Post Title: Environment and Energy Experts

Main sector of Assignment: Energy and Environment
Detailed sector of assignment: Support analysis and Project development
Location: Thimphu, Bhutan
Application Deadline: 15th April 2020
Type of Contract: Individual Contract (IC)
Post Level: National Consultant
Languages Required: English
Starting Date: May 2020
(Date when the selected candidate is expected to start)
Duration of Initial Contract: 7 months
Expected Duration of Assignment: Extendable

Background
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 and the engagement of different institutions among the private and public sectors.

Climate change is the single greatest challenge humanity has ever faced, threatening water and food security, health, livelihoods, and the safety of billions of people. The global response to this challenge must be just, inclusive, and leave no one behind, while seeking the most efficient climate solutions that advance multiple Sustainable Development Goals at once. UNDP has recently launched its ambitious “Climate Promise” which will support 100 countries to enhance their Nationally Determined Contributions (NDCs) under the Paris Agreement by 2020, with demonstrated increase in ambition for greater emissions reduction and resilience building. To deliver this promise, UNDP is leveraging its extensive expertise and capacities across the world, including through our donors and partners, to support country offices.

UNDP in cooperation with the Italian ministry of Environment, would like to deploy national Individual Contract officer who will advise on the management of the growing demand of support in the areas of climate and environment policy, with particular focus on renewable energy sector and within the overall framework of delivering the Climate Promise support in 2020.

Duties and Responsibilities
Under the direct supervision of the UNDP Cluster Lead, Environment and Livelihood, and the overall guidance of the Africa Centre for Climate and Sustainable Development (ACSD) Coordinator, the incumbent is expected to assist with the following activities and tasks:
1. **Delivery, monitoring and reporting of Climate Promise and Environment related projects (50%)**
   - Resource mobilization through design of projects on Renewable energy, waste and other NDC priority sectors
   - Engage with stakeholders working on Bhutan’s 2nd NDC and coordinate on the roadmap for NDC2 priority sectors.
   - Engage with any other stakeholder working in the NDC review and enhancement process, under the guidance of Government, ensuring that all activities are coherent with each other and not overlapping.
   - Conceptualize of the draft NDC 2 and its Implementation Plan through the engagement of the different state and non-state actors
   - Conduct thorough analysis and research of the political, social, economic and environmental situation in the country and preparation of substantive inputs to strategies, reviews, evaluations and project designs;
   - Review and revise workplans and budgets and provide inputs to the preparation of results-based work plans;
   - Support the preparation of project progress reports and related presentations, briefings, knowledge products and relevant documents as required;
   - Support the quality assurance of the portfolio through the substantive and financial monitoring of projects, including through filed visits, to identify operational bottlenecks and develop recommendations for effective solutions; Liaise with the regional technical advisor/hub focal point on the implementation progress and advise of any deviations from the project plan;
   - Manage information flows and oversee project implementation in cooperation with the ACSD office and regional technical advisor/hub focal point;
   - Support the recruitment of consultants and the administration of contracts through: drafting TORs, finalizing advertisements, screening, long and short listing, interviews;
   - Maintain records of project files and other supporting documents;
   - Prepare project completion reports and ensure compliance with contractual obligations;
   - Provide strategic support to all aspects of the climate and environment portfolio through anticipatory action, proactive monitoring, data mining, production of studies and processes supporting the alignment of the portfolio targets with the UNDP Business Plan;

2. **Stakeholder management, partnership coordination, and external relations (30%)**
   - Support the coordination and management of communications with donors, implementing partners, and other cooperation agencies;
   - Liaise and build relationships with government counterparts, other United Nations (UN) agencies, international non-governmental organizations (I/NGOS), academia, private sector, civil society, and other relevant stakeholders;
• Support the establishment of strategic partnerships and management of external relations;
• Conduct analysis and research of information on partners and donors for the preparation of substantive briefs on possible areas of cooperation, identification of cooperation opportunities;

3. **Knowledge management and innovation (20 %)**
• Contribute to knowledge building and sharing related to the current and emerging trends in the fields of sustainable development, climate change, energy, resource efficiency;
• Contribute to the compilation and dissemination of best practices and lessons learned through relevant knowledge platforms including the UNDP Global Community of Practices related to Energy, Climate and Environment;
• Identify and synthesize of best practices and lessons learnt directly linked to the Climate Promise and the climate/environment portfolio;
• Keep well-informed of new developments and innovative approaches/solutions in the areas of climate change and environmental management and actively contribute to the office learning process and corporate knowledge tools

**Expected Outputs:**
• Satisfactory Submission of the overall workplan for the duration of the contract to meet the deliverables as stipulated in the duties and responsibilities
• Monthly workplan and deliverables to achieve the results as defined in the duties and responsibilities
• Completed and acceptance of the final report.

