

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

IC-PAP3149/2021 - International Consultancy: Individual Consultant to conduct quality assurance (QA) and review of technology needs assessment (TNA) for mitigation and adaptation to climate change in urbanization & industry sectors in Rwanda

Date: 12 May 2021

Description of assignment:	Consultative Services for International Consultancy: Individual Consultant to conduct quality assurance (QA) and review of technology needs assessment (TNA) for mitigation and adaptation to climate change in urbanization & industry sectors in Rwanda
Project:	UNDP Rome office – Rome Centre for Sustainable Development
Type of Consultancy:	International Post.
Duty Station:	Home Base.
Period of assignment/services:	20 Working Days – over a period of 3 Months.
Estimated Starting Date:	Early Jun 2021 until late Aug 2021
Proposals should be submitted:	Not later than 22 nd of May 2021, 17:00 COB (+03:00GMT/Istanbul Time)

Important Notices:

- **THIS IS A DELIVERABLE BASED INDIVIDUAL CONTRACT AND NOT WORKING DAYS-BASED CONTRACT.**
- **Proposals** should be submitted through the UNDP Jobs Portal only no later than **COB 22nd of May 2021 (Istanbul Time: +3 GMT).**

Please note the following:

- **Proposers MUST provide the financial offers in their submission as in the format of Annex 1.**
- Request for Clarification: Any request for clarification must be sent in writing via Email to the procurement officer mentioned in the Procurement Notice [ali.salam@undp.org].
- Latest day to receive and respond to inquiries is 2 days prior to closure of the procurement notice; UNDP will provide a written response, via the Procurement Notice web site, without identifying the source of inquiry.

UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

1. Background

Parties to the UNFCCC are engaged in the elaboration of the technology framework to support the implementation of the UNFCCC Paris Agreement, and to further promote and facilitate enhanced action on technology development and transfer. Technology transfer has been under focus since the Rio Summit in 1992, where issues related to technology transfer were included in Agenda 21 as well as in Articles 4.3, 4.5 and 4.7 of the UNFCCC (United Nations Framework Convention on Climate Change). Enhancing technology development, transfer deployment and dissemination is a key pillar to the international response to climate change. The work on Technology Needs Assessments will play a key role in the implementation of environmentally sound technologies for mitigation and adaptation. With Funding from the Global Environment Facility, UN Environment, through UNEP DTU Partnership, supports developing countries to determine their technology priorities for the mitigation of greenhouse gas emissions and adaptation to climate change through the global Technology Needs Assessment project.

However, the UNDP office in Rome , The Rome Centre for Sustainable Development provides an opportunity to support the achievement of the Agenda 2030 through the implementation of the project

“Sustainable Urban Wetlands Development within Kigali City”, developed by the Rwanda Environment Management Authority (REMA) with the support of the Italian Ministry of Environment, Land and Sea (IMELS).

One of the target of the stated project includes the support of the Centre for the recruitment of an International Consultant who will assist the Government of Rwanda to conduct the Quality Assurance of the TNA in Urbanization & Industry sectors developed.

2. Rationale of the consultancy/Justification

The Government of Rwanda has signed and ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1998 and became legally obligated to adopt and implement policies and measures designed to mitigate the effects of climate change and to adapt to such changes. Climate change adaptation and GHG mitigation technology transfer to developing countries is one of the most prominent items on agendas at the Conferences of Parties (COPs) to the UNFCCC. Through technology transfer, developing countries can cut their GHG emissions, which in turn will enable them to achieve their Sustainable Development Goals and fulfill their obligations to the UNFCCC’s common goal- stabilizing the GHG concentration in the atmosphere and preventing dangerous anthropogenic interference with Earth’s climate system.

Rwanda Environment Management Authority (REMA) as a regulatory agency is responsible for the implementation of climate policies and measures with respect to the fulfillment of the country’s obligations under the convention.

In this regard, Rwanda has conducted a Technology Needs Assessment in Agriculture and Energy Sectors, developed the National Adaptation Programme of Action to climate change, Green Growth and Climate Resilience Strategy, National Determined Contributions (NDCs) and three National Communications. In these documents, a number of potential projects and activities that Rwanda could undertake or implement that could assist its development process while contributing positively to its response to climate change.

Based on these documents and the TNA handbook, the current TNA will consider Urbanization and Industry as priority areas for National Strategy for Transformation (NST1) among others.

