

## Terms of Reference (TOR)

### Knowledge Management Consultant

#### 1. Position Information

<b>Functional Title</b>	<b>SCALA Knowledge Management Consultant</b>
<b>Office/Unit/Project</b>	<b>BPPS/NCE Support Programme on Scaling up Climate Ambition on Land Use and Agriculture through NDCs and NAPs (SCALA)</b>
<b>Duty Station</b>	<b>Home-Based (preferable CET time)</b>
<b>Expected starting and end date</b>	<b>15 August 2022 – 15 December 2022</b>
<b>Expected Duration</b>	<b>Approx. 4 months</b>
<b>Supervisor</b>	<b>The Technical Specialist on National Adaptation Plans, in consultation with the Head of CCA of the NCE and the Lead Technical Specialist on NAP.</b>

#### 2. Project Description

UNDP's Nature, Climate and Energy Team as part of the Global Policy Network, supports countries to promote and scale up integrated whole-of-governance approaches and nature-based solutions that reduce poverty and inequalities, strengthen livelihoods and inclusive growth, mitigate conflict, forced migration and displacement, and promote more resilient governance systems that advance linked peace and security agendas. The NCE Team works with governments, civil society, and private sector partners to integrate natural capital, environment and climate concerns into national and sector planning and inclusive growth policies; support country obligations under Multilateral Environmental Agreements; and implement the UN's largest portfolio of in-country programming on environment, climate change, and energy. One of themes under the NCE is Climate Change Adaptation.

Responding to the urgent need for action to harness the land use and agriculture sectors' potential for climate change mitigation and adaptation, UNDP has launched the Support Programme on Scaling up Climate Ambition on Land Use and Agriculture through NDCs and NAPs (SCALA). This Programme will be implemented between 2020 and 2025 and is designed to assist countries to translate their NDC and/or NAPs into actionable and transformative climate solutions in land use and agriculture with multi-stakeholder engagement. This Programme is a joint effort between UNDP and FAO and a follow up of the Integrating Agriculture into NAPs' Programme. It works across 12 countries in Latin America, Asia, and Africa.

Knowledge management is a major part of the Programme as it seems to identify, promote and disseminate tools and good practices. UNDP is therefore seeking the support of a Knowledge Management Officer to support the Programme's implementation.

### 3. Scope of Work

- Regular coordination and updating of SCALA Knowledge Management Framework and milestones;
- Review, finalization and publication of the SCALA and other NAP portfolio knowledge products;
- Organization and facilitation of a series of webinars and peer-to-peer exchanges, in collaboration with FAO;
- Regular liaison with team members to ensure milestones are achieved within set timelines, including editing, designing and publication of knowledge products;
- Any other related work/task assigned by supervisor(s).

### 4. Deliverables:

Deliverable	Due Date	Payment Percentage
One case study edited, finalized, laid out (through coordination with designer) and published (Estimated level of effort 5 working days).	30 August 2022	7%
One global tool edited, finalized, edited, laid out (through coordination with designer) and published (Estimated level of effort 22 working days).	6 October 2022	31%
Two peer-to-peer exchanges organized for SCALA country and global teams, including concept note development, scheduling, logistical arrangements and note taking (Estimated level of effort 8 working days).	31 October 2022	11%
Two side events at regional and international forums planned and delivered (Estimated level of effort 14 working days).	15 November 2022	20%
Four webinars organized, including concept note development, scheduling, logistical arrangements and note taking and post-webinar dissemination of materials (Estimated level of effort 20 working days).	15 December 2022	28%
SCALA knowledge management milestones tracked and updated through regular liaison with FAO counterpart (Estimated level of effort 2 working days).	15 December 2022	3%
<b>Total</b>		<b>100%</b>

### 5. Institutional Arrangement

- The contract holder will work from home;
- The contract holder will report to, and be directly supervised by the Technical Specialist on National Adaptation Plans, in consultation with the Head of CCA of the NCE and the Lead Technical Specialist on NAP;
- The contract holder will be given access to relevant information necessary for execution of the tasks under this assignment;
- The contract holder will be responsible for providing her/his own workstation (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- Given the global consultations to be undertaken during this assignment, the contract holder is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- The contract holder will engage regularly with the supervisor by email, teams and Skype on a weekly and/or as needed daily basis;
- The contract holder shall submit to the Supervisor a monthly progress report on the status of the implementation of tasks.
- Payments will be made upon submission of certification of payment form, and acceptance and confirmation by the Supervisor on outputs delivered.

