



TOR for INDIVIDUAL CONSULTANT

Project name: Support to the Parliament of Ukraine in Sustainable Energy and Environment Area, #00109445

Post title: National Consultant – Legal Expert

Country / Duty Station: Kyiv, Ukraine (home-based)

Expected places of travel (if applicable): N/A

Starting date of assignment: April 19, 2021

Duration of assignment / or end date (if applicable): until 31 July 2021; up to 70 working days;

Supervisor's name and functional post: Viktoriia Yershova, Project Manager, Support to the Parliament of Ukraine in Sustainable Energy and Environment Area

Payment arrangements: Daily Fee (based on number of certified worked days)

Administrative arrangements: Working space, equipment, consumables will be provided by the project, as needed

Selection method: Desk review

1. BACKGROUND

Ukraine has a long list of environmental reform priorities. However, the speed of the reforms in sustainable energy and environment (SEE) is slowed down by the difficulties in adopting the needed legislation related to the capacity of the parliament and a large number of low-quality legal initiatives. To speed up the SEE related reforms, UNDP seeks to improve the capacity of the parliament of Ukraine and enhance environmental advocacy among politicians, mass media and the public.

The Project "Support to the Parliament of Ukraine in Sustainable Energy and Environment Area" aims to support the Members of Parliament and the relevant parliamentary committees (specifically, VRU Committee on Environmental Policy and Environmental Management and VRU Committee on Energy, Housing and Utilities Services) with quality analytical, communications and advocacy support. The analytical support that is provided by the Project covers a wide range of issues in the SEE area, including climate change mitigation and adaption; energy efficiency and security; waste management; GHG monitoring reporting and verification; green auctions; sustainable transportation; green finance and more. The overall work of the Secretariat is based on the sustainable development principles, and where possible and necessary, links with the Sustainable Development Goals (SDGs). Besides, the Project aims at increasing visibility of SEE issues through communications and advocacy activities.

To ensure the implementation of the Project and day-to-day advisory support to the Parliament on SEE policy UNDP is seeking to hire a Legal expert to provide legal advisory support to the Parliament, Members of Parliament, relevant Committees, and staff on the issues of energy, environment and sustainable development in the context of Ukraine's international commitments.

2. MAIN OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is to ensure provision of high quality legal advisory support and expertise to the Parliament of Ukraine on the issues of energy, environment and sustainable development in the context of Ukraine's international commitments.

3. DESCRIPTION OF RESPONSIBILITIES / SCOPE OF WORK

Under the direct supervision of the Project Manager, the Consultant will carry out the following activities:

1. Provide legal recommendations to the Members of Parliament, relevant parliamentary committees and their secretariats;
2. Analyse draft legislation, strategies and plans for implementation of the state policy in SEE area, prepare relevant policy papers, policy briefs and other analytical documents with specific focus on implementation of Association Agreement and Ukraine's international commitments.

The list may be updated upon consultations with / additional requests from the project beneficiaries. Changes, if any, will be reflected in short and medium-term plans agreed between UNDP and the Consultant;

3. Facilitate communication with the relevant line ministries and agencies regarding the policy and legislative initiatives related to implementation of Ukraine's international commitments in the field of energy, environment and sustainable development;
4. Provide analytical support to the meetings of the MPs working on SEE issues by preparing relevant policy briefs;
5. Participate and contribute to professional events involving Members of Parliament, Government representatives, think-tanks, CSOs, private sector representatives (discussions, roundtables, meetings, public hearings);
6. Provide inputs to monthly reports on the work and deliverables.

To ensure the delivery of the above tasks, the Consultant will:

- Liaise and ensure constant communication/coordination with UNDP project team regarding all aspects of the assignment;
- Coordinate the work with the Project Manager/Chair of the Parliamentary Committee as well as other experts supporting the Parliament;
- Submit all the deliverables for review, comments and approval to UNDP project team as requested;
- Hold consultations with UNDP project team as requested.

4. DELIVERABLES

The target date for the start of work is 19 April 2021. The expected duration of the assignment is until 31 July 2021 and envisaged workload is up to 70 working days. Work-progress monitoring meetings will be held with the consultant on a weekly basis based on appeared project needs. The Consultant would be required to regularly coordinate the list of short and medium-term plans/deliverables with the Project Manager and proceed with implementation. Deliverables will be monitored and certified based on the following reports:

- Monthly reports capturing the list of deliverables and progress made, timesheets and the plan for next month - each month in the format agreed with UNDP.

5. MONITORING/REPORTING REQUIREMENTS

The consultant will interact with Project Manager and CO staff to receive any clarifications and guidance that may be needed. He/she will also receive all necessary informational and logistical support from UNDP Country Office and the Project. On a day-to-day basis, consultant's work will be supervised by the Project Manager.

Work-progress reporting/monitoring meetings will be held with the Consultant on a regular basis. UNDP will be the final authority to control the quality and evaluate the work. No reports or documents should be published or distributed to third parties without approval of UNDP. The satisfactory completion of each of the deliverables shall be subject to endorsement of the Project Manager.

The Consultant will duly inform UNDP of any problems, issues or delays arising during implementation of assignment and take necessary steps to address them.

All reports and results are to be submitted to the UNDP in electronic form (*.docx, *.xlsx, *.pptx, and *.pdf or other formats accepted by UNDP).

6. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

1. Education

At least Master's / Specialist's degree in Law or International Law;

2. Work Experience

- a. At least 5 years of working experience in legal field, public service, international relations and/or closely related fields;
- b. Knowledge of the EU acquis and international commitments/standards would be an asset;
- c. Previous experience with international organizations is highly desirable.

3. Language (s)

Excellent Ukrainian/Russian communication and presentation skills are essential. Fluency in English is required.

Corporate competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants shall submit the following documents:

Required

- Personal CV or P11, including information about past experience in similar projects / assignments and contact details for referees.
- Financial proposal
- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP

UNDP documents templates are available at the following link:

<https://www.dropbox.com/sh/gl77bauo27ed0l9/AACGhkF0QmIC5dhm5HZutu2Fa?dl=0>

Please note that online system does not recognise Russian or Ukrainian language, information you provide in on-line application should be in English. You may combine your CV, financial proposal and other necessary information in one PDF file and upload the document. Incomplete applications will not be considered.

7. FINANCIAL PROPOSAL

Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel costs

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

8. EVALUATION CRITERIA

- Educational background (At least Master's / Specialist's degree in Law or International Law): pass/fail
- Relevant professional experience (At least 5 years of working experience in legal field, public service, international relations and/or closely related fields) – Pass/Fail
- Language Skills (Fluency in English and Ukrainian): pass/fail
- Knowledge of the EU acquis and international commitments/standards: pass/fail
- Previous experience with international organizations: pass/fail

EVALUATION METHOD:

Lowest price and technically compliant offer

Contract award shall be made to the incumbent whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable (fully meeting the TOR provided), and
- b) offering the lowest price/cost

Viktoriia Yershova

Prepared by

Viktoriia Yershova, Project Manager, Support to the Parliament of Ukraine in Sustainable Energy and Environment Area

Oleksandr Sushchenko

Approved by

Oleksandr Sushchenko, Team Leader (Environment)

[Signature]

Cleared by

Denys Shliapkin, Procurement Assistant