



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18th June 2021
Ref: UNDP-IC-2021-211
JTN # 15203

Country: Pakistan

Description of the assignment: Individual Consultant Green Jobs Coordinator with Ministry of Climate Change (MoCC)

Project name: Youth Empowerment Programme/ Crisis Prevention and Recovery Unit (CPRU)

Period of assignment/services (if applicable): 60 working days until December 2021

Location: Islamabad, Pakistan

Please submit your Technical and Financial proposals through email only at; bids.pk@undp.org no later than **2nd July 2021 at 12:30 PM PST**

Kindly write the following in email subject line.

"UNDP-IC-2021-211 Individual Consultant Green Jobs Coordinator with Ministry of Climate Change (MoCC)".

Important note for email submissions: Please put "UNDP-IC-2021-211" in the subject line. Further, our system will not accept emails those are more than 30 MB size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 in the subject line. For attachment purposes please only use MS Word, Excel, Power Point or PDF formats.

If you request additional information, please write to pakistan.procurement.info@undp.org. The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your proposal. All/any query regarding the submission of the proposal may be sent prior to the deadline at the e-mail/address mentioned above.

1. BACKGROUND

Despite contributing less than one percent to the global greenhouse gas emissions, Pakistan remains one of the most vulnerable countries to the impacts of climate change and ranks fifth as the most affected countries in the world. Not only has the country experienced an increase in the extreme weather events over the decades but has incurred socioeconomic losses worth billions. The situation is exacerbated by low adaptive capacity, high poverty rate and gender inequality, and limited financial and physical resources which has collectively resulted in hampered growth of the country.

The unprecedented advent of the global health crisis through COVID-19 has further added to the national crisis causing the already limited national resources spreading thin across the sectors. The pandemic has adversely impacted all factions within the country, but youth remains one of the most severely affected segments- almost 73% of the youth experienced school closures, while 17% were forced into unemployment.

Prior to COVID-19, Pakistan suffered from high rates of unemployment (overall at 4.20% in 2018, with the unemployment rate for youth at 7.95% and women 9.1%). Although the pandemic has posed numerous challenges which coupled with climate change can have irreversible consequences for Pakistan, but it also provides an opportunity to restart and change what was considered normal in the past- providing a chance to move towards decarbonization of the economy and nature-based solutions to ensure sustainable development.

In line with the socio-economic framework and current government's commitment to job creation and the environment, promoting green jobs is the most relevant leverage point to create a transition into a green economy.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

This assignment contributes to UNDP/YEP's wider efforts to economically empower the youth of the country and mainstream them in the sustainable development of Pakistan. More specifically, UNDP aims to create an enabling environment for green job creation by leveraging its partnership with the private sector and building a public-private platform to catalyze national green jobs efforts. This will ultimately help in reducing unemployment and improving Pakistan's resilience to climate change.

The consultant will support UNDP's vision and coordinate with the government counterparts and assist in creating a national roadmap for future green jobs, which will primarily focus on guiding partners on creating and promoting green jobs especially which are suitable for women, youth and excluded groups.

The consultant will work to develop the following deliverables during the specified time:

- Liaise with the Ministry of Climate Change (MoCC) to understand the existing priorities and plans for promoting green jobs in the country.
- Conduct consultations with the federal and provincial government ministries and departments and consolidate their inputs regarding gaps, challenges, and opportunities for green jobs especially for excluded youth groups.
- Desk review of the national policies, NDCs, and all other relevant documents which focus on climate change, youth empowerment and green jobs.

- Coordinate with the UNDP team and government counterparts to consolidate the input for national roadmap for future green jobs that includes action plans for implementation by the private sector.
- Carry out consultations with relevant government stakeholders for feedback and endorsement of the national roadmap for future green jobs.

Key Deliverables:

1. Submission and approval of situation analysis report which explains MoCC's efforts and plans for promoting green jobs.
2. Submission and approval of Literature review of the national policies, NDCs, and all other documents which focus on green jobs and youth empowerment.
3. Submission and approval of the consultation report with the federal and provincial government ministries and departments.
4. Submission and approval of the consultation report which includes feedback and endorsement of the government stakeholders (federal and provincial) for national roadmap.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Doctorate in Environmental Sciences/Management/Engineering, Development Studies, or related field.

II. Years of experience:

Five (05) years of relevant work experience in the development sector of Pakistan with special focus on climate change and green economy

III. Other:

- Evidence of working in development sector of Pakistan with special focus on climate change and green economy.
- Evidence of conducting consultations with the government stakeholders and working with Ministry of Climate Change on different policy documents e.g. NDCs, NCCP etc.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

- **Contracts based on daily fee**

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.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 their own resources.

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

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
- b) offering the lowest price/cost

"responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.

2. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of **49 of 70** point would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	
The consultant must have at least 5 years of relevant work experience in the development sector of Pakistan with special focus on climate change and green economy	36%	25
Consultant's suitability for the assignment will be gauged from previous demonstrated experience of programming support and experience of developing national level documents/reports/roadmaps/policies	28%	20
Technical Proposal: Proposed methodology, approach and implementation plan	36%	25
<u>Financial</u>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY AND OTHER RETURNABLE FORMS