**Competencies**

**Core Competencies**
• Innovation: *Ability to make new and useful ideas work*
• Leadership: *Ability to persuade others to follow*
• People management: *Ability to improve performance and satisfaction*
• Communication: *Ability to listen, adapt, persuade and transform*
• Deliver: *Ability to get things done*

**Primary Technical/Functional Competencies:**

• **Project Management:** *Knowledge of project and programme development work and the ability to apply in strategic and/or practical situations*
• **Partnerships:** *Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships*
• **Quality of work:** Ability to deliver high-quality work and manage competing priorities in time sensitive situations

• **Analytic sense:** Ability to evaluates information accurately and identifies key issues required to resolve problems

• **Teamwork and task resolution:** Ability to work in teams and across units effectively and shows conflict resolution skills

**Secondary Technical/Functional Competencies:**

• **Knowledge Management:** Ability to efficiently handle and share information and knowledge

• **Inter-personal skills:** Ability to communicate effectively in a multi-cultural environment

• **Self-reliance:** Ability to establishes priorities for his-herself, schedules activities to ensure optimum use of time and resources

• **Sensitivity and adaptability:** Display cultural, gender, race, nationality and age sensitivity and adaptability

• **Commitment to UNDP:** Demonstrates commitment to UNDP’s mission, vision and values

**Required Skills and Experience**

- Master’s Degree or equivalent Advanced Degree in environment, Renewable Energy and Energy Efficiency, climate change, social sciences related to natural resources management and/or sustainable development

**Experience:**

- A minimum of five years of work experience related to sustainable development, climate change, natural resource management or environmental protection;
- Demonstrated experience in the areas of project development, planning, implementation, and monitoring;
- Experience working with the UN or another international organization would be considered an advantage;
- Experience working with multi-donor and/or vertical funded (GCF, GEF, AF, LDCF/SCCF) projects is highly desirable;
- Experience working in a multi-cultural setting is desired;
- Experience in the use of an ERP system is an added advantage;
- Strong communication, written and presentation skills

**Language Requirements:**

- Fluency in English
Institutional arrangements:
The Consultant will work with the team consisting of DRR and Environment and Livelihood Program under the guidance and direct supervision of the UNDP Resident Representative.

Duty Station:
The Consultant will be based in UNDP Bhutan Country Office, Thimphu Bhutan,

Duration of work:
Expected duration of 7 months with possible extension and he/she will report to work on a daily basis (5 days a week).

Payment Schedule:
The applicant is required to submit financial proposal for monthly payment. Monthly payments shall be based on the approved completion of agreed deliverables as per the monthly work plan. The Supervisor (Portfolio Manager, Environment and Livelihood Program) shall review the monthly deliverable report and certify the monthly payment.

Evaluation Method & Criteria:
The evaluation of applications will be based on the combined scoring of 70% technical and 30% financial. The highest ranked candidate will be invited for an interview to validate the candidate’s competency. If the highest ranked candidate is found unsatisfactory, the second-ranked candidate may be approached for the interview.

Recommended Presentation of Offer
Applicants are requested to apply online through procurement.bt@undp.org before 5 PM (Bhutan Standard Time) on 15th April 2020. The consultant is invited to submit applications along with the following documents:

  a. Duly accomplished Letter of Confirmation of Interest and Availability using template provided by UNDP; please refer to the link above
  b. Personal CV, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate
  c. At least three (3) professional references;
  d. Brief description of why the individual considers him/herself as the most suitable for the assignment, and a proposed work plan and methodology on how they will approach and complete the assignment.
  e. Financial Proposal that indicates the all-inclusive cost supported by a breakdown of costs in Ngultrum for monthly payment.