

TERMS OF REFERENCE

Framework Agreement for a Technical Specialist for Upgraded Country Programme

Location	Home based
Type of Contract	Individual Contract as Framework Agreement
Level	International Consultant
Languages required	English
Starting date	1 January 2021
Expected Duration of Assignment	3 years (max. 450 working days) depending on demand for services and good performance
Supervisor(s)	Environmental Finance Global Coordinator for the SGP Upgraded Country Programmes Environmental Finance PTA, Integrated Strategies/ Communities

Background

The GEF Small Grants Program has been a fundamental part of the GEF's support to the production of global environmental benefits and the implementation of the UNFCCC, UNCBD, UNCCD and other multilateral environmental agreements in countries around the world beginning in 1992. Following the Upgrading Policy approved by GEF Council in November 2009, nine SGP Country Programs (Bolivia, Brazil, Costa Rica, Ecuador, India, Kenya, Mexico, Pakistan, and Philippines) were upgraded at the start of GEF 5 through separate GEF Full-Size Projects (FSPs). Another six SGP Country Programs (Egypt, Indonesia, Kazakhstan, Peru, Sri Lanka, and Thailand) were upgraded during GEF-6. Together, the 15 Upgraded Country Programs (UCPs) represent a dynamic portfolio in which new strategies to build the social and ecological resilience of working landscapes are in active participatory development and implementation, building on a strong foundation of previous grant experience as part of the SGP Global Program. An additional SGP Country Programme (Malaysia) is in the process of upgrading during GEF 7.

The term "upgrading" refers to the graduation of the oldest and most mature of SGP's Country Programs to a new funding regime allowing higher funding levels and more budgetary control by the Country Programs. The goals of upgrading were threefold: allow the SGP Global Program to continue to grow and serve low-income nations without concomitant growth in core funds, make better use of the capacities of mature Country Programs to enrich the younger, less experienced Programs, and enable mature Programs to access greater financial resources and exercise more programmatic freedom in light of their greater internal capacity.

During SGP's Seventh Operational Phases (OP-7), Upgraded Country Programs offer a fertile laboratory to refine and broadly apply the community-based landscape approach, taking advantage of these countries' SGP experience in certain sectors and geographic regions, their well-developed civil society and market networks, and their access to Full-Size Project funding from the Global Environment Facility (GEF).

Description of responsibilities

The scope of work will vary depending on the individual assignments but would include one or various of the below tasks. In carrying out these tasks, the consultant will work under the guidance and supervision of the SGP UCP Global Coordinator, the respective National Coordinators, and the UNDP Country Office staff. The consultant will be directly supervised by the UCP Global Coordinator.

- Liaise with and support, as requested, the respective SGP National Coordinators of the Upgraded Country Program projects;
- Provide support and technical assistance, as needed, to the preparation by country-specific project preparation teams of Upgraded Country Program CEO ERs;
- Support the CEO ERs preparation process in each country so that the country-specific project preparation team is prepared to follow the agreed methodology to produce participatory landscape management plans as indicated in the GEF SGP Implementation Arrangements for GEF-7;
- Liaise with the National Coordinators, and provide support and technical assistance, as needed, on the preparation of GEF Medium Size Projects in Bolivia, Kazakhstan, Peru and Sri Lanka for submission to the GEF Sec;
- Support National Coordinators with the development of SESP in accordance with established criteria and procedures, including UNDP Social and Environmental Standards and to ensure compliance with
- In coordination with UCP Global Coordinator, review project submission package submitted to PTA, for technical clearance within specific milestones;
- Coordination with SGP KM focal point for communication and knowledge exchange between the UCPs and the SGP Global Programme;
- Coordinate the development of community-based landscape management approach case studies for each UCP Country Programme;
- Provide advice and orientation to SGP Country Programmes and UNDP Country Offices on their annual project reports (GEF PIRs);
- Review Budget revisions submitted by SGP Country Programmes, and liaise with UNOPS and the UCP Global PA for final approval through Atlas/PIMS+;
- Draft TORs for UCPs Mid-Term Reviews and Terminal Evaluations and assist the Global Coordinator of the SGP Upgraded Country Programs to review the final evaluations;
- Monitor the implementation of project activities and assume responsibility, when needed, for the smooth functioning of all operational activities related to project implementation and closure;
- Assume responsibilities for operational project closure (including overseeing Terminal Evaluations, where relevant) for OP5 and OP6 projects including Bolivia, Costa Rica, Chile, Kazakhstan, Indonesia, Pakistan, Peru and Philippines and others as agreed;
- Take the lead on liaising with UNOPS, UNDP COs and MPSAs, in close coordination with the UCP Global Coordinator, on financial closure activities for projects marked as under closure in the PIMS dashboard.

