

UNDP Belarus	
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Title:	Consultant on Support to Project Development and Approval
Type of contract:	IC (consultant), National
Payment:	Lump sum
Office/Project:	UNDP CO (TRAC)
Duty station:	Home-based
Contract Duration:	1 June 2021- 31 December 2021 (approximately 16 working days)
Itinerary:	Travel is not envisaged
Work and payment terms:	<p>The lump sum contract amount will be paid in three installments as follows:</p> <ol style="list-style-type: none"> 1) 40% of the total contract amount following completion of Deliverable 1 and approval of the results by the Direct Supervisor. 2) 40% of the contract amount – upon completion of Deliverable 2 and approval of the results by the Direct Supervisor. 3) 20% of the contract amount - upon completion of Deliverable 3 and approval of the results by the Direct Supervisor.
Qualifications	<ul style="list-style-type: none"> - University degree in Management and Administration, Economics, Development Studies or another closely related field; Master's degree or higher will be considered as an advantage; - Minimum 5 years of demonstrable experience in technical assistance projects development and/or implementation. - Previous demonstrated experience in formulation of UNDP projects confirmed by at least 2 successful projects approved by a donor.
Competencies:	<ul style="list-style-type: none"> - Working level of English; - Excellent relationship management skills; - Excellent communication skills; - Knowledge of the national procedures related to international technical assistance project registration is an advantage.
Direct supervisor:	Igar Tchoulba, Programme Officer, Energy & Environment
<p><u>General background information on the context of the engagement:</u></p> <p><u>Objectives of the assignment:</u></p> <p>The United Nations Development Programme (UNDP) in cooperation with the Belarusian Ministry of Emergency developed a technical assistance project “Adaptation of emergency response system of</p>	

Belarus to functioning in unfavorable global epidemiological situation caused by COVID-19". The project aims to assist the Government of the Republic of Belarus to effectively fight COVID-19 pandemic through enhancing capacity of the Ministry of Emergency Situations of the Republic of Belarus (MES) in the area of medical emergency operations during unfavorable epidemiological situations and disasters, providing professional psychological counselling support, and distant education, and awareness raising.

Expected results of the project:

The capacity of the medical service of the MES of Belarus to provide care to the population of Belarus in the context of an unfavorable epidemiological and disaster situation enhanced

The psychological counselling service of the MES of Belarus has improved its preparedness to respond to the social impacts of emergencies caused by COVID-19 and other mass communicable diseases

Opportunities have been created within the MES of Belarus for distant learning and awareness raising of various social groups on health and safety skills in the context of an unfavorable epidemiological and disaster situations.

The project has been approved by the donor – UNDP-Russia Trust Fund. According to the respective UNDP rules and procedures, the project was discussed at a meeting of a local project appraisal committee (LPAC) with representatives from the key national stakeholders present. During the LPAC meeting, stakeholders provided suggestions for the Project Document correction to better reflect the existing country priorities.

The next steps necessary to start project implementation include correction of the Project Document according to the LPAC recommendations and formal approval from the Belarusian Government, including official project registration by the Ministry of Economy.

Scope of the assignment:

Under the guidance and direct supervision of the Environment Programme Officer at UNDP Belarus, the Consultant on Support to Project Development and Approval (hereinafter referred as Consultant) will assist the Belarus CO in correcting the "Adaptation of emergency response system of Belarus to functioning in unfavorable global epidemiological situation caused by COVID-19" Project Document and facilitate the process of stakeholder approval and registration of the project.

Responsibilities:

- Familiarizes himself/herself with the approved Project Document and the LPAC comments and suggestions to correct the Document.
- Following consultations with the Belarus CO and the Ministry of Emergency, introduces into the Project Document corrections, proposed by stakeholders during the LPAC meeting.
- Circulates the corrected Project Document to the stakeholders and obtains their initial clearance.
- Establishes contacts with the Ministry of Economy on the issues of project registration.
- Assists the Ministry of Emergency in the process of the formal Project Document approval and registration by the Ministry of Economy,
- Incorporates additional comments provided during the national approval and registration process.

Deliverables:

Deliverable 1. By 15 June 2021 – Stakeholders' comments/suggestions provided during the LPAC meeting incorporated into the Project Document.

Deliverable 2. By 30 June 2021 – final clearance from the key national project stakeholders obtained.

Deliverable 3. By 1 December 2021 – All additional comments from the key national stakeholders incorporated into the Project Document. The project is registered by the Ministry of Economy.

Signature of Direct Supervisor: UNDP Programme Officer	
Signature of Contractor:	