**PROCUREMENT NOTICE**

**FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES**

**Date**: June 29, 2021

<table>
<thead>
<tr>
<th><strong>Post Title</strong></th>
<th>Individual Contract (IC) – Integrating Climate Change Systematically in Planning and Budgeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Starting Date</strong>:</td>
<td>10 August 2021</td>
</tr>
<tr>
<td><strong>Duration</strong>:</td>
<td>Forty (40) working days over a period of Six (6) calendar months</td>
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<tr>
<td><strong>Location</strong>:</td>
<td>Home-based Assignment</td>
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<tr>
<td><strong>Project</strong>:</td>
<td>UNDP-RBAS Regional Programme, SDG Climate Facility: Climate Action for Human Security</td>
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<tr>
<td><strong>Requisition Number</strong>:</td>
<td></td>
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<tr>
<td><strong>National or International consultants</strong>:</td>
<td>International Consultant</td>
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<tr>
<td><strong>Is this a LTA (yes/no)</strong>:</td>
<td>No</td>
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**CONTEXT/BACKGROUND**

Transitioning to a more sustainable, inclusive, and resilient future as we emerge from a global pandemic and face the increasingly harsh consequences of a rapidly changing climate will require efforts at all levels. As a region that is seriously affected by climate change impacts, efforts to anticipate those shocks, and plan for preventive action will become critical to safeguard socio-economic gains. Like in other parts of the world, investments in the Arab States are increasingly exposed to climate risks, which cause damage to infrastructure, and disrupt public services, leading to significant impacts on development, and the well-being of people, particularly those who are most vulnerable. This note focuses on identifying the ways in which the cross-cutting impacts of climate change can be better addressed by, inter-alia, integrating climate change risks and opportunities as a core part of planning and budgeting.

To minimize those risks, central ministries that have a final call on programme priorities and concurrent budgets are key players in advocating and enabling risk informed planning and budgeting, which should become a critical part of the design, prioritization, financing of development plans and policies, and public investment projects. With the right tools and political will, ministries of finance, planning, economic development have an important role to play in ensuring that economic growth and sustainable development occur within parameters that respect planetary boundaries, while at the same time being prepared to respond to more intense and regular shocks caused by different triggers such as those related to climate change impacts.

Many efforts have taken place at the global level to enable collective action on climate change and move forward on the implementation of the Paris Agreement. One of these is the Coalition of Finance Ministers for Climate Action, which aims to work with Ministries of Finance to mainstream climate change in economic policy. Currently, 52 countries have endorsed the Helsinki Principles which define six critical areas for Ministries of Finance to engage on climate change.

In line with UNDP’s global efforts, many Ministries of Finance in the region are engaged on climate change implicitly or explicitly, including through the Integrated National Financing Frameworks, and in support of NDC enhancement through the UNDP Climate Promise. This is currently taking place, for example in Egypt, Jordan, Djibouti, Somalia, Sudan, Lebanon, Tunisia, Morocco, and Iraq. INFFs are critical to help policy makers to map the financing landscape and opportunities and
develop a strategy to increase and optimize use of available resources to meet nationally determined goals and priorities. Likewise, the commitments made by countries through the NDCs are important to assess the type of contributions countries will make towards the Paris Agreement. Despite these ongoing efforts, no countries from the Arab States region are represented on the Coalition of Finance Ministers for Climate Action.

As noted in the Helsinki Principles, Ministries of Finance have a unique position to “accelerate a just transition to a low-carbon and climate-resilient economy”. The objective of this assignment is to build on and benefit from the ongoing engagement and assess where and how finance ministries can increase their engagement on climate change specifically to facilitate more risk resilient and informed development trajectories. The assessment is expected to help identify areas for further support, including developing or strengthening existing planning and budgeting systems to systematically consider climate change risks and impacts, leading to more resilient, and sustainable development.

OBJECTIVES OF THE ASSIGNMENT & SCOPE OF WORK
This assignment aims to assess and map the practical ways through which Ministries of Finance in the region are engaged on climate change, particularly concentrating on a few selected areas of the Helsinki Principles (HP), namely:

1) HP-2: Finance Ministries’ roles and capacities in climate policy;
2) HP-4: Take climate change into account in macro-economic policy, fiscal planning, budgeting, public investment management, and procurement practices;
3) HP-5: Mobilize private sources of climate finance by facilitating investments and the development of a financial sector which supports climate mitigation and adaptation;

It is hoped that with a greater understanding of the level and characteristic of engagement with MoFs in the Arab Region, adequate efforts can be undertaken to further support their engagement on climate change, and identify ways in which climate change risks can be systematically integrated in existing policy, planning, and budgeting processes. The exercise may also trigger responses and interest from MoFs in the region to become active members of the Coalition of Finance Ministers for Climate Action, thereby representing the contributions of the Arab States to addressing the impacts of climate change. Other potential synergies with various development partners, MDBs, IFIs may also be explored.

