

**Individual Consultant**

**TERMS OF REFERENCES and PROCUREMENT NOTICE**

Date: 29.04.2022

**Country:** Republic of Azerbaijan

**Project name:** National Adaptation Plan (NAP) Support Project for adaptation planning and implementation in Azerbaijan

**Description of the assignment:** Private Sector Engagement Consultant

**Period of the assignment/services:** 12 months (May 2022 – April 2023) , 150 consultancy days

Proposal should be submitted by email to [procurement.aze@undp.org](mailto:procurement.aze@undp.org) no later than May 12, 2022, 18:00 by local time, Azerbaijan

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP in Azerbaijan will respond 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 shortlisted consultants.

**1. BACKGROUND**

Financed by Green Climate Fund (GCF) this project will support the Government of Azerbaijan to facilitate the development of the National Adaptation Plan (NAP) and improve climate change adaptation (CCA) actions in three priority sectors identified by the Ministry of Ecology and Natural Resources (MENR) of the Republic of Azerbaijan through stakeholder consultations: water, agriculture and coastal areas.

The NAP readiness support objective is to increase capacity on climate resilience and adaptation in those three sectors through the implementation of actions and activities that will reduce or eliminate barriers for an effective adaptation process at both the national and local levels.

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

In the scope of the project, the UNDP Country Office in Azerbaijan will contract the services of the Private Sector Engagement Consultant to assist the “National Adaptation Plan (NAP) Support Project for adaptation planning and implementation in Azerbaijan” Project to enable proper engagement of private sector to contribute to the development of the National Adaptation Plan of Azerbaijan.

S/he will work closely with the project national consultants, under overall supervision of the National Project Manager.

**Duties and Responsibilities**

Specifically his/her responsibilities will include but are not limited to the following:

* Analyze private sector role in CCA and identify options to integrate climate change adaptation measures into private sector
* Assess Climate Change risks to businesses and private sectors
* Assess cooperation between public and private sectors on Climate Change adaptation and mitigation
* Support project activities related to the private sector
* Design Concept note and agenda for the Private Sector Engagement Forum
* Act as focal point for PSE-related activities in Climate Change Adaptation (CCA) team both internally within UNDP and with external stakeholders.
* Support overall the project in preparing project proposals with a private sector engagement (PSE) component.
* Provide technical input in leading PSE design component for NAP Project, including liaising with private sector actors to identify engagement opportunities and key entry points.
* Develop capacity within NAP team on designing activities that ‘crowd-in’ private sector investment and increase private sector engagement.
* Lead engagement with different teams within UNDP on potential collaboration opportunities in the area of CCA with a focus on PSE.
* Lead development of any PSE-related communications work for NAP Project.
* Assist in mapping out broader private sector engagement strategy for portfolio of CCA project concepts and proposals.

**3. EXPECTED DELIVERABLES AND TIMETABLE**

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| **Deliverable** | **Timetable** |
| 1. Project workplan on Private Sector Engagement including the report of the consultation with project team and stakeholders | **May/June 2022** |
| 1. Develop Strategy Note for CCA PSE-related initiatives and ensure follow through on activities | **July 2022** |
| 1. Completion of Private Sector Engagement Communications work for the Project team | **September 2022** |
| 1. Concept Note and Agenda of Private Sector Engagement Forum | **October 2022** |
| 1. Recommendations to improve coordination between public and private sector in CCA | **January 2023** |
| 1. Final report and recommendations | **March 2023** |

**Location:** The assignment will be based in Baku, Azerbaijan.

**Travels**: No international travels are envisaged at this point. Some local travels may be required, which should be covered seperately. Travel costs will be covered by UNDP.

**Reporting**:

S/he will be reporting to the National Project Manager. The consultant must ensure timely fulfillment of his/her assisting and support actions, including reporting, thus making timely and sufficient contribution to the timely preparation and submission of the project implementation and procurement plan as well. The local consultant should closely collaborate with the National Project Manager in order to complete the above-mentioned deliverables with high quality. The language of the report should be discussed with the National Coordinator priorly after finalizing the contracting process and shall be submitted in English.

**4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| * Master’s degree in economics, finance, international relations, or development-related area of study * At least 5 years of relevant professional experience in development finance, investment, private sector development, climate change, disaster risk management, partnership programme development and/or relevant fields * Previous working experience in the projects related climate change and environment related projects and private sector engagement strategy. * Demonstrated experience working with the private sector and financial institutions; Can conduct/ interpret, and analyze financial models, particularly in regard to climate and environmental risks, costs and returns * Fluency in English and Azerbaijan is required |

**5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

* Offeror’s letter to UNDP conforming interest and availability for the Individual Contractor (IC) Assignment
* CV or duly filled out and signed P11 Form
* Description of Approach to Work
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

If any of the above-mentioned documents is missing UNDP holds the right to reject the respective proposal altogether.

**6. FINANCIAL PROPOSAL**

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| **Contract Payment:**   * **Lump sum contracts**   The payments will be made in 5 tranches in accordance with the deliverables in the attached TOR. In the financial proposals, candidates should show the total amount expected for this work. The payment will be done due to the following schedule:   1. 1st installment – 10 % of the total amount upon completion of deliverables #1; 2. 2nd installment - 20 % of the total amount upon completion of deliverable #2; 3. 3rd installment - 20 % of the total amount upon completion of deliverable #3; 4. 4th installment - 20 % of the total amount upon completion of deliverable #4 5. 5th installment - 20 % of the total amount upon completion of deliverable #5 6. 6th installment - 10 % of the total amount upon completion of deliverable #6 |

**7. EVALUATION**

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| Experts will be evaluated based on the following methodologies:  *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.*  **Local consultant will be hired if he or she meets the following requirements:**   * Master’s degree in economics, finance, international relations, or development-related area of study - 10 * At least 5 years of relevant professional experience in development finance, investment, insurance, climate change, disaster risk management, partnership programme development, fundraising, and/or relevant fields - 20 * Previous working experience in the projects related climate change and environment related projects - 15 * Fluency in English and Azerbaijan is required – 5 * Approach to work - 20   ***The minimum threshold for technical component is 70% of the points in total. (49 points)*** |

**8. MONITORING**

The monitoring of fulfillment of the assignment by the consultant will be conducted by the National Coordinator.

**9. ATTACHMENTS:**

* Project Document
* UNDP General Conditions of Contracts for the services of individual contractors
* Template for confirmation of interest