

UNITED NATIONS DEVELOPMENT PROGRAMME



TERMS OF REFERENCE

CLUSTER: Nature, Climate and Energy

A. GENERAL INFORMATION

Title: Green Commodities Community Assistant

Project name: 00097946/00101611/00137801 Good Growth Partnership / Green Commodities Programme Phase II

Type of Contract: Individual Contract

Reports to: Green Commodities Community Manager

Duty Station: Home-based with some travel (subject to COVID 19 Pandemic)

Estimated Start Date: 15 November 2021

Estimated End Date: 31 December 2022

Duration: Thirteen (13) months

B. PROJECT DESCRIPTION OR BACKGROUND

Set-up in 2009 by UNDP, the Green Commodities Programme (GCP) exists to improve the national economic, social, and environmental performance of agricultural commodity sectors. GCP works within agricultural commodity production in countries of UNDP operation where the programme can have significant impact on rural livelihoods, mitigating climate change, and maintaining the ecosystem services and resilience of landscapes and seascapes. GCP's focus on strengthening the livelihoods of smallholder producers within commodity supply chains and reducing environmental footprints, particularly deforestation, through public-private partnerships can be key for UNDP's ambitions to reduce poverty, reduce deforestation and engage the private sector in SDGs.

Working across the entire supply chain, GCP is leading the Good Growth Partnership (GGP). The GGP is delivered through a multi-agency consortium including WWF, IFC, UNEP, and CI working across Brazil, Indonesia, Liberia and Paraguay. The Program provides support to production, generate responsible demand, support enabling transactions and foster adaptive management and learning through multiple child projects.

Since 2014, the Green Commodity Community (GCC) fulfils a pivotal learning through sharing, knowledge management and south connectivity function towards the Green Commodities Programme (GCP), the Good Growth Partnership (GGP), the Food and Land Use Restoration program of the World Bank and a growing number of other initiatives. The GCC is a vibrant global network of local practitioners and international changemakers all working on sustainable agriculture. Through its recently launched Digital Platform, it connects 200 members across 14 countries and 7 commodities, offering numerous online and in-person opportunities to share and learn. The GCC builds on the thorough Changing Systems through Collaborative Action (CSCA) approach of the GCP and assists practitioners with the challenges they encounter in their day-to-day work.

C. PURPOSE

The Green Commodities Community Assistant consultant will support the implementation of a learning and knowledge management strategy that is delivered through the Green Commodities Community and that focuses on promoting the effective reduction of deforestation from commodity supply chains.

D. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The Green Commodities Community Assistant consultant will be responsible for:

1. Ensuring the timely and effective operations of the Green Commodities Community's back-office functions in support of organized events, membership activities, etc.
 - Providing logistical and administrative support to the Green Commodities Community's team members.

E. EXPECTED OUTPUTS / DELIVERABLES

<i>Deliverables</i>	<i>Due Date</i>	<i>% of payment</i>	<i>Approvals</i>
1) Induction report reporting progress on the following areas: <ul style="list-style-type: none">• Establishment of digital community apps• Support to International Coffee Organization (ICO) project workshops• Support to GCC virtual workshops• Support to GCP collaborative action methodology roll out plan	31/12/2021	10%	Senior Adviser Learning Impact and FOLUR Project Manager
2) 1st quarterly workplan for Jan-Mar 2022 to implement the GCC operations guideline and in support of the GCC team. The workplan shall cover the following aspects of GCC back-office operations: <ul style="list-style-type: none">• Technical support with various GCC digital tools and software (Zoom, Mural, Otter etc.)• Collection and analysis of relevant data related to GCC event and membership statistics• Preparation of flowcharts, tables, promotional materials, and donor reports• On-going maintenance of GCC databases• On-going maintenance of GCC filing system• On-going technical maintenance of Digital Platform in liaison with <u>Hivebrite</u>• Lessons learnt capturing during GCC events• Timely updates of the GCC sections on GCP, GGP and FOLUR websites	31/12/2021	5%	Senior Adviser Learning Impact and FOLUR Project Manager

	3) 1st quarterly operation report for Jan-Mar 2022 showing activities of the above workplan which have been carried out successfully, as well as those which have not been executed, and including recommendations for improving GCC back-office operations.	15/03/2022	15%	Senior Adviser Learning Impact and FOLUR Project Manager
	4) 2nd quarterly workplan for Apr-Jun 2022 to implement the GCC operations guideline and in support of the GCC team. The workplan shall cover the following aspects of GCC back-office operations: <ul style="list-style-type: none"> • Technical support with various GCC digital tools and software (Zoom, Mural, Otter etc.) • Collection and analysis of relevant data related to GCC event and membership statistics • Preparation of flowcharts, tables, promotional <u>materials</u> and donor reports • On-going maintenance of GCC databases • On-going maintenance of GCC filing system • On-going technical maintenance of Digital Platform in liaison with <u>Hivebrite</u> • Lessons learnt capturing during GCC events • Timely updates of the GCC sections on GCP, GGP and FOLUR websites 	31/03/2022	5%	Senior Adviser Learning Impact and FOLUR Project Manager

