Invitation to Submit an Offer for the assignment of Communications and Monitoring & Evaluation Consultant

The United Nations Development Programme (UNDP) is currently implementing a project *BPPS/Planet Hub/Nature Investment Facility* that requires the services of an individual to perform the work described in this document.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly submit directly in the online supplier portal no later than the deadline indicated in the system. Offers must be submitted directly in the system following this link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

If any discrepancy between deadline in the system and in deadline indicated elsewhere, deadline in the system prevails.

We look forward to your favorable response and thank you in advance for your interest in working with UNDP.

Best regards,

UNDP

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1 Overview

1.1 General Information

Title	Communications and Monitoring & Evaluation Consultant
E-Mail	andrii.ovsiienko@undp.org
Reference Number	PRC0194159/UNDP-HQ-02380
Beneficiary Country	USA
Introduction	Duty Station: **Home-based** Description of the Assignment: **Communications and Monitoring & Evaluation Consultant** Period of assignment/services: **November 2026 - July 2027** Proposal should be submitted directly in the portal no later than indicated deadline. Any request for clarification must be sent in writing via messaging functionality in the portal. UNDP will respond in writing including an explanation of the query without identifying the source of inquiry.

1.2 Tender Timeline

Open Date	27/10/26 13:28 PM
Close Date	09/11/26 14:00 PM
Time Zone	Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

1.4 Attachments

File Name or URL	Type	Description
User Guide For suppliers_Regis	File	
UNDP Quantum - User Guide For	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly

2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

Please read the questions carefully and answer the questions by selecting an appropriate response. Kindly also upload relevant documents where necessary.

2.1 Section 1. Overview of the assignment

1. **Please review the Terms of Reference enclosed**

   Attachments:

File Name or URL	Type	Description
ToR - Communications and Monitoring & Evaluation Consultant	File	

2. Individual Contract and its General Terms and Conditions (GTC)
   INDIVIDUAL CONTRACT TEMPLATE

   Please see the GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS.

   This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

2.2 Section 2. Documents to be included with the proposal;

*1. **Technical Proposal**

Have you provided a brief and concise (2 page maximum) technical proposal indicating your approach to and understanding of the assignment?

*2. **Offeror's Letter to UNDP to Confirm Interest and Availability and Financial Proposal**

Please complete and submit a signed copy of the offer letter using the provided template, including a detailed cost breakdown of the financial proposal.

Please provide detailed breakdown of the financial proposal and submit required financial information directly in the system as applicable. Make sure there are no mathematical errors, the amounts are accurate and match with amount entered directly in the system.

Attachments:

File Name or URL	Type	Description
IC_Offerors Letter to	File	

UNDP Confirming Interest and Availability		

Hint: PLEASE NOTE: total amount should be the same number in both breakdowns - "Breakdown of Cost by Components" and "Breakdown of Cost by Deliverables"

*3. **Diploma/Degree confirmation certificate**

Have you provided copy/ies of diploma confirming the highest academic qualifications obtained by the applicant?

*4. **Examples/samples/extracts confirming the relevant experience/required skills**

Have you provided the work samples substantiating the required skills: **1 donor/stakeholder-facing output** , **at least 2 multimedia/ data visualization content pieces**, **and 1 research/knowledge product**?

*5. **Personal CV**

Have you provided your personal CV or P11 including information about past experience in similar projects / assignments?

*6. **Referees' contact information**

Please provide full name, organization and email address of at least three (3) professional references (supervisors, employers, partners, customers).

Response attachments are optional.

2.3 Section 3. Qualification and experience requirements

1. **Qualification and Experience Requirements**

Academic qualifications:

- Advanced university degree (Master's degree or equivalent) in Environmental Science, Environmental Management, Sustainability, Economics, International Development, or a related field is required, or
- A first-level university degree (Bachelor's degree) in combination with an additional two years of qualifying experience will be given due consideration in lieu of the advanced university degree.

Experience:

- Minimum 1 year of relevant professional experience in biodiversity finance, nature-related policy, sustainability research, or private sector engagement is required for applicants with a Master's degree.
- Minimum 4 years of relevant professional experience in these areas is required for applicants with a Bachelor's degree.

Language:

- Fluency in oral and written English is required.

Required skills:

- Experience producing donor- and stakeholder-facing outputs (e.g., knowledge products, presentation materials, pitch decks), substantiated by at least one work sample submitted with the application.
- Minimum 1 year of experience developing multimedia content and/or data visualizations/dashboards on nature financing topics for diverse audiences, substantiated by a sample of at least two pieces of content.
- Experience on research, drafting, and synthesis skills, translating complex technical topics into clear and actionable guidance for diverse audiences, substantiated by at least one work sample submitted with the application.
- Proficiency with digital productivity and design tools (Asana, Canva, Microsoft Office,InDesign), or others, as evidenced in the CV/P11.
- Working knowledge of policy and sustainability topics relevant to nature financing - including physical climate risk, sustainable finance, nature financing, biodiversity, or others, as evidenced in the CV/P11 and/or technical proposal.
- Experience with multi-stakeholder partnerships in an UN context is an asset

2. **Competencies of the Consultant**

- Demonstrates integrity by modelling the UN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly
- Builds strong relationships with clients, focuses on impact and result for the client and responds

positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Demonstrates outstanding communication skills oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Proven networking, team-building, organizational and communication skills

3. Evaluation Criteria

Applications will be rated on both technical and financial submissions. The following selection method will be used: Highest rated proposal using the combined scoring method, which assigns the weight distribution between the technical and financial proposals. The overall combined score will be 100%, where weight distribution shall be 70% technical (desk review (70%) and 30% financial).

