regional Hub for Arab States, UNDP Headquarters and other UN agencies will ensure that the deliverables are produced at high quality standards, and that gender sensitivity is considered. The deliverables will need to be validated by the Nature, Climate and Energy Team and Governance and Peacebuilding Team.

The individual will work with the UNDP Nature, Climate and Energy Team, and UNDP Governance and Peacebuilding Team under an agreed timeline and workplan based on the following deliverables:

EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected No. of Working Day(s) for each deliverable	Targeted Due Dates	Review and Approvals Required
Deliverable 1: Preparation of a methodological note on the nexus of environmental change and security in the Arab States	(1) working day upon contract signature date	Within (01) calendar month from contract signature date	Kishan Khoday, Team Leader, Nature, Climate and Energy Giordano Segneri, Team Leader, Governance and Peacebuilding
Deliverable 2: Draft Policy Brief (15-18 pages) on Environmental change and Security in the Arab region which includes a set of policy recommendations.	(12) working days from satisfactory completion of deliverable (1)		
Deliverable 3: Finalization of the Policy Brief, based on feedback from UN/UNDP colleagues with the identification of three or four emerging issues/themes that may be the subject of further investigation and analysis.	(5) working days from satisfactory completion of deliverable (2)		
Deliverable 4: Elaboration of a power point presentation on the elements of the Brief. Preparation and delivery of presentation to UN/UNDP meetings.	(1) working day from satisfactory completion of deliverable (3)	Within (02) calendar months from contract signature date	
Deliverable 5: Preparation and Delivery of presentation to UN/UNDP meetings.	(1) working day from satisfactory completion of deliverable (4)		

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNDP Regional Bureau for Arab States (RBAS);
- S/He shall perform tasks under the general guidance and direct supervision Kishan Khoday, Team Leader, Nature, Climate and Energy as well as Giordano Segneri, Team Leader, Governance and Peacebuilding;
- The supervision will include approvals/acceptance of the outputs and deliverables as identified in the previous section;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues;
- The individual is required to provide periodical weekly progress reports and when requested on any period of time throughout the assignment to monitor progress;
- The individual is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly; and
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK

- The expected duration of the assignment is expected to be up to (20) working days over a period of (2) calendar months from contract signature date;
- Given the strict timeline of this assignment and the nature of this collaborative assignment, the estimated duration assigned to complete each output should be respected;

- Throughout the duration of this assignment, the UNDP team will provide feedback no later than (7) working days from the date of submission.

DUTY STATION

Home Based Assignment.

TRAVEL PLAN (OPTIONAL)

If any unforeseen travel outside the consultant home-based city is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

- I. Education:
 - Master's degree in Environmental Sciences, Environmental Policy, Political Science, Conflict Studies, or any related field;
- II. Work experience:
 - At least of 10 years of relevant experience in progressive experience conducting research and analysis on issues related to environment, climate change, climate security, conflict, humanitarian affairs, disaster risk reduction and related issues;
 - Proven accomplishments in undertaking similar tasks with leading institutions and/or international organizations;
 - Previous working experience in the Arab States region;
 - Previous working experience with the United Nations (UN);
- III. Language Requirements:
 - Language proficiency in both written and oral English is required. Knowledge of any other UN language, specifically Arabic, is an asset;
- IV. Key Competencies:
 - a) *Corporate*
 - Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
 - b) *Functional*
 - Background knowledge of environmental security issues, climate change impact in the Arab region including intellectual and practical capacity to understand and interpret different analytic sources and data;
 - Proven capacity to apply the gender lens in analysis;
 - Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
 - Strong analytical and synthesis skills;
 - Strong analytical and problem-solving skills, and present practical solutions to complex problems;
 - Ability to work independently and achieve quality results with limited supervision and within tight schedules;

- Experience in reports production;
- Ability to write in a clear and concise manner;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent computer skills especially Word, Excel and Power Point;
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c) Leadership

- Demonstrated ability to think strategically and to provide credible leadership;
- Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
- Ability to conceptualize and convey strategic vision from the spectrum of development experience.

d) Managing Relationships

- Demonstrated ability to develop and maintain strategic partnerships;
- Demonstrated well developed people management and organizational management skills;
- Excellent management skills in navigating and working with diverse range of partners, stakeholders, including senior and high-level policymakers.
- Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area.

e) Managing Complexity

- Ability to address global development issues;
- Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.