	5) 2nd quarterly operations report for Apr-Jun 2022 showing activities of the above workplan which have been carried out successfully, as well as those which have not been executed, and including recommendations for improving GCC back-office operations.	15/06/2022	15%	Senior Adviser Learning Impact and FOLUR Project Manager
	6) 3rd quarterly workplan for Jul-Sept 2022 to implement the GCC operations guideline and in support of the GCC team. The workplan shall cover the following aspects of GCC back-office operations: <ul style="list-style-type: none"> • Technical support with various GCC digital tools and software (Zoom, Mural, Otter etc.) • Collection and analysis of relevant data related to GCC event and membership statistics • Preparation of flowcharts, tables, promotional <u>materials</u> and donor reports • On-going maintenance of GCC databases • On-going maintenance of GCC filing system • On-going technical maintenance of Digital Platform in liaison with <u>Hivebrite</u> • Lessons learnt capturing during GCC events • Timely updates of the GCC sections on GCP, GGP and FOLUR websites 	30/06/2022	5%	Senior Adviser Learning Impact and FOLUR Project Manager
	7) 3rd quarterly operations report for Jul-Sept 2022 showing activities of the above workplan which have been carried out successfully, as well as those which have not been executed, and including recommendations for improving GCC back-office operations.	15/09/2022	15%	Senior Adviser Learning Impact and FOLUR Project Manager

8) 4th quarterly workplan for Oct-Dec 2022 to implement the GCC operations guideline and in support of the GCC team. The workplan shall cover the following aspects of GCC back-office operations:	30/09/2022	5%	Senior Adviser Learning Impact and FOLUR Project Manager
<ul style="list-style-type: none"> • Technical support with various GCC digital tools and software (Zoom, Mural, Otter etc.) • Collection and analysis of relevant data related to GCC event and membership statistics • Preparation of flowcharts, tables, promotional <u>materials</u> and donor reports • On-going maintenance of GCC databases • On-going maintenance of GCC filing system • On-going technical maintenance of Digital Platform in liaison with <u>Hivebrite</u> • Lessons learnt capturing during GCC events • Timely updates of the GCC sections on GCP, GGP and FOLUR websites 			
9) 4th quarterly operations report for Oct-Dec 2022 showing activities of the above workplan which have been carried out successfully, as well as those which have not been executed, and including recommendations for improving GCC back-office operations.	15/12/2022	15%	Senior Adviser Learning Impact and FOLUR Project Manager
10) 6-page concept note outlining the approach and components of a new simple impact monitoring system for the Green Commodities Community.	31/12/2022	10%	Senior Adviser Learning Impact and FOLUR Project Manager

F. INSTITUTIONAL ARRANGEMENTS

- As an Individual Contractor, the GCC Assistant will work under the supervision of the GCC Manager and Senior Adviser Learning & Impact.
- In the course of the assignment, he/she will work with other GCC team members, liaise with the GCC members, GCP advisors, UNDP Country Offices, staff from the Regional Hub for Latin America and the Caribbean and others as needed.
- He/she will be given access to relevant information necessary for execution of the tasks under this assignment. He/she will be responsible for providing her/his own workstation (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection.

The consultant will report to the Green Commodities Community Manager and work in close collaboration with it. As Manager of the contract, the Green Commodities Community Manager will provide quality assurance and oversight for the assignment. The substantial technical review and final approval of deliverables by the consultant will be performed by Green Commodities Community Manager. Payments will be made upon receipt and approval of deliverables by the Green Commodities Programme. All work/documents associated with this consultancy is the property of UNDP and must be submitted before final payment will be made.

G. DURATION OF THE WORK

- The consultancy will be for thirteen (13) months. Start date will be November 2021 and ending date will be December 2022.

As outlined in the institutional arrangement section above, each deliverable is required to undergo an approval process by key stakeholders prior to payment. Please allow a period of ten (10) business days to facilitate all requisite approvals.

H. DUTY STATION

- ☐ As an Individual Contractor, the Consultant will be home-based, with international mission travel subject to COVID19 Pandemic evolution.
- ☐ Any necessary missions must be approved in advance and in writing by the supervisor;
- ☐ The [Advanced and Basic Security in the Field II courses](#) must be successfully completed prior to commencement of travel;
- ☐ As Individual Contractor, the Consultant is:
 - ☐ responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
 - ☐ required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
 - ☐ responsible for obtaining any visas and security clearances needed in connection with travel with the necessary support from UNDP;
- ☐ All related travel expenses will be paid separately through the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for airfares, terminal expenses, and living allowances should not be included in financial proposal.

In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resources.

I. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Background: A Bachelor's degree in Economics, Science, Humanities, Arts, Social or Political Sciences, Administration, Information and Communications Technology or other related fields.

