

Terms of reference

Senior Advisor to the Director of the Rome Centre for Sustainable Development- (Re-Advertised)

Location:	Home based
Type of Contract:	Individual Contract
Languages required:	English
Starting date:	22 February 2021
Duration of Initial Contract:	100 days over a period of 1 year
Supervisor(s):	Director of the Rome Centre, based in Rome, Italy

Background:

The United Nations Development Programme (UNDP) operates in 177 countries, offering global perspectives to reduce inequalities and increase sustainability, through the implementation of strategic plans. Within this challenging scenario, partnership development is a crucial aspect for the achievement of UNDP goals and the engagement of different institutions among the private and public sectors.

The UNDP office in Rome provides the opportunity to investigate and learn about the importance of Partnership creation, in order to react to global changes and adopt strategic, innovative and practical solutions.

In support of Italy's commitment made at the G7 Environment Ministers Meeting in Bologna in June 2017, the Italian Ministry of Environment, Land and Sea (IMELS) and UNDP have signed a framework cooperation agreement. The Italian Ministry of Environment and UNDP will work on areas of common interest in development cooperation through UNDP's Africa Centre for Climate and Sustainable Development (ACSD).

Under the leadership of the UNDP Bureau for Policy and Programme Support (BPPS), the ACSD supports information sharing on initiatives related to climate action, energy, resource efficiency and sustainable development in Africa. The Centre has built a database in the aim of delivering a one-stop-shop, web-based tool for information sharing. In addition, the ACSD supports the implementation of bilateral projects and activities between G7 and African countries.

UNDP is seeking the services of an International Senior Advisor to support the Director of the Rome Centre in providing guidance and advice focused on strategy, programme and partnership.

Specific Tasks:

To deliver the above outputs, the team would require the support of a Senior Advisor with the following tasks:

- Offer insights into the transition from the ACSD to the Rome Centre, including the elaboration of the key documents relating to this transition (Vision, Terms of Reference of the Steering Committee, Transition Plan, Strategic Framework, and Work Plan for 2021);
- Advise on the scope and opportunity for the continuing elaboration of the Strategic Framework, especially in light of developments in the course of 2021;
- Assist with the elaboration and operationalization of the Work Plan;
- Assist with the development and launch of the different Partnerships identified for 2021;

- Assist with the development and deployment of particular cooperative activities in relation to Italy's Presidency of the G20 in 2021;
- Advise on – and assist in the elaboration of – innovative new initiatives undertaken by the Rome Centre, for example in the areas of biodiversity and sustainable finance;
- Assist in the liaison between the Rome Centre and IMELS at both the technical and political levels;
- Draft papers, concepts, and proposals for the Rome Centre.

Outputs:

Deliverable	Number of Days	Payment %
Provide input and guidance for the following operations: <ul style="list-style-type: none"> • Transition from ACSD to Rome Centre • Strategic Framework and • Any New initiatives 	30 days over period	30%
Develop content for the Work Plan, any new Partnerships and for Italy's Presidency of the G20 in 2021	30 days over period	30%
Create/ Draft papers, concepts and proposals for the Rome Centre	40 days over period	40%
Total:	100 days	100%

Institutional Arrangements:

- The consultant will work from home;
- Estimated level of effort: approximately 100 working days over 12 months with possibility of extension contingent on continued demand and good performance;
- The consultant will report to, and be directly supervised by, the Director of the Rome Centre based in Rome, Italy;
- 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 working station (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, particularly with Government/UNDP, 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 monthly upon submission of a detailed time sheet (including deliverables and their timely execution) 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 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 all people fairly without favouritism.

Technical

- Ability to strengthen and maintain the capabilities of individuals, societies, organizations and governments to set and achieve development objectives overtime (Capacity Development);
- Knowledge of development planning processes and the ability to apply to strategic and/or practical situations (Development Planning);
- Ability to productively share UNDP Knowledge and activities (Advocacy);
- Knowledge of sustainable development concepts, principles and issues and the ability to apply strategic and/or practical situations (Sustainable Development).

Functional

Communications

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism

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

Teamwork

- Works well in a team;
- 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

- Advanced university degree (Master's or equivalent) from an accredited educational institution in international relations, development, diplomacy, history, public administration or any related discipline (pass/fail).

Experience

- At least fifteen years of progressively responsible and relevant experience in donor relations and partnerships, policy analysis and international development (*max 20 points*);
- At least ten years at a senior international level in a large international or governmental organization (*max 15 points*);

- Experience aligning project goals with wider development frameworks for long term benefits and understanding of cross-sectoral national planning processes (*max 10 points*);
- Experience evaluating both technical projects and organizational strategy, policy development and change management (*max 10 points*);
- Excellent knowledge of goals and procedures of international organizations, in particular of UNEP and UNDP (*max 10 points*);
- Experience in sustainable finance, including with the private sector outreach methods/systems (*max 10 points*);
- Knowledge of the Italian political context and IMELS cooperation is highly desirable (max 5 points).

Languages

- Excellent command of written and spoken English (Pass/Fail).
- Knowledge of other UN languages is highly desirable (max 5 points)

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) will be based on a maximum 85 points;
- Only the top 3 candidates that have achieved a minimum of 60 points from the review of education, experience and language will be deemed technically compliant 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 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 is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who are deemed technically compliant;
- Applicant receiving the Highest Combined Score and 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 to be downloaded from the below link;
- 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;

- **DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS IN THE ETENDERING SITE. YOU MUST PUT PRICE AS “1” AND PROVIDE THE FINANCIAL PROPOSAL AS PASSWORD PROTECTED DOCUMENT.**

Links

YOUR APPLICATION MUST BE SUBMITTED THROUGH UNDP eTENDERING SYSTEM

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

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