### CALL FOR APPLICATIONS: RBA EXPERTS ROSTER, SUPPORT TO UNDP PROJECTS AND PROGRAMMES: Climate Change and Resilience

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| **Location** | Home-Based and Various |
| **Application deadline** | 4 weeks from date of publishing |
| **Type of Contract** | Individual Contractor |
| **Post Level** | National Consultant |
| **Languages required:** | English (Professional proficiency in French, Portuguese, and Spanish are considered as an advantage, or a requirement, for some assignments.) |
| **Duty Station** | Various |
| **Duration of Initial Contract:** | Varies from a few days to several months |

**BACKGROUND**

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| 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 use and energy efficiency, renewable energy technologies and access; 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.  As a leading purveyor of environmental technical assistance and grant financing, UNDP works in 47 countries in the sub-Saharan Africa region. UNDP is an accredited multilateral implementing agency of the Global Environment Facility (GEF), Multilateral Fund for Implementation of the Montreal Protocol (MLF), Adaptation Fund (AF) and the Green Climate Fund (GCF). As such, UNDP offers integrated technical services for needs assessment, programme formulation, resource mobilization, implementation oversight, knowledge and results management, and evaluation.  In order to ensure continued support to our initiatives, UNDP invites candidates to send their applications for inclusion in a Vetted Roster of external experts. The process for including candidates in the Expert Roster is described in the later sections of this advertisement.  **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; * Protection of Wildlife protection; * Sustainable land management; * Forestry conservation and management; * Water resource management; * Coastal and marine resources management.  1. 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 2. 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. 3. 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 on- and 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. 4. 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; |

**DUTIES AND RESPONSIBILITIES**

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| **Tasks assigned in each individual assignment may include one or more of the following:**  **Policy and Strategy Development:**   * Prepare policy briefs, status papers on developmental challenges/issues based on secondary review of existing literature for evidence-based advocacy and policy dialogue; * Develop guidelines and national and sub-national strategy in the areas of institutional strengthening; * Develop institutional and regulatory frameworks to facilitate climate change and adaptation and disaster risk reduction; * Review policy literature in respect of the subject; * Formulate strategic national and sub-national development policy and regulatory frameworks; * Identify barriers and solutions for proposed interventions; * Identify risks and develop mitigation/management strategies.   **Project Design, Formulation & other project related functions:**   * Prepare conceptual framework/concept note on new area of work/developmental challenge; * Provide technical assistance in identification of developmental challenges, target areas, beneficiaries and partners and formulation of implementation strategy for UNDP support; * Provide technical support in development of new interventions/projects with implementation (operational plan, monitoring and resource requirement), institutional, financial and management arrangements; * Identify issues and barriers, formulate and implement interventions that focus on removing barriers and address issues; * Conduct studies on project/program highlights, activities and processes involved; * Prepare project documents, including reporting documents such as Project Implementation Reviews (PIRs); * Identify areas/beneficiaries and partners; timing, sequencing of activities; mobilization of finance; * Conduct gender analysis/assessment to ensure gender mainstreaming and empowerment through all UNDP interventions; * Prepare project proposals to ensure innovation in concepts, strategies, theory of change, results-orientation using log frames, and incorporation of best practices; * Develop work plans, budgets, monitoring and procurement plans; * Review project documents or other project related documents, including reporting documents such as Project Implementation Reviews (PIRs), for quality assurance.   **Research and Documentation:**   * Undertake secondary research in the new areas of developmental concern based on review of existing literature; * Develop research design, research questions and scope of work for undertaking primary research in new areas; * Document good practices, case studies, innovations and pilot models for wider dissemination and sharing; * Undertake process documentation of models for up scaling; * Conduct financial and economic modelling.   **Capacity** **Development/Training:**   * Based on capacity assessment, develop Capacity Development Plan to achieve the milestones identified and address the identified capacity gaps;        Develop target specific training tools/tool-kits and manuals based on training needs assessment;   * Design training curriculum, conduct and/or coordinate training programmes for various stakeholders; * Carry out capacity assessments of public institutions and government institutions for development of strategic interventions for institutional strengthening; * Design and delivery of training tool-kits, products etc.; * Conduct, facilitate and/or coordinate trainings and workshops.   **Knowledge** **Management and Communications:**   * Prepare knowledge and communications products related to the projects/programs (Audio, Video and print publication material); * Review of knowledge products (subject, design and content); * Prepare and publish featured articles and case studies in publications of the UNDP, other pertinent organizations, academic journals; * Disseminate knowledge and communications products; * Develop literature on best practices and case studies; * Contribute to Communities of Practice (CoP).   **Monitoring & Evaluation:**   * Monitor and evaluate effectiveness of national and sub-national policies; * Carry out required independent monitoring and evaluation of UNDP projects; * Facilitate community and process monitoring; * Undertake Baseline and client satisfaction surveys; * Evaluate technical bids; |

**FUNCTIONAL COMPETENCIES**

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| * Good track record in project management and/or development, and UNDP experience is an asset; * Understanding of government functioning and systems; * Updated familiarity of various international projects on or across one or more areas of expertise; * Working knowledge of objectives-oriented project planning, or results-based management.   Leadership skills:   * Strong interpersonal and communication skills; * Strong analytical, reporting and writing skills; * Strong coordination skills; * Openness to change and ability to receive/integrate feedback; * Ability to plan, organize, implement and report on work; * Ability to work under pressure and tight deadlines; * Ability to work independently with limited supervision and as a part of an interdisciplinary team; * Proficiency in the use of office IT applications and internet; * Outstanding communication, project management and organizational skills; * Excellent presentation and facilitation skills and ability to work in multi-cultural environments; * Demonstrates integrity and ethical standards; * Positive, constructive attitude to work. |

**REQUIRED SKILLS AND EXPERIENCE**

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| **Education, experience and skills:**   * **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.   **Relevant Field of Education:**  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.  **Language Requirements:**  Excellent oral and written English; Fluency in French, Portuguese and/or Spanish would be an asset, or a requirement, for some assignments.  **Evaluation of Applicants:**  Applicants will be screened against qualifications and the competencies specified above and may be may be requested to participate in a brief interview.  Interested candidates are advised to carefully review this advertisement; the procurement notice and ToR attached here and ensure that they meet the requirements and qualifications described above.  Qualified women are encouraged to apply.  **Applications should include:**   * **A cover letter,** clearly identifying the “Areas of Expertise” as mentioned in the background section above; * **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; * **Daily professional Fee.**   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.  **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). * **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). * 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; * For any clarifications please write to: -rsca.icroster@undp.org |