3. Objective of the study

The objective of this consultancy is to conduct a quality assurance and peer review of the TNA report, Barrier Analysis and Enabling Framework development for the deployment and diffusion of priority technologies report; Technology Action Plan for both mitigation and adaptation report and Project Ideas & project proposal developed by a national consultant. that need to be submitted. The consultant will ensure all documents are comprehensive and of high quality, containing the relevant and sufficient information and are in line with TNA requirements.

4. Tasks and Responsibilities:

- Be part of the reviewing team of the inception report to approve the methodology
- Review the consolidated TNA, BAEF, TAP and PI&PP reports
- Conduct in-depth quality check/analysis of above reports using a hands-on guidance to multi criteria analysis (MCA) and the identification and assessment of related criteria for both mitigation and adaptation
- Use a guidebook for countries conducting a Technology Needs Assessment and Action Plan as a pointer for quality and comprehensiveness of the reports
- Submit feedback of the quality assurance to the TNA coordinator and national consultant where conclusions and recommendations recorded will be considered into final reports
- Review and approve final reports to be submitted

5. Deliverables and payments:

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UNDP approval, in case unexpected incidents take place in the project, such as delay of the project or change of project scope, due to reasons uncontrollable by the Consultant.

Output 1: Inception report clearly containing the methodology and work plan to achieve successfully the objective of the assignment

Output 2: Summarized analysis of the review of inception report submitted by the national consultant and guidance provided on the report.

Output 3: Review reports in both sectors, of:

- TNA, containing a prioritized list of technologies for mitigation and adaptation, and describing the methodology followed ready for submission.
- Barrier Analysis and Enabling Framework development for the deployment and diffusion of priority technologies for mitigation and adaptation ready for submission.
- Technology Action Plan for both mitigation and adaptation ready for submission.
- Project Ideas and full Project Proposal in Industry and Urbanization sectors for identified technologies ready for submission.

Deliverable	Location	Time Frame	Payment percentage	
1. Inception report	Home Base	within 5 days	0%	60% 1 st Installment
2. Reviewed report of TNA		within 4 days	20%	
3. Reviewed report on BAEF		within 4 days	20%	
4. Reviewed report on TAP		within 4 days	20%	
5. Reviewed report on PI& full PP		within 2 days	20%	40% 2 nd Installment
6. Workshop/Meeting report		within 1 days	15%	
7. Final reports published			5%	
		20 Working days	100%	

6. Time and Method of payment:

- Deliverables to be approved by UNDP office in Rome , known as the Rome Centre for Sustainable Development , director in consultation with REMA:
- Payment shall be provided upon satisfactory completion of the deliverables outlined in section 3. **Tasks and Responsibilities** and 5. **Deliverables and payments** and, upon submission and acceptance of a report mentioned above.
- Payment requests submitted by the consultant must be certified by the supervisor(s) specified below and, accompanying payment invoices.
- Payments are to be made within 30 days from receipt of invoice.
- For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it explaining the accomplishment of the tasks.
- The payments will be made based on the satisfactory acceptance of the successfully completed deliverables and subject to UNDP procedures.
- Reimbursement costs/ travel costs will be paid on the basis of actual expenditure and should not exceed the approved amount in the contract calculation sheet.
- A written approval from the respective project manager will be required to facilitate consultant's travel on official mission.

7. Key Performance Indicators during implementation of Services:

Overall, the Consultant's performance will be evaluated based on the following key criteria:

- Planning and Organizing skill: Identify priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

- Communication skill: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style & format to match the audience; Demonstrates openness in sharing information & keeping people informed.
- Client Orientation skill: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets timeline for delivery of product or services to client.
- Quality of deliveries: Professional skill required for delivering outputs will be assessed.
- Satisfactory and timely completion of tasks and submission of the deliverables within the provision of above explained deliverables and outputs.
- Upon signing of the contract, a detailed work plan will be prepared by the experts with activities, outputs, and performance indicators and to be agreed with the supervisor as implementation follow ups and performance yardsticks.

8. Reporting:

The consultant will be reporting to and supervised by the Rome Centre for Sustainable Development Director in consultation with the Director of Climate Change and International Obligations Unit; Rwanda Environment Management Authority

9. Travel Plan:

No Travel is required in this assignment.

