

Terms of Reference for Individual Contractor

Post Title:	Portfolio Manager for the National Centre of Meteorology
Starting Date:	ASAP
Duration:	9 months
Location:	Jeddah, Saudi Arabia
Project:	United Nations Environment Programme (UNEP)
National or International consultancy:	International Consultant

A. Project Title

Portfolio Manager for the National Centre of Meteorology

B. Project Description

Organizational Setting:

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The Regional Office for West Asia delivers advisory services and capacity-building support to countries to achieve environmental and sustainable development objectives. This consultancy is established at the West Asia Office within the framework of the Strategic Cooperation Agreement between UNEP and the Ministry of Environment, Water and Agriculture of the Kingdom of Saudi Arabia. The expert will report to the Projects Manager at UNEP West Asia Office.

C. Duties and Responsibilities

Under the direct supervision of the Project Manager in UNEP West Asia Office and in coordination with the respective department in the Ministry of Environment, Water and Agriculture in Saudi Arabia and the National Centre for Meteorology, the expert will carry-out, inter alia, the following duties and responsibilities:

Support to Policies and Regulations

- Develop and support the implementation of the operational procedures and meteorology regulations of initiatives/projects under National Centre for Meteorology.
- Participate with departmental managers in developing and updating of strategy policies, regulations and procedures for the National Centre for Meteorology and assure that they are issued in accordance with the legal framework.
- Follow up with external and internal requests with relevant meteorology stakeholders for the National Centre for Meteorology.

Initiatives and Projects Management

- Support and participate in the execution of the Saudi/ Green Middle East Initiatives adopted under National Centre for Meteorology through:
 - the development of projects/initiatives charter, initiatives cards, initiatives scope, and governance in cooperation with the sponsor of the initiatives/projects in order to implement the projects in an effective manner
 - Participate in the development and review of the RFP documents, and contribute

effectively in the projects planning process.

- The development of tools and systems needed to monitor and control the execution of initiatives and update progress report regularly
- Overseeing the initiation phase of the projects, determining the budget requirement and availability.
- Communicate projects launch time with stakeholders and monitor projects execution while ensuring quality standards are met in all tasks. Conduct regular meetings with projects managers to measure the level advancement of initiatives.
- Ensure preparation of risk mitigation plans and reports in the event of serious projects problems.
- Develop progress status reports and identify problems that need to be addressed.
- Oversee project closure activities including reviewing projects reports to ensure that all outputs are delivered, and define lessons learned

Human Resources and Capacity Building

- Prepare annual human resources needs plan relevant to the initiatives in include n the overall HR plans for the National Centre for Meteorology
- Identify and raise the meteorology training and capacity building development needs of employees of the National Centre for Meteorology
- Propose goals and targets for staff in the relevant department(s) to ensure that the performance evaluation process is conducted efficiently.
- Improve and motivate the NCM departmental staff to ensure knowledge transfer and continuity of positive work environment.
- Set individual objectives, manage employee's performance, and provide feedback and guidance on training programs in order to maximize the performance of supervisees and departments

Communication and Outreach

- Prepare, update, and apply initiatives' marketing strategy for National Centre for Meteorology.
- Prepare, update, and apply initiatives' branding strategy for National Centre for Meteorology.
- Launch advertising campaigns of initiatives for National Centre for Meteorology.
- Coordinate the content published on initiatives' social media pages with internal entities Oversee the Department of Public Relations.

D. Expected Outputs and Deliverables

The expert will be expected to deliver the following outputs:

- Capacity building and training programmes for the staff of National Centre for Meteorology.
- Projects, workplans and budgets developed for the National Centre for Meteorology.
- Regular monthly and quarterly projects reports prepared and submitted for the National Centre for Meteorology.
- Monitoring and evaluations conducted for projects under the National Centre for Meteorology.
- Communication strategy and advocacy initiatives for the National Centre for Meteorology launched.

E. Institutional Arrangement

The expert will be supervised by the Project Manager in UNEP West Asia Office in close collaboration with the National Center for Meteorology and the relevant department in the Ministry of Environment, Water and Agriculture of Saudi Arabia.

F. Duration of the Work

The contract duration will be for an initial period of nine months with a possibility of extension subject to continuation of mandate, availability of funding and satisfactory performance.

G. Duty Station

Jeddah, Kingdom of Saudi Arabia

H. Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in a lump sum amount. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the Proposal.

Payments shall be made to the expert upon successful completion and certification by UNDP that services have been satisfactorily performed, based upon the actual number of working days.