## 6. Competencies

### Corporate:

- Demonstrates commitment to UNDP's vision, mission and values;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

### Functional:

#### Development and Operational Effectiveness

- Results-driven and initiative-taking;
- Ability to work under pressure and to meet deadlines;
- Ability to plan and organize work and establish priorities;
- Remains calm and in control even under pressure, and consistently approaches work with energy and a positive, constructive attitude;
- Informed, sound, and transparent decision-making;
- Thoroughly and methodically collects, verifies and records data, demonstrating attention to detail and identifying and correcting errors on own initiative.

#### Client Orientation and Communication:

- Effective written and oral communication skills;
- Good interpersonal and networking skills;
- Ability to establish and maintain effective working relations;
- Supports and encourages open communication in the team and facilitates team work;
- Ability to work under minimum supervision;
- Ability to work with multiple stakeholders from a wide range of disciplines and fields, from both developed and developing countries, and having diverse and competing worldviews and interests.

## 7. Required Skills and Qualifications:

### a) Minimum Qualifications Criteria (Pass/Fail):

- Master's degree (or equivalent experience) in climate change, international relations, international development, or closely related fields **(Pass/Fail)**.
- 3 years of experience in climate change, agriculture and development research and technical drafting **(Pass/Fail)**.
- Native English speaker or Proficiency in English with advanced command of speaking and writing (Can be demonstrated if the candidate has earlier worked in an English working environment, and/or has any formal English language training/certification) **(Pass/Fail)**.

### b) Technical Evaluation Criteria (Scoring Criteria):

- Demonstrated experience in knowledge management and production of technical documents and materials, including policy briefs **(max 15 points)**;
- Demonstrated experience and skills in editing and publishing climate change documents (case studies, technical publications) in the English language and in organizing Webinars and side-events at the regional/global level **(max 15 points)**.

- Ability to undertake independent desk research and strong writing skills on topics relevant to the SCALA programme (provide a link or a sample of research conducted) **(max 10 points)**;
- Sound understanding of sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change and other related sustainable human development issues demonstrated through work experience **(max 10 points)**;
- Experience or strong familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners **(max 10 points)**.
- Fluency in other languages spoken in the project countries (English, French and Spanish) is an asset **(max 10 points)**.

#### 8. Documents to be submitted:

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience to be downloaded from the link;[P11](#).
- Applicants must submit a duly completed and signed a) Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment (Annex II); b) Financial Proposal (Annex III).
- Provide a link or a sample of research conducted

Please contact us by email at [gef.procurement@undp.org](mailto:gef.procurement@undp.org) for any questions, we will do our best to get back to you in a timely manner. Please include “**Knowledge Management Consultant**” in the subject line. UNDP will consider incoming questions until **July 29<sup>th</sup>, 2022, at 05:00 PM CET**.

Submit your application via email to [gef.procurement@undp.org](mailto:gef.procurement@undp.org), together with your CV/P11, all the Annexes (II & III) and supporting documents.

The deadline for submissions of Applications is **August 5<sup>th</sup>, 2022, at 05:00 PM CET**.

#### 9. Selection Criteria:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- Responsive/compliant/acceptable, and
  - Achieving the highest combined score (financial and technical).
- The technical criteria i.e. education, experience, language will be based on a maximum 70 points;
  - Only the top 5 candidates that have achieved a minimum of 49 points (70%) from the review of education, experience and language will be considered technically compliant.

<b>Criteria</b>		<b>Max. Point 100</b>	<b>Weight</b>
<b>Technical</b>	<p><b>Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents:</b></p> <ul style="list-style-type: none"> <li>- Demonstrated experience in knowledge management and production of technical documents and materials, including policy briefs <b>(max 15 points)</b>;</li> <li>- Demonstrated experience and skills in editing and publishing climate change documents (case studies, technical publications) in the English language and in organizing Webinars and side-events at the regional/global level <b>(max 15 points)</b>.</li> <li>- Ability to undertake independent desk research and strong writing skills on topics relevant to the SCALA programme <b>(max 10 points)</b>;</li> <li>- Sound understanding of sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change and other related sustainable human development issues demonstrated through work experience <b>(max 10 points)</b>;</li> <li>- Experience or strong familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners <b>(max 10 points)</b>.</li> <li>- Fluency in other languages spoken in the project countries is an asset <b>(max 10 points)</b>.</li> </ul>	<b>70 Points</b>	<b>70%</b>
<b>Financial</b>	<u><b>Lowest Qualified Offer / Offer under evaluation*100</b></u>	<b>30 points</b>	<b>30%</b>