General Experience:

- At least one year of professional or voluntary work experience in community-related projects
- Experience in data collection and analysis
- Experience in organizing events
- Experience in coordinating online communication
- Experience in working professionally with social media
- Experience supporting complex and distributed global teams will be an advantage
- Experience at the UN, or at similar international or bilateral organizations will be an advantage

Required Skills

- Excellent writing, editing and knowledge presentation skills (Please provide a sample of any report or presentation produced)
- Knowledge of videotelephony software programs (e.g. ZOOM), online visual collaboration platforms (e.g. MURAL), interactive presentation software (e.g. MENTIMETER)

- Excellent IT skills including MS Office and analytical software such as SPSS, Stata, etc.

Required Languages:

- Excellent oral and written English required.

Additional languages, such as Spanish or French are an added benefit.

J. EVALUATION METHOD AND CRITERIA

	QUALIFICATION REQUIREMENTS AS PER TORs - Green Commodities Community Assistant	Points
A	Bachelor's degree in Economics, Science, Humanities, Arts, Social or Political Sciences, Administration, Information and Communications Technology or other related fields.	10
B	At least one year of professional or voluntary work experience in community-related projects -	10
C	Experience in data collection and analysis including excellent IT skills including MS Office and analytical software such as SPSS, Stata, etc	15
D	Experience in organizing events	15
E	Experience in coordinating online communications – including Knowledge of videotelephony software programs (e.g. ZOOM), online visual collaboration platforms (e.g. MURAL), interactive presentation software (e.g. MENTIMETER)	15
F	Experience in working professionally with social media	10
G	Experience supporting complex and distributed global teams will be an advantage	10
H	Experience at the UN, or at similar international or bilateral organizations will be an advantage	5
I	Excellent writing, editing and knowledge presentation skills (To be evaluated through a sample provided)	5
J	Additional languages, such as Spanish or French are an added benefit.	5
	<i>Total</i>	100

Interview: Offerors who reach a minimum of 70 points and achieve the 3 highest scores after evaluation of technical criteria (items A, B, C, D, E, F, G, H, I and J of Evaluation Matrix), will be considered RESPONSIVE and will continue for interview and for the final stage of financial evaluation of proposals.

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.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

K. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION

The consultant should send a proposal of the general contents based on the outline provided under scope of work (outline of the final product), including the methodology for the assessment. Also, the consultant is being asked to submit a sample of previous work done, as part of the proposal. Potential candidates may be contacted to further explain their proposal.

Please submit the following documents to demonstrate your interest and qualifications by explaining why you are the most suitable for the post:

- **Cover Letter** explaining why you are the most suitable candidate for the advertised position.
- **Personal CV** including experience in similar projects and at least 3 references.
- **Letter of Offerors & Financial Proposal** - The financial proposal should include costs to deliver the work plan, specifying a total lump sum amount for the tasks contained in this TOR. The financial proposal shall include a breakdown of this lump sum amount for the specified tasks. The financial proposal must be delivered in a separate file from the technical proposal.
- **Links/documents/portfolio** to back up verifiable experience mentioned in section H, this may include development of standards, protocols related to the justice and policing sectors or other similar work.

Incomplete applications will not be considered. Please ensure that you have provided all requested documents.

UNDP retains the right to contact references directly.

Only successful candidates will be contacted.

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 of confidence.

All background compiled and deliverables produced by the expert are the property of the UNDP. The expert must obtain written permission from the UNDP to use all or part of the documents for any other consultancy or work.

L. SCOPE OF BID PRICE AND PAYMENTS

- Please include only cost of professional services in your bid.
- UNDP will pay the consultant the fees specified in the contract. Daily expenses, transportation fares, and terminal expenses corresponding to travel required for the consulting job should not be specified in the proposal as these will be paid separately.
- The consultant will receive payment of fees subject to approval of the deliverables agreed upon in the Terms

of Reference and approval of the respective Certificate of Payment by the immediate supervisor.

- Signed contracts in the individual agreement do not entail any advance fees either at the contract start date or at the start of the specific consulting periods.
- When travel is necessary, air fare will be provided to travel, by the most direct and economic route and for as many travel hours as needed, to the place and country where the consultant is to provide his/her services, and the consultant will be paid the respective terminal expenses and 100% of his/her respective daily expenses according to the United Nations rate for the place and country in which the services are to be provided.

M. OTHER

The selected consultant will have the obligation to:

1. Before any travel, obtain the security permits for traveling to the countries where the services will be required. These permits may be obtained at www.undss.org.
2. Have the contract signed by the UNDP before starting the work and before starting any travel. If the consultant travels and starts the work without having signed the contract, the work and travel will be at the consultant's own risk and responsibility. All background compiled and deliverables produced by the consultant are the property of the UNDP. The consultant must obtain written permission from the UNDP to use all or part of the documents for any other consulting or work.