SERVICE PROVIDER PROCUREMENT NOTICE
International Consultant based in Lao PDR - Project Design and Team Leader

Date of issue: 6 August 2020

POST TITLE: Team Leader and Project Development
International Project Design Specialist (GEF PPG) will also be the Team Leader

AGENCY/PROJECT NAME: United Nations Development Programme (UNDP) / GEF LDCF PPG - Xe Bang Hieng and Luang Prabang City

PLACE OF ASSIGNMENT: 80% Home-based; 20% meet in person with government and relevant stakeholder and site visit in Savannakhet and Luang Prabang city

DURATION OF ASSIGNMENT: 80 days over a 8-month period

STARTING DATE: As soon as possible.

DEADLINE FOR SUBMISSION OF PROPOSALS: 16 August 2020

Background
The Global Environment Facility (GEF), Project Identification Form (PIF) was approved in 58th Council Meeting of GEF in early June 2020. As a result of the approval a Project Preparation Grant (PPG) has been awarded to develop the project concept into a full project: Integrated Water Resource Management and Ecosystem-based Adaptation (EbA) in the Xe Bang Hieng river basin and Luang Prabang city.

The project will strengthen integrated catchment management (ICM) and integrated urban flood management within the Xe Bang Hieng river basin (Savannakhet) and also the city of Luang Prabang, respectively, for increased climate resilience of rural and urban communities. This approach will ensure that water resources and flood risks are managed in an integrated manner, considering spatial interlinkages and dependencies between land use, ecosystem health and underlying causes of vulnerability to climate change. The project will also contribute towards improved hydrological and climate risk modelling and information systems, which will in turn inform flood management as well as adaptation planning, and enhance capacity of national and provincial decision makers, as well as local stakeholders through use of the improved information system.

Using Integrated Catchment Management (ICM) and integrated urban flood management approaches and also based on integrated adaptation planning, the project will support Ecosystem-Based Adaptation (EBA) interventions, including those that improve water resource management and reduce vulnerability to floods and droughts. These interventions will be complemented by capacity development and awareness raising as well as support for rural communities to adopt climate-resilient livelihood strategies and climate-smart agricultural practices.

The project is expected to directly benefit 492,462 people, of whom over fifty percent will be women, and to enhance the climate resilient management of 86,000 ha of land. It will mainstream climate resilience in ten policies and plans, and train 2,116 people in climate change adaptation and vulnerability reduction.

The following information is to be consulted as background for the GEF PPG phase:

- PIF cleared for WP inclusion or GEF Council approved PIF (PFD and child project concept note for projects that are part of a program) and Project Initiation Plan.
- SESP pre-screening (of PIF)
- Comments from GEF Secretariat
- Annotated UNDP-GEF Project Document Template and associated guidance included therein
- UNDP policies and procedures
- UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA) and
- GEF policies, in particular GEF policies on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available here.

The final outputs of the GEF PPG are:
1. UNDP-GEF Project Document (ProDoc).
3. **GEF CEO Endorsement Request** and all mandatory annexes; and
4. Validation Workshop report (required for projects with a high SESP categorization; as appropriate for all others).

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document will be submitted to UNDP and saved for future reference.

**Scope of work and Responsibility**

1) **Management of the GEF PPG Team**
   a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs), the PPG team; and
   b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
   c. Verify and ensure that all project components are technically sound and cost effective.
   d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate;
   e. Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable;
   f. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;
   g. Lead and oversee the identification of opportunities for private sector engagement and co-financing;
   h. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process;
   i. Oversee consultations with partners regarding financial planning; and
   j. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

2) **Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):** With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:
   a. Develop, present and articulate the project’s theory of change;
   b. Develop the Results Framework in line with UNDP-GEF policy;
   c. Develop a detailed Monitoring and Evaluation Plan and Budget;
   d. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan;
   e. Oversee and ensure the preparation of a Gender Action Plan and Budget;
   f. Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s) as required;
   g. Oversee the preparation of the required GEF tracking tools (if required) and GEF Core Indicators and ensure these are supported by robust and validated data;
   h. Secure all co-financing letters;
   i. Prepare the indicative procurement plan;
   j. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;
   k. Ensure the completion of the required official endorsement letters; and
   l. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.¹

3) **Validation Workshop (Component C):**
   a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans;
   b. Oversee all necessary revisions that arise during the workshop; and
   c. Ensure completion of Validation Workshop Report.

4) **Preparatory Technical Studies and Reviews (Component A):** With inputs from the national consultants, as detailed in their respective TORs:
   a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;

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¹ Please verify with the UNDP-GEF team that the correct templates are being used.
b. Lead and oversee the stakeholder analysis and consultations, with support from national consultants, and ensure that they are complete and comprehensive including consultations with the private sector and tourism associations and bodies;

c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework;

Expected Results and Deliverables

Output 1: Detailed methodology and work plan with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs), the PPG team;

Output 2: Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;

Output 3: Finalized SESP (and stand-alone management plans as required);

Output 4: Validation Workshop Report.