f) Knowledge Management and Learning

- Ability to strongly promote and build knowledge products;
- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

g) Judgment/Decision-Making

- Mature judgment and initiative;
- Proven ability to provide strategic direction to the project implementation process;
- Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Interested candidates should provide lump sum fees for requested services with detailed breakdown. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified or an invoice and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Expected Outputs and Deliverables	Expected No. of Working Day(s) for each	Targeted Due Dates	Payment Terms/Schedule
Deliverable 1: Preparation of a methodological note on the nexus of environmental change and security in the Arab States	(1) working day upon contract signature date	Within (01) calendar month from contract signature date	Upon satisfactory completion/submission of deliverable(s) (1) and submission of duly signed Certification of Payment (CoP) up to 10% of total contract amount.
Deliverable 2: Draft Policy Brief (15-18 pages) on Environmental change and Security in the Arab region which includes a set of policy recommendations.	(12) working days from satisfactory completion of		Upon satisfactory completion/submission of deliverable(s) (2 & 3) and submission of duly signed Certification of Payment (CoP) up to 70% of total contract amount.
Deliverable 3: Finalization of the Policy Brief, based on feedback from UN/UNDP colleagues with the identification of three or four emerging issues/themes that may be the subject of further investigation and analysis.	(5) working days from satisfactory completion of deliverable (2)		
Deliverable 4: Elaboration of a power point presentation on the elements of the Brief. Preparation and delivery of presentation to UN/UNDP meetings.	(1) working day from satisfactory completion of deliverable (3)	Within (02) calendar months from contract signature date	Upon satisfactory completion/submission of deliverable(s) (1) and submission of duly signed Certification of Payment (CoP) up to 10% of total contract amount.
Deliverable 5: Preparation and Delivery of presentation to UN/UNDP meetings.	(1) working day from satisfactory completion of deliverable (4)		Upon satisfactory completion/submission of deliverable(s) (1) and submission of duly signed Certification of Payment (CoP) up to 10% of total contract amount.

RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- 1) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

- 2) **Brief Description** of why you consider yourself as the most suitable candidate for this assignment;
- 3) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

All necessary information including: Complete Procurement Notice, the Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

Interested individual consultants must submit the abovementioned to demonstrate their qualifications to **Job advertisement website** (https://jobs.undp.org/cj_view_jobs.cfm) not later than **26 November 2020**. Candidates that fail to submit the required information on or before the set deadline will not be considered.

Please do not submit financial proposal in this stage. Financial proposals shall be requested from Candidates who are considered technically responsive

CRITERIA FOR SELECTION OF THE BEST OFFERS

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Criteria A: Master's degree in Environmental Sciences, Environmental Policy, Political Science, Conflict Studies, or any related field;		20
Criteria B: At least of 10 years of relevant experience in progressive experience conducting research and analysis on issues related to environment, climate change, climate security, conflict, humanitarian affairs, disaster risk reduction and related issues;		30
Criteria C: Proven accomplishments in undertaking similar tasks with leading institutions and/or international organizations;		15
Criteria D: Previous working experience in the Arab States region;		10
Criteria E: Previous working experience with the United Nations (UN);		10
Criteria F: Language proficiency in both written and oral English;		10
Criteria G: Language proficiency in both written and oral Arabic;		05
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- **Criteria A:** Master's degree in Environmental Sciences, Environmental Policy, Political Science, Conflict Studies, or any related field;
- **Criteria B:** At least of 10 years of relevant experience in progressive experience conducting research and analysis on issues related to environment, climate change, climate security, conflict, humanitarian affairs, disaster risk reduction and related issues;
- **Criteria F:** Language proficiency in both written and oral English;

Shortlisted candidates will be invited for virtual consultation, then assessed and scored against the following evaluation criteria:

Step II : Technical Review

Shortlisted candidates will undergo a technical evaluation, and a submission of a proposal to tackle the assignment.

Technical evaluation Criteria max 100 points (Weighted 70):

- **Criteria A:** Master's degree in Environmental Sciences, Environmental Policy, Political Science, Conflict Studies, or any related field (20 points);
- **Criteria B:** At least of 10 years of relevant experience in progressive experience conducting research and analysis on issues related to environment, climate change, climate security, conflict, humanitarian affairs, disaster risk reduction and related issues (30 points);
- **Criteria C:** Proven accomplishments in undertaking similar tasks with leading institutions and/or international organizations (15 points);
- **Criteria D:** Previous working experience in the Arab States region (10 points);
- **Criteria E:** Previous working experience with the United Nations (10 points);
- **Criteria F:** Language proficiency in both written and oral English (10 points);
- **Criteria G:** Language proficiency in both written and oral Arabic (05 points);

Shortlisted candidates will be assessed and scored against the following evaluation criteria:

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / P_n) * 30$ where P_n is the financial offer being evaluated and PI is the lowest financial offer received.

Step III: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.