



TERMS OF REFERENCE

Programme Implementation and Management Specialist

Reference No.	PN/FJI/068/22
Location	Suva, Fiji
Application deadline	07 June 2022
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	5 Months (Number of working days: 110 days)

BACKGROUND

The five months surge consultancy assignment is aimed at supporting the Resilient and Sustainable Development team (RSD) in the Pacific Office in Fiji to enhance its programming, and operational capacities in the planning, implementation and monitoring of the Climate Change and Adaptation portfolio, specifically accelerating delivery and ensuring project and risk management across the project portfolio of the office are adequately adhered to in achieving the RSD 2022 USD 41.7 delivery commitment.

The Pacific Office in Fiji is comprised of a Programme Team supported by a Joint Operations Centre and Integrated Results Management Team. The Programme Team supports three major programme portfolios focusing on the following results areas: Inclusive Growth, Resilience and Sustainable Development; and Effective Governance. The Programme Team provides advisory services in close collaboration with BPPS, BRH, relevant regional institutions and inter-agency partners.

The Programme Implementation and Management Consultant, as an integral part of the Programme Team oversees the sound implementation of policy and programme activities under her/his purview and under the guidance and direct supervision of the Team Leader of RSD.

The **Programme Implementation and Management Specialist** works directly with the RSD team and also provides advice to the team leader including work related to (a) accelerated delivery, (b) risk management, (c) emergency/ disaster response and (d) portfolio implementation.

Working to ensure the execution of quality and coherent implementation advisory services and in full alignment with the Strategic Plan, s/he advances the mission of UNDP and increases the credibility and recognition in this thematic area. S/he is responsible for performing and contributing to the following:

- Accelerated Project Implementation/ Delivery
- Policy Positioning and Representation
- Partnerships and Resource Mobilization
- Oversight and risk management
- Knowledge Management

The **Programme Implementation and Management Specialist** will support implementation of UNDP's Enterprise Risk Management Activities in relation to project management to assist the Pacific Office to strengthen integrity, develop root-cause analyses as well as help develop and implement appropriate measures with a focus on prevention activities.

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DUTIES AND RESPONSIBILITIES

Scope of Work

The expected outputs of the consultancy are:

- Support in drafting and finalization of Terms of Reference of International and National consultants prepared/finalized of different consultancy work including drafting the procurement documents i. e. RFQ of each of the projects
- Planning, Tracking and realization of delivery targets
- Planning, Tracking and realization procurement actions (actual procurement function completed by procurement team).
- Identifying and resolving early bottlenecks in project implementation.
- Quarterly progress report of each of the project s with a brief of events happened in the quarter including disintegrated data.

Expected Outputs and Deliverables

Deliverable	Percentage of Total Price (Weight for payment)	Due Date
<u>Deliverable 1:</u> <i>Arrival at post, Initial Workplan and analysis for delivery status</i>	25%	30 June 2022
<u>Deliverable 2:</u> <i>Identified bottlenecks, accelerated delivery plan and start of implementation. Project Board meetings with accelerated delivery plans.</i>	15%	30 July 2022
<u>Deliverable 3:</u> <i>Report on realization of project implementation against delivery targets</i>	25%	31 September 2022
<u>Deliverable 4:</u> <i>Final implementation / delivery adjustments.</i>	15%	30 October 2022
<u>Deliverable 5:</u> <i>End of consultancy report, outlining the achievements and recommendation.</i>	20%	14 November 2022
Total	100%	

Institutional Arrangement

Supervision/Reporting

- The Programme Implementation and Management Consultant will be contracted by UNDP, S/he reports to the Team Leader Resilience and Sustainable Development (RSD), UNDP Pacific Office in Fiji or his/her designate).

Progress Reports

- The Programme Implementation and Management Consultant will provide a progress report fortnightly to the Team Leader Resilience and Sustainable Development (RSD), UNDP Pacific Office in Fiji or his/her designate).
- As and when required the Programme Implementation and Management Consultant will liaise/interact/collaborate/meet with Project Management Teams, Project Board Members, Implementing Partners, Local Government Ministries through meetings, planning workshops etc.
- Indicate the frequency of progress reporting, if required (e.g., weekly, monthly, fortnightly, etc.), the recommended formats, if any. If any of the reports must be presented, indicate the audience/body and expected location and venue.
- Identify institutions/organizations/individuals with whom the IC is expected to liaise/interact/collaborate/meet with in the course of performing the work (e.g., other agencies, project co-implementers, donors, communities, local government units, etc.)
- Define roles / extent of participation of entities involved in the management/implementation of the contract (e.g., as respondents to survey, resource persons to confer with, approving authority, evaluating performance, etc.)

Resources Provided**UNDP Office**

- Desk space (The consultant is expected to provide his/her own laptop).
- Relevant information including documents.
- Comments on draft deliverables.

Duration of the Work

- The expected duration of work is for 5 months, consisting of 110 working days.
- Tentative commencement date is 15th June 2022 and tentative completion date is 14th December 2022

Duty Station

- The IC duty station will be based in Suva, Fiji.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

COMPETENCIES**[Add or remove as necessary]**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Comprehensiveness knowledge of project management and development advisory, including experience in the areas of environment, climate change, and DRR, preferably in SIDS
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.

- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Degree in management, business administration, environmental science, economics, political science, engineering, or areas relevant to the assignment

Experience

- 7 years of professional experience in project management and development advisory, including experience in the areas of environment, climate change, and DRR, preferably in SIDS.
- Experience managing vertical funds programming (GEF, GCF etc.) is a distinct advantage.
- Experience working in developing country settings (preference for SIDS) is required and experience in crisis contexts is an asset.
- Excellent knowledge of UNDP's Programme and Operations Policies and Procedures (POPP) is a key advantage.
- Hands on experience in mentoring, coaching and realization of implementation/ delivery.
- Experience in risk management or audit or associated services in public or private sector is preferred.

Language requirements

Fluency of English language is required;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverable	Percentage of Total Price (Weight for payment)	Due Date
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In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

	Points	Percentage
Qualifications		10%
Degree in management, business administration, environmental science, economics, political science, engineering or areas relevant to the assignment	10	
Experience		40%
<ul style="list-style-type: none"> 7 years of professional experience in project management and development advisory, including experience in the areas of environment, climate change, and DRR, preferably in SIDS. 	10	
<ul style="list-style-type: none"> Experience managing & implementation vertical funds programming (GEF, GCF etc.) is a distinct advantage. 	5	
<ul style="list-style-type: none"> Experience working in developing country settings (preference for SIDS) is required and experience in crisis contexts is an asset. 	5	

▪ Excellent knowledge and hands on experience in UNDP's Programme and Operations Policies and Procedures (POPP) is a key advantage.	10	
▪ Hands on experience in mentoring, coaching and realization of implementation/ delivery.	10	
Completeness of Proposal		10%
Comments on the TOR, quality and soundness of the proposed methodology/approach	5	
Realistic work plan including time schedule	5	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

Letter of Confirmation of Interest and Availability using the template provided in Annex II.

Personal CV, 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.

Technical proposal, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.

Financial proposal, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

Annexes

Annex I - [Individual IC General Terms and Conditions](#)

Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to pts.fj@undp.org