Expected Outputs:
The SDG-Climate Facility: Climate Action for Human Security project, the umbrella under which this activity takes place will focus on developing the following activities toward the above objective:

1) A comparative analysis:
   a. Using the framework of the Helsinki Principles, and selected areas as identified above (HP 2, 4, 5), how have Ministries of Finance across the region (or in selected countries – to be identified) engaged on climate change, and what steps have they taken to systematically consider climate related risks as part of their mandate, if any.
   b. Succinct issue briefs (3) on each of the principles, their implementation in the Arab States and mapping the relevance of individual HP to each country context.

2) Develop a set of recommendations that MoFs can apply to increase their engagement and integration of climate change considerations and risks in their core business processes, and entry points for UNDP to support those ambitions (complementing ongoing INFFs, or other areas based on globally available tools and experiences). The final set of recommendations will be completed after engagement with MoF (as below) has been completed.

3) Engagement with Ministries of Finance
   a. Consultation/ Dialogue 1:
      i. Validation of the findings and analysis
      ii. Sharing of experiences by selected ministries/countries (including representatives from other regions that Arab States countries may be interested to learn from)
   b. Roundtable/ Dialogue 2:
      i. Presentation of suggested roadmap
ii. Commitments from one or two countries to implement specific activities from the roadmap
iii. A joint statement from Arab states to sign up for the Helsinki Principles, and intent to join the Coalition of Finance Ministers for Climate Action (tbc based on interest from stakeholders)

Reporting:

The Chief Technical Advisor/Project Manager of the SDG Climate Facility regional project will supervise the consultant, and regularly evaluate progress in meeting the specific deliverables including virtual meetings for this purpose.

EXPECTED OUTPUTS AND DELIVERABLES

<table>
<thead>
<tr>
<th>Expected Outputs and Deliverables</th>
<th>Expected number of working days for each deliverable</th>
<th>Targeted Due Dates</th>
<th>Review and Approvals Required</th>
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<tbody>
<tr>
<td><strong>Deliverable 1:</strong> Comparative Analysis conducted on the engagement of Ministries of Finance across the region steps taken to consider climate related risks</td>
<td>Within 1 calendar month from contract signature date</td>
<td>By 10 September 2021</td>
<td>SDG Climate Facility CTA/PM</td>
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<tr>
<td><strong>Deliverable 2:</strong> Set of Recommendations MoFs can apply to increase their engagement and integration of climate change considerations and risks in their core business processes and entry points for UNDP to support those ambitions</td>
<td>Within 2 calendar months from contract signature date</td>
<td>By 10 October 2021</td>
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| **Deliverable 3:** Engagement with MoFs  
- Consultation/ Dialogue 1;  
- Roundtable/ Dialogue 2. | Within 4 calendar months from contract signature date | By 10 December 2021 | |

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNDP Regional Bureau for Arab States (RBAS).
- S/He shall perform tasks under the general guidance of the and supervision of the Project Manager of the SDG Climate Facility regional project.
- The supervision of the Regional Hub Manager will include approvals/acceptance of the outputs and deliverables as identified in the previous section.
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers, and UN colleagues.
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment to monitor progress.
- The individual is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly.
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews, or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK

The expected duration of the assignment is expected to be up to forty (40) working days over a period of six (6) calendar months from the contract signature date.
DUTY STATION

Home Based Assignment.

TRAVEL PLAN (OPTIONAL)

If any unforeseen travel outside the consultant home based city is requested by UNDP, such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Education:
   • Master’s degree in public finance, economics, public administration, or other relevant areas.

II. Work experience:
   • At least 7 years of professional experience in public financial management and experience in working on climate change or climate finance;
   • Proven track record of working with and advising senior policy makers and government stakeholders;
   • Proven experience in governance strengthening and institutional coordination, and experience in working in or with Ministries of Finance;
   • Previous working experience with the United Nations (UN);
   • Experience of working in the Arab States/MENA;

III. Language Requirements:
   • Language proficiency in both written and oral English is required. Knowledge of Arabic is an advantage.