Information on Working arrangements:

- The estimated level of effort is approximately 150 days per year, spread across various intermittent assignments. Maximum working days over the 3-year period would be 450 days;
- 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;

- IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with another individuals or entities);
- The Framework Agreement will be for a fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person(s) at UNDP would contact the Consultant by email informing him/her of the specific assignment, 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 email and purchase order;
- The consultant will work from home;
- The consultant will report to, and be directly supervised by, the UCP Global Coordinator based in New York;
- 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 workstation (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.

Competencies:

Corporate

- Demonstrates commitment to UNDP’s vision, mission and values;
- 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 favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional

Development and Operational Effectiveness

- Results-driven and initiative-taking;
- Ability to work under pressure and to meet deadlines;
- Ability to plan and organize work and establish priorities;
- Remains calm and in control even under pressure, and consistently approaches work with energy and a positive, constructive attitude;
- Informed, sound, and transparent decision-making;
- Thoroughly and methodically collects, verifies and records data, demonstrating attention to detail and identifying and correcting errors on own initiative.

Client Orientation and Communication

- Effective written and oral communication skills;
- Good interpersonal and networking skills;

- Ability to establish and maintain effective working relations;
- Supports and encourages open communication in the team and facilitates team work;
- Ability to work under minimum supervision;
- Ability to work with multiple stakeholders from a wide range of disciplines and fields, from both developed and developing countries, and having diverse and competing worldviews and interests.

Qualifications:

Education:

- Master's degree in environmental, ecosystem or landscape management, rural sociology, rural development planning and management, or a closely related field. (max 10 points)

Experience:

- At least 5 years' relevant work experience working on climate change adaptation, biodiversity conservation, sustainable land management, and/or sustainable development (Max 15 points);
- Demonstrated familiarity with community-based rural development and conservation programs (Max 10 points);
- Demonstrated experience in project development, implementation, and management (Max 10 points);
- Experience working and collaborating with governments, working in developing countries will be an asset (Max 10 points);
- Experience developing project documentation for submission to, and approval by, GEF Sec is highly desirable (Max 5 points);
- Working experience in an international organization is an advantage, as is knowledge of UNDP policies, procedures and practices (max 5 points).

Languages:

- Excellent oral and written communication skills in English (pass/fail);
- Working knowledge of other UN languages and Fluency in Spanish would be an asset (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 score will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, languages) will be based on a maximum 70 points and interview [max. 30 points]) will be based on a maximum 100 points;
- Only the top 3 candidates that have achieved a minimum of 49 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 financial offer being evaluated and the lowest priced financial offer 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);

- **Financial Proposal must** be submitted as a separate file **encrypted with a password**. None of the financial proposal data can be disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical assessment;
- The applicant receiving the Highest Combined Score and who 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;
- 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. This document should be password protected.
- **DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS WHEN COMPLETING THE FIELDS IN ETENDERING. YOU MUST PUT PRICE AS "1" IN THE LINE ITEMS AND PROVIDE THE FINANCIAL PROPOSAL AS PASSWORD PROTECTED ATTACHMENT.**

NOTE:

YOUR APPLICATION MUST BE SUBMITTED THROUGH UNDP eTENDERING SYSTEM

*The system allow you to upload more than one documents, ensure the name of the files (attachments) and the text entered in the "**Attachment Description**" field can only contain up to **60 characters**, and cannot contain special characters or letters from any other alphabet other than the **English one** and not upload files or zip folders exceeding **50MB**.*

Links

UNDP Personal History form (P11) required of all applicants: [P11](#).

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