

TERMS OF REFERENCE

LEAD PROJECT DEVELOPMENT CONSULTANT

Duty Station:	Home based
Type of Contract:	<input checked="" type="checkbox"/> Individual Contract
Type and Level:	<input checked="" type="checkbox"/> International Consultant
Starting Date:	22 February 2021
Duration of Initial Contract:	30 days over a 6-month period
Estimated duration of assignment:	Up to 60 days over a period of 1-year dependent on demand for services and performance
Supervisor:	Investment Appraisal Specialist – Climate Change Adaptation

Background:

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Global Resilience Partnership (GRP) in the preparation of the GEF Challenge Project “Resilience for Peace and Stability, Food and Water Security Innovation Grant Program”.

UNDP is hiring a team of consultants to develop the Medium Size Project proposal for “Strengthening Institutional Capacity for Effective Implementation of Rio Conventions in Uganda” for submission to the GEF Secretariat fully compliant with the enforced GEF rules and standards as part of the GEF Project Preparation Grant (PPG). The consultants will report to the Investment Appraisal Specialist at UNDP Nature, Climate and Energy team and work closely with UNDP Bangkok Regional Hub’s Technical Advisors.

The purpose of the PPG is to fully design the activities, outputs, and outcomes of the “Resilience for Peace and Stability, Food and Water Security Innovation Grant Program” project and to fully develop a full set of project documentation for submission to the GEF Secretariat and approval.

Project Description

This project aims to study, invest in, and scale-up early stage innovations that hold the greatest promise of delivering resilience outcomes that promote peace and stability in fragile and conflict-prone regions with high vulnerability to climate change in the least developed countries.

The project will firstly assess potential innovations and investments for enterprise-based models to strengthen resilience in fragile and conflict-prone regions with high vulnerability to climate change and identify key thematic areas of investment and financing for enterprise-development for adaptation in the context of conflict-prone and fragile regions with high vulnerability to climate change. With a better understanding of the investment landscape, the project will then provide acceleration grant investments to local actors with innovative enterprise-based solutions to deliver resilience outcomes that promote peace and stability in conflict-prone and fragile regions with high vulnerability to climate change. To sure the project grantees receive sufficient support and capacity building, the implementing partner and UNDP will join forces to provide customized technical training, business development, and investment brokering and matchmaking to identify post-project scale-up capital. Lastly, project will develop lessons learned documents, guidance, and toolkits on effective and efficient adaptation solutions in fragile regions with high vulnerability to climate change and provide monitoring and evaluation for all grantees.

Description of Responsibilities:

The Lead Project Development Consultant will coordinate the PPG development process to ensure the final documents for the Resilience for Peace and Stability, Food and Water Security Innovation Grant Program are prepared and submitted within agreed timelines.

1) Management of the GEF PPG process

- Lead the PPG development, and coordinate between different stakeholders to collect required inputs for the proposal development;
- Ensure that project development is participatory, gender-responsive, and based on extensive stakeholder engagements;
- Verify and ensure that all project components are technically sound and cost effective.

2) Prepare Technical Studies and Reviews (Component A) with inputs from the national consultants

- Compile baseline/situational analysis for the project. This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes. Conduct a desktop and network survey of innovative finance mechanisms (revolving funds, micro-credit etc) that are investing in resilience building activities in fragile and conflict-prone regions;
- Conduct a rapid desktop and network survey of innovative finance mechanisms (revolving funds, blended finance, soft loans etc) that are investing in resilience building activities in fragile and conflict-prone regions and develop a basic mapping of the funders behind these initiatives;
- Conduct validation workshops with managers of these finance mechanisms to get an understanding of the constraints and opportunities for scaling these mechanisms and/or directing their investments towards building private sector resilience;
- Create an inventory of these finance mechanisms, upload them to the GRP resilience platform, and develop a report which describes an initial analysis of the prevalence and scope of such funds, as well as, constraints and opportunities for scaling size and effectiveness of these financial mechanisms;
- In consultation with GRP and UNDP, help develop the call for Express of Interest, selection criteria, and selection process and prepare a draft structure and composition of a Technical Assistance Facility;
- Lead and oversee the stakeholder analysis and consultations. Invite managers of such financial mechanisms to a scoping and co-design meeting;
- Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable;
- Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B) based on international best practice

- Develop, present and articulate the project's theory of change;
- Develop the Results Framework in line with UNDP-GEF policy;
- Develop a detailed Monitoring and Evaluation Plan and Budget;
- Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan;
- Oversee and ensure the preparation of a Gender Action Plan and Budget;
- Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s) as required;
- Secure all co-financing letters;
- Produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.

