INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Country: Home-Based and Various

Description of the assignment: RBA EXPERTS ROSTER, SUPPORT TO UNDP PROJECTS AND PROGRAMMES: Climate Change and Resilience

Project name: Multiple Projects

Period of assignment/services: Will vary as per requirement and range from a few days to several months over a calendar year.

Proposal should be submitted at our secured email address at: procurement.rsca@undp.org site no later than November 23, 2018 before mid-night UTC +3 hours

Any request for clarification must be sent by e-mail: rsca.icroster@undp.org. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

UNDP’s Strategic Plan emphasizes the critical links between environmental sustainability and efforts to eradicate poverty, reduce inequalities, and strengthen resilience. Drawing on over forty years of experience, UNDP assists countries to implement their obligations under Multilateral Environmental Agreements (MEAs) and to integrate environmental concerns into national and sectoral plans and strategies; secure resources; implement programmes that advance inclusive, sustainable and resilient development, and strengthen livelihoods.

UNDP’s support for environmental management and nationally owned sustainable development pathways includes the following areas: biodiversity and ecosystem services, including forest and wildlife management and Reduced Emissions from Deforestation and Degradation (REDD+); sustainable land management and desertification; water and ocean governance; climate change adaptation and mitigation; sustainable energy; chemicals and waste management; green economy; and extractive industries. UNDP works across these areas to address issues of environmental governance, policy, regulation, capacity development, financing, human rights, gender, technology, South-South learning, and public, private, and civil society partnerships at all levels.

For detailed information, please refer to Annex 1- Terms of Reference.
2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

To be considered for inclusion in the roster, applications would need to have expertise in one or more of the following areas:

1. **Natural Resource Management**:
   - Ecosystem management;
   - Biodiversity conservation;
   - Illegal trade in wildlife;
   - Land use and land degradation;
   - Forestry conservation and management;
   - Water resource management;
   - Coastal and marine resources management.

2. **Chemicals Management**:
   - Management and control of ozone-depleting substances (ODS);
   - Management and control of persistent organic pollutants (POPS);
   - Strategic Approach to International Chemicals Management (SAICM);
   - Management and control of mercury.

3. **Environmental Governance**:
   - Environmental policies, laws and regulatory frameworks;
   - Environmental impact assessments;
   - Environmental finance and economics;
   - Environmental and social safeguards;
   - Indigenous peoples’ rights;
   - Access and benefit sharing;
   - Mainstreaming environment into development planning;
   - Regional and/or multilateral negotiations for the management of shared/trans-boundary resources.

4. **Energy**:
   - Energy policies, laws, and regulatory frameworks;
   - Energy efficiency (especially in buildings; Appliances and infrastructure);
   - Renewable energy technologies and systems (including solar, wind, thermal, biomass and hydropower);
   - Access to modern energy services (including off-grid distributed power generation technologies, and thermal energy technologies);
   - Waste to energy technologies (including methane capture, incineration and anaerobic digestion);
   - Sustainable transportation (including non-motorized and public transport);
   - Sustainable cities (integrated approaches to urban energy and transport needs);
   - Financial instruments and financial modelling.
5. **Climate Change:**
   - Climate change modelling and scenarios;
   - Reducing greenhouse gas emissions (i.e., climate change mitigation);
   - Climate finance instruments (including NAMAs, standardized baselines and carbon finance);
   - Monitoring, Reporting & Verification (MRV) of greenhouse gas mitigation measures;
   - Adapting to climate change, including vulnerability assessment and risk mitigation.

3. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

   **I. Academic Qualifications:**
   - Environmental policy, environmental management, biological or earth sciences, forestry or land management, environmental or electrical engineering, chemistry, environmental or natural resource economics, energy, waste management, etc

   **II. Years of experience:**
   - **Band 1, Implementation Support**: Master’s Degree in relevant field with minimum 3 years of relevant work experience, or Bachelor’s Degree in relevant field with minimum 5 years of relevant work experience;
   - **Band 2, Specialist Support**: Master’s Degree in relevant field with minimum 7 years of relevant work experience, out of which minimum 3 years of international experience as a requirement;
   - **Band 3, Senior Advisory**: Master’s Degree in relevant field with minimum 12 years of relevant work experience, out of which minimum 5 years of international experience as a requirement;
   - Demonstrated experience in research, analysis, policy support, programme and project development, project management, knowledge management, and/or monitoring, reporting and evaluation;
   - Proven experience working with a wide variety of development actors including governments, international development organizations (including United Nations agencies), donors and other funding agencies, private sector entities, and/or civil society organizations including community groups, academia and the media;
   - Previous work experience in Africa is an asset.