10. Time Line:

- The Consultancy service will be required over a period of 1 month. However, the contract end date will be over a period of 3 months to avoid any future need for amendments.
- The Consultant shall be paid per the approved proposed and accepted costs.
- The consultancy assignment is Home Based only.
- The contract commencement date is aimed to be by early Jun 2021 and tasks must be completed within 1 month only.

11. Competencies:

- Excellent team player with good interpersonal and communication skills;
- Ability to demonstrate sufficient technical knowledge to perform effectively and independently;
- Ability to manage workload with minimum supervision;
- Ability to work under pressure and tight deadlines;
- Ability to accommodate additional demands on short notice;
- Ability to work in a multi-cultural environment;
- Skill in achieving results through persuading, influencing, and working with others;
- Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise;
- Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions;
- Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities, and age groups.

12. Facilities:

a) Office Facility:

- UNDP will Not provide any office facilities during this assignment.

- The consultant is expected to bring his/her laptop with him/her.
 - Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address).
- b) Office Supplies and Printing Facilities: UNDP will not provide any office supplies during this assignment.
- c) Communication Facilities: The consultant will be responsible to secure the required internet connectivity during this assignment.
- d) For a successful execution of the tasks under this assignment, the Consultant will be given access to all needed information and all reports produced by the national consultant;

13. Qualifications and Requirements:

A. Education:

- At least advanced University degree (MSc) in Environmental sciences, Environmental Engineering, Environmental management/sustainability, Climate science, Industrial Development & Technology, Urban planning & Development. Advanced degree (PhD is an asset)

B. Work Experience:

- At least 10 years of professional experience in climate change and environmental related fields with proven technical experience with climate change mitigation and adaptation in Urbanization and Industry sectors.
- Familiarity with technology-related needs assessments in developing countries. Prior experience in guiding/conducting/reviewing TNAs is highly desirable.
- Knowledge and hands-on experience with TNA Process Guidebooks and Technology guidebooks.
- Good coordination and facilitation skills.
- Knowledge and understanding of UNFCCC and its relevance in developing countries context.
- Understandable methodology and work plan.

C. Language:

- Proficiency in English language is a Must, both oral and written.

14. Documents to be included when submitting the Proposal:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and interest.

A. Technical Proposal: (which will include the following):

- Signed **Template Confirmation of Interest and Submission of Financial Proposal –Annex 1 attached.**
- A **letter** explaining why he/she considers him/herself the most suitable candidate for the work.
- **Personal CV** including past experience in similar projects and **at least 3 references.**

B. Financial proposal:

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked. ***Annex 1 attached***

Important note: the consultant is required to specify the daily fee in his proposal.

C. Travel:

All envisaged travel must be included in the financial proposal. This includes all travel to join duty station/ repatriation travel. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class, he/she should do so using his or her own resources.

Furthermore, Individual Consultant who is at the duty station at the time of hire is ineligible for travel to join, and who remain at the duty station after contract completion is ineligible for repatriation travel.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

15. Selection Criteria:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- Responsive/compliant/acceptable, and
- Achieving the highest combined score (financial and technical).

Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation.

Criteria		Max. Point 100	Weight
Technical	<p>Criteria: relevance and responsiveness of candidate’s past experience, Qualification based on submitted documents:</p> <ul style="list-style-type: none">• At least advanced University degree (MSc) in Environmental sciences, Environmental Engineering, Environmental management/sustainability, Climate science, Industrial Development & Technology, Urban planning & Development. Advanced degree (PhD is an asset) (Max 20 points)• At least 10 years of professional experience in climate change and environmental related fields with proven technical experience with climate change mitigation and adaptation in Urbanization and Industry sectors (Max 20 points/ 2Pts per year)• Familiarity with technology-related needs assessments in developing countries, prior experience in guiding/conducting/reviewing TNAs is highly desirable. (Max 30 points)• Knowledge and hands-on experience with TNA Process Guidebooks and Technology guidebooks (Max 10 points)• Good coordination and facilitation skills (Max 5 points)• Knowledge and understanding of UNFCCC and its relevance in developing countries context (Max 10 points)• Understandable methodology and work plan (Max 5 points)	100 Points	70%
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Weight Per Technical Competence	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

Annexes:

Annex 1 – Template Confirmation of Interest and Submission of Financial Proposal.

Annex 2 – Individual Consultant General Terms and Conditions.