4) Validation Workshop (Component C)

- Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans;
- Oversee all necessary revisions that arise during the workshop;
- Ensure completion of Validation Workshop Report.

Expected Deliverables

- Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
- Completion of the GEF CEO Endorsement Request;
- All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and
- Validation Workshop Report.

The principal responsibility for managing the consultant will lie with Investment Appraisal Specialist at UNDP Nature, Climate and Energy team and work closely with UNDP Bangkok Regional Hub's Technical Advisors. The timeframe and duration of activities are estimated to be broken down as follows:

- 1 Day - Preparation of the Assignment Work Plan.
- 2 Days - Development of Project Results Framework.
- 5 Days – Develop baseline/situational analysis, conduct a rapid desktop and network survey of innovative finance mechanisms.
- 10 Days – Conduct validation workshops, develop the call for Express of Interest, selection criteria and Selection process and prepare a draft structure and composition of a Technical Assistance Facility.
- 5 Days - Identification of the project sites, with documentation of selection criteria
- 4 Days - Preparation of Draft Request for CEO Endorsement.
- 3 Days - Revisions of Documents following GEF comments.

Prior to approval of the Request for CEO Endorsement, UNDP Project Document fully compliant with the enforced GEF rules and standards, a draft version shall be submitted for comments to UNDP before 1 April 2021. UNDP and the stakeholders will submit comments and suggestions within 10 working days after receiving the draft. The finalized documents shall be submitted by 30 April 2021 with the aim of getting the project documents all approved by the GEF Secretariat by the end of June 2021, hence by the end of the assignment.

If any discrepancies have emerged between impressions and findings of the consultant and the aforementioned parties, these should be explained in an annex attached to the final report.

Payment Schedule

No	Deliverable	Due Date	Payment %
1	Conducting validation workshops, develop the call for Express of Interest, selection criteria and Selection process and prepare a draft structure and composition of a Technical Assistance Facility;	31 March 2021	40%
2	Preparation and acceptance of the draft Project Results Framework, GEF Request for CEO Endorsement	1 st May 2021	50%
3	Clearance by UNDP Investment Appraisal Specialist of the project documentation fully compliant with the enforced GEF rules and standards and its submission to GEF Secretariat which includes assistance to UNDP with response to any GEF Sec comments.	1 st June 2021	10%

Information on Working Arrangements:

- The consultant will work from home;
- The consultant will report to the Investment Appraisal Specialist – Climate Change Adaptation, or his/her designate as directed. S/he will work closely with other staff in the UNDP Regional Hubs, Country Office staff and project/government counterparts as appropriate;
- The Consultant will be given access to relevant information necessary for the execution of the tasks under this assignment, including list of potential interviews to be held via online platforms (Skype, email, etc.);
- The Consultant will be responsible for providing her/his working station (i.e., laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- Given the regional 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 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:

- Familiarity with the International Conventions addressing Climate Change adaptation, resilience Building in a conflict context;
- Ability to pick up new terminologies and concepts easily;

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:**

- Master's Degree in the fields of environment or finance (climate change mitigation/adaptation, and/or climate finance), strategic management, business development, finance. (max 15 points)

Experience:

- Minimum 5 years of experience in the technical area of climate change adaptation, livelihood, climate resilience or closely related fields (max. 25 points);
- Experience in formulation of project idea, concept notes or project proposals, using the logical framework and the results-based management approaches (max. 20 points);
- Experience with project development, implementation, and/or management in business-oriented (project management experience is preferred) (max. 15 points);
- Experience working in building resilience in fragility and conflict prone regions on related initiatives is an asset (max. 10 points);
- Knowledge of the main vertical funds (GEF, AF and GCF) dedicated to climate finance is desirable (max. 10 points).

Language requirements:

- Excellent verbal and written communication skills in English language (Pass/Fail)
- Working knowledge of other UN languages an advantage. (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 100 points;
- Only the top 3 candidates that have achieved a minimum of 70 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](#).