   **III. Competencies:**
   - Good track record in project management, with UNDP experience being an asset;
   - Understanding of Government functioning and systems;
   - Updated familiarity on, various international projects on across one or more areas of expertise;
   - Familiarity with UNDP ERP would be advantageous;
   - Working knowledge of objectives-oriented project planning, or results-based management;
   - Leadership skills.

   **IV. Language Requirements:**
   - Excellent oral and written English; Fluency in French, Portuguese and/or Spanish would be an asset, or a requirement, for some assignments.

   *For detailed information, please refer to Annex 1 - Terms of Reference*
4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

I) A cover letter, clearly identifying the “Areas of Expertise” as mentioned in the background section above;

II) Updated P11 and 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;

III) Daily professional fee.

Please submit the above documents in one of the following two addresses

- procurement.rsca@undp.org

5. Travel

Travel: For each assignment UNDP shall reimburse cost of travel from the place of domicile of the individual to the place of assignment (most direct economy fare).

This includes all travel to join duty station/repatriation travel. In general, UNDP should 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.
6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Stage 1: Establishing a Roster:

Applicants will be screened against qualifications and the competencies specified above and will be evaluated as per following criteria.

All applicants will be initially screened against the minimum requirements as in TOR and those meeting the minimum requirements will be long-listed.

Long-listed applicants will be evaluated through a Desk review and/or interview against the following criteria based on evident in the submitted application:

- Demonstrated specialised expertise in a minimum of one of the five areas of expertise mentioned in the ToR: 1) Natural Resources Management, 2) Chemicals Management, 3) Environmental Governance, 4) Energy, and/or 5) Climate Change – 40 points;
- Demonstrated specialised experience in working with UNDP and/or other agencies accredited by the GEF and/or GCF in policy and strategy development, result-based programme/project design and formulation using the logical framework analysis, capacity development, communication and knowledge management, and monitoring and evaluation aspects required for fulfilling the consultancy successfully. Experience in Africa will be considered as an advantage. – 40 points;
- Demonstrable educational qualifications and experience on projects related to the five areas of expertise mentioned above for requisite duration (Band 1, Band 2 or Band 3). – 10 points;
- Demonstrated language skills: excellent oral and written English; Fluency in French, Portuguese and/or Spanish would be an asset or a requirement for some assignment – 10 points. Demonstrated language skills: and ability to write reports, presentations and briefs – 10 points;

Only those candidates who obtain a total technical score of 70 and above will be included in the roster.

Successful candidates will be included in UNDP RSCA Experts Roster for a period of 5 years, in one of the "bands" indicated above. However, the addition of an individual in the Roster does not guarantee a contract with UNDP.

Interested candidates are advised to carefully review this advertisement and ensure that they meet the requirements and qualifications described above. Qualified women are encouraged to apply.
Stage 2: Evaluation and call off mechanism for specific assignment /Contracting/:

When a request for services arises, the roster manager shall contact the individuals included in the specific area of expertise with ToR, location and dates of the assignment seeking confirmation of availability, as well as other costs such as living allowance, travel cost, etc. The daily fee quoted by the individual during this application process shall remain as the ceiling fee and cannot be increased upwards for any offered individual assignment(s).

Consultants that confirmed their availability for Specific assignment will be evaluated in one of the two evaluation criteria that shall be clearly indicated in the respective assignment ToR

1. **Lowest price and technically compliant offer**
   When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:
   a) responsive/compliant/acceptable, and
   b) Offering the lowest price/cost
   “responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

2. **Cumulative analysis**
   When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

   * Technical Criteria weight; [To be determined]

   * **Financial Criteria weight; [To be determined]**

   Only candidates obtaining the minimum point specified on the assignment ToR, in the technical evaluation, would be considered for the financial evaluation
The individual selected for the deployment will be contracted as an Individual Contractor to the UNDP.

- The Contract and its terms and conditions are non-negotiable.

**Payment:**
Payment(s) shall be made following certification by the hiring UNDP Office that the services related to each deliverable, as specified in the contract, have been satisfactorily performed and the deliverables have been achieved by or before the due dates specified, if any.

**Other information**
- This call for experts is not linked to other UNDP rosters or to a specific UNDP recruitment opportunity.
- Due to the large number of applications we receive, we are only able to inform the successful candidates about the outcome or status of the selection process.

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR) –**