IV. Key Competencies:
   a) Corporate
      • Demonstrates integrity and fairness, by modeling the UN/UNDP’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.

   b) Functional
      • Proven technical and intellectual skills in understanding and interpreting regional, national, and local climate financing issues.
      • Ability to understand and analyze and political dynamics in the region.
      • Demonstrated ability for facilitation and coordination skills.
      • Demonstrated entrepreneurial abilities and demonstrated ability to work in an independent manner.
      • Background knowledge about the SDGs, United Nations and UNDP.
      • Good teamwork and interpersonal skills.
      • Flexibility and ability to handle multiple tasks and work under pressure.
      • Excellent drafting and formulation skills.
      • Excellent computer skills especially Word, Excel, and PowerPoint.

   c) Leadership
      • Demonstrated ability to think strategically and to provide credible leadership.
      • Demonstrated intellectual leadership and ability to integrate green finance with broader strategic overview and corporate vision.
      • Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex
issues.
• Ability to conceptualize and convey strategic vision from the spectrum of development experience.

d) Managing Relationships
• Demonstrated ability to develop and maintain strategic partnerships.
• Demonstrated well developed people management and organizational management skills.
• Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area.

e) Managing Complexity
• Ability to address global development issues.
• Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.

f) Knowledge Management and Learning
• Ability to strongly promote and build knowledge products.
• Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example.
• Seeks and applies knowledge, information, and best practices from within and outside of UNDP.
• Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

gh) Judgment/Decision-Making
• Mature judgment and initiative.
• Proven ability to provide strategic direction to the project implementation process.
• Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Interested candidates should provide lump sum fees for requested services with detailed breakdown. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified or an invoice and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

<table>
<thead>
<tr>
<th>Expected Outputs and Deliverables</th>
<th>Targeted Due Dates</th>
<th>Payment Terms/Schedule</th>
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<tbody>
<tr>
<td><strong>Deliverable 1:</strong> Comparative Analysis conducted on the engagement of Ministries of Finance across the region steps taken to consider climate related risks</td>
<td>Within 1 calendar month from contract signature date</td>
<td>30% of total contract value After satisfactory completion of Deliverable 1 and submission of duly certified Certification of Payment (CoP)</td>
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<tr>
<td><strong>Deliverable 2:</strong> Set of Recommendations MoFs can apply to increase their engagement and integration of climate change considerations and risks in their</td>
<td>Within 2 calendar months from contract signature date</td>
<td>40% of total contract value After satisfactory completion of Deliverable 2 and submission of duly certified Certification of Payment (CoP)</td>
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core business processes and entry points for UNDP to support those ambitions

| Deliverable 3: | Within 4 calendar months from contract signature date | 30% of total contract value. After satisfactory completion of Deliverable 3 and submission of duly certified Certification of Payment (CoP) |
| Engagement with MoFs | - Consultation/Dialogue 1; | - Roundtable/Dialogue 2. |

RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit documents under points 1, 2, 3, and 4 to demonstrate their qualifications. Applications of candidates that fail to submit these documents will not be considered.

1) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP.
2) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
3) Brief Description of why you consider yourself as the most suitable candidate for this assignment.
4) Technical Proposal (A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner
5) Financial Proposal: Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

When the financial proposal is requested it should indicate the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Interested candidates shall submit required documents to Job Advertisement Website (https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than 10 July 2021.

Interested candidates can find Procurement Notice, Letter of Confirmation of Interest and Availability and P11 templates on the following link: http://procurement-notices.undp.org/

CRITERIA FOR SELECTION OF THE BEST OFFERS

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%, using the following evaluation criteria

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

Criteria A: Master’s degree in public finance, economics, public administration, or other relevant areas other closely related field;
Criteria B: At least 7 years of professional experience in public financial management and experience in working on climate change or climate finance;
Criteria E: Language proficiency in both written and oral English.

Shortlisted candidates will be invited to submit a technical proposal, then assessed and scored against the following evaluation criteria:

**Step II: Technical Review**

Shortlisted candidates will undergo a technical evaluation, and a submission of a proposal to tackle the assignment.

**Technical evaluation Criteria max 100 points (Weighted 70):**

- **Criteria A:** Master’s degree in public finance, economics, public administration, or other relevant areas other closely related field; (15 points)
- **Criteria B:** At least 7 years of professional experience in public financial management and experience in working on climate change or climate finance; (15 points)
- **Criteria C:** Proven track record of working with and advising senior policy makers and government stakeholders; (15 points)
- **Criteria D:** Proven experience in governance strengthening and institutional coordination, and experience in working in or with Ministries of Finance; (15 points)
- **Criteria E:** Technical Proposal (one-page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner); (20 points)
- **Criteria F:** Previous working experience with the United Nations (UN); (10 points)
- **Criteria G:** Experience of working in the Arab States/MENA; (10 points)

**Financial Criteria - 30% of total evaluation**

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: (PI / Pn) * 30 where Pn is the financial offer being evaluated and PI is the lowest financial offer received.

**Step II: Final evaluation**

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]
Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.