Payment shall be made as a deliverables-based lump sum payment, to be paid in instalments. The schedule of payment will be distributed upon satisfactory submission of the deliverables listed in the table hereunder:

Payment	Deliverables/Milestones	Schedule
Monthly Payment	Monthly payment upon submission and acceptance of the monthly working plan and successful delivery of outputs.	Monthly

I. Qualifications of the Successful Individual Contractor

- **Minimum Academic Education:**
 - ✓ Advanced university degree or equivalent degree in meteorology, international relations, political science, public administration, or management or other related fields.
- **Minimum years of relevant work experience:**
 - ✓ Minimum 10 years of experience in meteorology, climate change or project and programme management.
- **Required skills and competencies:**
 - ✓ Previous practical experience in similar tasks in project management, strategic planning / leadership for meteorology and climate or related fields.
- **Desired additional skills and competencies**
 - ✓ Work experience on project management reporting and analysis.
 - ✓ Work experience on organizing training and workshops.
 - ✓ Experience on teamwork and communication skills.
 - ✓ Knowledge of environment issues in Saudi Arabia is an asset.
- **Required Language(s) (at working level)**
 - ✓ Fluency in written and spoken English is required, proficiency in Arabic is desirable.
- **Professional Certificates**
 - ✓ Possession of technical certification in Project Management such as PRINCE or/and PMP is desirable.

J. Recommended Presentation of Offer

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- c) **Financial Proposal** that indicates the all-inclusive total contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, 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.

K. EVALUATION

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.

Technical Criteria (CV review and Desk Review/Interview optional) – maximum 70 points. Only candidates who obtained **at least 70% of points from the CV desk review (who will score at least 49 points)** will be considered for the next stage of evaluation, i.e. financial evaluation.

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

- Educational qualifications: Advanced university degree (Master) or equivalent degree in meteorology, international relations, political science, public administration, or management.
- Minimum 10 years of experience in meteorology, climate change or project and programme management.
- Previous practical experience in similar tasks in project management, strategic planning / leadership for meteorology and climate or related fields.
- Fluency in spoken and written English **is required, proficiency in Arabic is desirable**.as indicated in the CV

Desired additional skills and competencies:

- Work experience on project management reporting and analysis.
- Work experience on organizing training and workshops.
- Experience on teamwork and communication skills.
- Knowledge of environment issues in Saudi Arabia is an asset.

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

Weight Per Technical Competence	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

UNDP applies the **“Best value for money approach”** – the final selection will be based on the combination of the applicants’ qualification and financial proposal.

Financial proposal – Maximum 30 points

- Duly accomplished Confirmation of Interest and Submission of Financial Proposal Template using the template provided by UNDP (Annex II)

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The contractor shall submit a price proposal as below:

The total professional fee shall be converted into a lump-sum contract and payments under the contract shall be made on submission and acceptance of deliverables under the contract in accordance with the schedule of payment linked with deliverables. Financial proposal should include all relevant cost (consultancy fees, all envisaged travel costs, living allowances, etc.).

Financial evaluation - Total 30% (30 points)

The following formula will be used to evaluate the financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest-priced proposal

z = price of the proposal being evaluated

Interested applicants are advised to carefully review this advertisement and ensure that they meet the requirements and qualifications described.

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Given the volume of applications that UNDP receives, only shortlisted offerors will be notified.

**UNDP reserves the right to reject any incomplete applications.
Please be informed that we don't accept applications submitted via email.**

Interested Offerors are required to submit an application via UNDP Jobsite system as the application screening and evaluation will be done through UNDP Jobsite system. Please note that UNDP Jobsite system allows only one uploading of application documents, so please make sure that you merge all your documents into a single file. Your online application submission will be acknowledged where an email address has been provided. If you do not receive an email acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application if necessary. Please combine all your documents into one (1) single PDF document as the system only allows to upload a maximum one document.

Any request for clarification/additional information on this procurement notice shall be communicated in writing to UNDP office or send to email mohammed.abbas@undp.org with a copy to nora.alzahid@undp.org. While the Procurement Unit would endeavour to provide information expeditiously, only requests receiving at least 3 working days prior to the submission deadline will be entertained. Any delay in providing such information will not be considered as a reason for extending the submission deadline. The UNDP's response (including an explanation of the query but without identifying the source of inquiry) will be posted in the Individual Consultant (IC) Procurement Notice page as provided above. Therefore, all prospective Offerors are advised to visit the page regularly to make obtain update related to this Individual Consultant (IC) Procurement Notice

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.

In view of the volume of applications UNDP receives, only shortlisted offerors will be notified.

L. Approval

This TOR is approved by: *[indicate name of Approving Manager]*

Signature _____
Name and Designation _____
Date of Signing _____