Output 5: All documentation from GEF PPG revised based on feedback (including technical reports, meeting minutes, etc.); and Completion of the GEF CEO Endorsement Request;

1. Degree of expertise and qualification

A. Academic Qualifications:
Master’s degree or higher in a relevant field, such as natural resources management, Integrated Water Resource Management, Ecosystem-based Project, forestry, environmental economics, environmental science or conservation or related field;

B. Years of experience:
Minimum 10 years of demonstrable experience in the technical area of Integrated Water Resource Management (IWRM) and Ecosystem-based Adaptation (EbA) and in preparing high quality project documents, particularly for UNDP and GEF projects;

C. Competencies:
- Excellent written and oral communication skills in English;
- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;
- Knowledge of and experience in submission GEF LDCF proposals as a Team Leader.
- Experience working in Lao PDR on related initiatives highly desired.

REQUIREMENTS FOR SUBMISSION OF PROPOSALS:

All interested and qualified International Independent Consultants should apply on-line using the following links:

1) UNDP Lao PDR Country Office website at https://www.la.undp.org/content/lao_pdr/en/home/jobs.html or

In order to make submission please read the attached relevant documents which are available on UNDP Lao PDR web-site above

1) TOR (Annex I)
2) Individual Contract template & IC General Terms and Conditions _ Annex II;
3) OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY _ Annex III

Documents to be included when submitting the proposals:

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

(i) Technical Proposal as per Annex III “OFFEROR’S LETTER” to UNDP confirming interest and availability, explaining why you are the most suitable for the work;
(ii) Providing a brief methodology on how you will approach and conduct the work including the work schedule for the delivery of outputs/deliverable;
(iii) CV of education and work experience, including past experience in similar work/projects and contact references of at least 3 references for whom you have rendered preferably the similar services;
1) Financial proposal:
   (i) Detailed financial proposal: Lump sum offer with clear cost breakdown against each deliverable.

Note: The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon monthly outputs, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days). All envisaged travel costs must be included in the financial proposal. UNDP accept travel costs not exceeding of an economy class air ticket.

Instructions for on-line submissions:
   1) Step 1: Please prepare all required documents electronically;
   2) Step 2: Combine all documents in ONE SINGLE FILE (preferably in PDF however Word format can be also accepted) and upload to the UNDP Jobs using the links above;
   3) Step 3: After that you will receive an auto reply from the UNDP jobs if your offer is received successfully.

Incomplete proposals or proposals received after the deadline will be rejected.

Please kindly refer to the Terms of Reference Annex I for detailed information on:
   Project’s background
   Scope of work and Responsibilities
   Deliverables
   Requirements for Experience and Qualifications

Evaluation of Proposals:

Individual consultants will be evaluated based on the cumulative analysis methodology.

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<th>Criteria</th>
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<td>Technical criteria</td>
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<td>a. Education / background</td>
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<td>Master’s degree or higher in a relevant field, such as natural resources management, Integrated Water Resource Management, Ecosystem-based Project, forestry, environmental economics, environmental science or conservation or related field;</td>
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<td>b. Experience and competencies of consultant</td>
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<td>Minimum 10 years of demonstrable experience in the technical area of Integrated Water Resource Management (IWRM) and Ecosystem-based Adaptation (EbA) and in preparing high quality project documents, particularly for UNDP and GEF projects;</td>
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<td>Excellent written and oral communication skills in English;</td>
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<td>Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;</td>
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<td>Knowledge of and experience in submission GEF LDCF proposals as a Team Leader.</td>
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<td>Experience working in Lao PDR on related initiatives highly desired.</td>
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<td>c. Proposed work plan and approach to carry out the assignment</td>
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<td>All aspects of the TOR have been addressed in sufficient detail.</td>
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<td>Implementation schedule.</td>
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<td>Quality assurance measures.</td>
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<td>Financial Criteria</td>
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<td>Total points obtainable</td>
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Cumulative analysis: The award of the contract will be made to a consultant who 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:
      * Technical Criteria weight; [0.7]
      * Financial Criteria weight; [0.3]
Only a consultant obtaining a minimum of 50 points in the technical rating would be considered for the financial evaluation.

Note: Any request for clarification must be sent in writing to the following e-mail: surith.sengsavang@undp.org with CC to thome.xaisongkham@undp.org.

UNDP Lao PDR will respond in writing 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.

Please note that only short-listed candidates will be notified.

Qualified female candidates are strongly encouraged to apply.

For more detailed information about UNDP Lao PDR please visit our website at https://www.la.undp.org/content/lao_pdr/en/home/