

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03.11.2021

Consultancy title: ENERGY AND CLIMATE - Project monitoring and closure specialist

PORTFOLIO CESA, ECONOMIC GROWTH AND ENVIRONMENTAL SUSTAINABILITY

UNDP SAO TOME AND PRINCIPE

Period of assignment/services (if applicable): 6 months, full time.

1. BACKGROUND AND ORGANIZATIONAL CONTEXT

The United Nations Development Programme (UNDP) operates in over 170 countries and territories, helping to achieve the eradication of poverty, to reduce inequalities and to increase sustainability. Within this challenging scenario, partnership development is a crucial aspect for the achievement of UNDP goals.

UNDP STP (Sao Tome and Principe) works to achieve transformation change that will lead to freedom from poverty and insecurity for every Santomean, young or old, man or woman.

UNDP assists in the achievement of the country own priorities. In partnership with the Government, the United Nations system, the donor community and other development stakeholders, UNDP contributes to institutional development efforts and strengthens the capacity of national partners through projects and interventions in several areas. Is committed to the highest standards of transparency and accountability and works in close coordination with the local government to maximize the impact of its development efforts on the ground.

Under the guidance and supervision of the CESA|Economic Growth and Environmental Sustainability portfolio manager, the consultant will contribute to the effective implementation of the Country Office's projects related to energy and climate change, in line with corporate requirements. S/he ensures the design and implementation of the office programme/ projects through effectiveness, efficiency, impact and sustainability of results; evaluations carried out in a credible and systematic manner; lessons and recommendations used for new programme design, contributing to the implementation of UNDAF priorities and results.

The consultant will work in close collaboration with the Programme and Operations Teams in the CO, Project Teams and Government officials to ensure the full implementation and followed up, from the design to the closure of programme and projects carried out according to schedules



2. DESCRIPTION OF THE PROPOSED ANALYTICAL WORK /KEY RESULTS EXPECTED

A – Project cycle management

- Provide backstopping and technical support leading to the implementation of projects, with particular attention to international contracts management.
- Support financial analysis and budget control of projects.
- Maintain the liaison between UNDP and the implementing partners providing updated regular information on the project management cycle and specially closure process.
- Develop the ToRs and ensure the correct tender process for projects Terminal Evaluation
- Contribute to the oversight of projects evaluation processes.
- With the participation of main stakeholders, analyze the potential way forward to consolidate results achieved by the projects and ensure their sustainability, collecting all information in order to develop the Exit Strategy document that can be shared with Government and partners.
- Develop the lessons learned report for the projects, in particular the GEF funded projects and ensure effective dissemination to build knowledge and capacity of partners and stakeholders. This task includes the oversight of document layout until the final copy ready for printing. Presentation in workshop to main stakeholders will be done by the consultant. Workshop, printing and layout expenses will not be covered by the consultant.

B – Portfolio compliance with corporate requirements

- Follow-up 2021 audit management responses and prepare with the PMUs the 2022 audit process.
- Compile information on project impact and evidence to inform annual reporting (ROAR) in line with corporate requirements.
- Support ROAR and IWP corporate exercises until submission

3. EXPECTED OUTPUTS AND DELIVERABLES

The consultant will be paid based on percentage of accepted deliverables provided in the 6 months period, and upon certification of satisfactory completion by the portfolio manager:

- a – TOR for final evaluations drafted and launched (25%)
- b - ROAR 2021 and IWP 2022 processes supported (30%)
- c - 2022 audit documentation prepared, and action plan addressed (20%)
- d – Lessons learned report developed and presented to relevant stakeholders (25%)

4. INSTITUTIONAL ARRANGEMENTS/REPORTING LINES

The consultant will work under the guidance and supervision of the CESA Portfolio manager



5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Min. Academic Education	Master's in Business and/or Project Management, Environmental Sciences, Engineering, or other field related to sustainable development.
Min. years of relevant Work experience	A minimum of 2 years of work experience in the management of GEF funded projects, preferably in the area of renewable energy promotion and institutional support
Required skills	<ul style="list-style-type: none">▪ Demonstrated experience in the areas of project development, planning, implementation and monitoring;▪ Capacity to engage with the key stakeholders relevant to the energy and climate sector in the country▪ Ability to tackle bottlenecks and strategic issues in project management, especially for project closure▪ Experience managing vertical funded (GCF, GEF) projects▪ Knowledge and practical experience in UNDP corporate rules, regulations, compliance requirements and processes
Desired additional skills	<ul style="list-style-type: none">▪ Experience working in a multi-cultural setting is valued▪ Experience working with the UN;
Required mandatory Language(s)	<ul style="list-style-type: none">▪ Excellent drafting skills in English for report writing and project management platform▪ Good communicating skills in Portuguese for field activities▪ Good French language communication skills

6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal Letter explaining why they are the most suitable for the work
2. Financial proposal
3. Personal CV

7. 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 requester 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).

Travel

All envisaged travel costs must be included in the financial proposal.