Step I: Screening

Applications will be screened and only applicants meeting the mandatory criteria (listed under academic qualifications and experience/required skills) will progress to the pool for shortlisting.

Step II: Shortlisting by Desk Review (Maximum 70 points x 70%)

UNDP will conduct a desk review to produce a shortlist of candidates and technically evaluate the candidates. Only candidates obtaining a minimum 70% from the maximum available technical score (49 points) would be considered for the Financial Evaluation.

Shortlisting scoring:

Criteria	Max. p obtain
Academic background • Advanced university degree (Master's degree or equivalent) in Environmental Science, Environmental Management, Sustainability, Economics, International Development, or a related field (10 points) • A first-level university degree (Bachelor's degree) in relevant areas, in combination with an additional two years of qualifying experience (5 points)	**10**
Professional experience - relevant professional experience in biodiversity finance, nature-related policy, sustainability research, or private sector engagement. For Master's degree/PhD holders: • 1 year = 4 points • From year 2 = 1 additional point (max. 3 extra points) For Bachelor's degree holders:	**7**

• 4 years = 4 points • From year 5 = 1 additional point (max. 3 extra points)	
Technical proposal based on the ToR requirements • Technical proposal indicating the approach to and understanding of the assignment reflected in this ToR, shows in-depth understanding of the task, accommodating this ToR scope of work, and required in this ToR outputs, and understanding of assignment's timeframes (10 points). • Technical proposal accommodates all scope of work indicated in this ToR, and required ToR outputs, and understanding of assignment's timeframes indicated in this ToR (6-9 points). • Technical proposal demonstrates some understanding of the task and accommodates some scope of work indicated in this ToR (4-5 points). • Technical proposal does not accommodate scope of work indicated in this ToR, however, shows some understanding of the task outlined in this ToR (0-3 points).	**1**
Quality of donor/stakeholder-facing output • Criteria 1 (up to 7 points): The content is clear and effectively communicate to donor/stakeholder audiences • Criteria 2 (up to 6 points): The content displays information in both a professional and creative manner	**1**
Quality of multimedia/data visualization content • Criteria 1 (up to 7 points): The content is well designed and articulated, and effectively communicates to diverse audiences • Criteria 2 (up to 6 points): The content displays information in a professional and creative manner	**1**

Quality of research/knowledge products: • Criteria 1 (up to 7 points): Demonstrates strong research, drafting and synthesis skills; concise and avoids jargon • Criteria 2 (up to 6 points): Effectively communicates key technical points to diverse, non-specialist audiences	**13**
Proficiency in English	**4**
Total	**70**

Step III: Financial Evaluation

The following formula will be used to evaluate financial proposal: Lowest priced proposal/price of the proposal being evaluated x 30.

Step IV: Cumulative Evaluation

The winning proposal shall be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be awarded to the bidder who submitted the winning proposal.

2.4 Section 4. Technical Evaluation

1. **Evaluation method**

   Cumulative analysis

   Contract award shall be made to the incumbent whose offer has been evaluated and determined as:
   a) responsive/compliant/acceptable, and
   b) having received the cumulative highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
   * Technical Criteria weight: 70%
   * Financial Criteria weight: 30%
   Only candidates obtaining a minimum 70% from the maximum available technical score (49 points) would be considered for the Financial Evaluation.
   The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal and will equal to 30. All other price proposals will be evaluated and assigned points, as per below formula:
   30 points [max points available for financial part] x [lowest of all evaluated offered prices among responsive offers] / [evaluated price].
   The proposal obtaining the overall cumulatively highest score after adding the score of the technical proposal and the financial proposal will be considered as the most compliant offer and will be awarded a contract.

2.5 Section I-1.

2.6 Section I-2.

2.7 Section I-3.

3 PART: Schedule of Requirement and Price Schedule

Instructions Please add the price for each deliverable listed below. Upload breakdown of financial proposal using template provided in the previous section. **Please make sure that the total in the breakdown matches the total of deliverables in the system.**

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1 as per the Terms of Reference	Temporary human resources services						
2-Deliverable 2 as per the Terms of Reference	Temporary human resources services						
3-Deliverable 3 as per the Terms of Reference	Temporary human resources services						
4-Deliverable 4 as per the Terms of Reference	Temporary human resources services						
5-Mission Travel	Temporary human resources services						

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.

UNDP Individual Contractor UNDP-HQ-02380

