GCF Readiness and Preparatory Support Program: Enhancing institutional, human and technical capacity of Libya system for climate finance (Phase II)

Terms of Reference
Recruitment of an Information Technologies National Assistant

[AC/OSS/GCF-RS-LYB-2_ASSIST-IT/070922-13]

September 2022
1. INTRODUCTION

This Terms of Reference (ToR) are for the recruitment of an Information Technologies (IT) National Assistant by the Sahara and Sahel Observatory (OSS) for Green Climate Fund (GCF) project entitled « Readiness & preparatory support project: preparation of Libya to the climate finance through GCF country programming and establishment of GCF National Designated Authority ». The project is implemented by the Sahara and Sahel Observatory as a delivery partner in close collaboration with the Secretariat of the Ministry of Environment in Libya. The project has a lifespan duration of 24 months.

2. BASIC CONTRACT INFORMATION

<table>
<thead>
<tr>
<th>Location: Tripoli, Libya</th>
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</thead>
<tbody>
<tr>
<td>Application Deadline: September 30th, 2022 at 23:59 Tunis time</td>
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<tr>
<td>Field: Computer science, web development or other related fields</td>
</tr>
<tr>
<td>Type of Contract: Individual Contract</td>
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<tr>
<td>Assignment Type: National Consultant</td>
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<tr>
<td>Languages Required: English and Arabic / French is an asset</td>
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<tr>
<td>Expected Starting Date: November 1st, 2022</td>
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<tr>
<td>Expected Duration of Assignment: 12 months - renewable after the completed satisfaction of the term of the year.</td>
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3. CONTEXT

Libya ranks among the most vulnerable countries in north Africa to climate change. In fact, Libya's climate is influenced by the Mediterranean Sea to the north and the Sahara Desert to the south and, as a result, abrupt transitions of weather conditions are experienced across the country. The Mediterranean coastal strip experiences dry summers and relatively wet winters.1

Furthermore, climate change poses a significant threat to Libya's economic development and sustainability, and climate variability is likely to increase the impacts of natural hazards on agriculture production.

In this framework, Libya has received support from the Green Climate Fund (GCF) through a grant agreement to prepare for access to climate funds and establish the National Designated Authority through the preparatory support project to Libya.

The implementation of this readiness project has resulted in the creation of a National Designated Authority (NDA), the development of a no-objection mechanism, the strengthening of country capacity, and the improvement of the engagement of relevant stakeholders (public sector, private sector, civil society, and media).

This phase concluded with the identification of a number of additional needs in terms of project development capacity, country-level communication, and involvement of national entities in the GCF accreditation process and private sector engagement. These needs were raised by stakeholders and high-level authorities during consultations conducted during the implementation of the first phase project. This provided the rationale for

1 https://climateknowledgeportal.worldbank.org/country/libya/vulnerability
the development of a new readiness proposal. In this context, the GCF has further supported a second phase of the "Readiness Support project - Libya phase II". This support will continue to build capacity and improve engagement of relevant stakeholders to meet the country’s needs.

The implementation of the project activities requires the establishment of a national management unit consisting of two experts along the project duration including an IT assistant who will assist the focal point and the project team in technical maintenance of the project’s information system.

4. PURPOSE OF THE CONSULTANCY

Under the responsibility of the GCF National Focal Point, the IT assistant will provide support to carry out the activities foreseen in the Action Plan. He/she will work to ensure the technical management of the information system elements related to the project, in particular the platform of exchange set up during the first phase of the project. He/she will establish a management procedure for the platform and provide training and assistance to the project team in its IT activities.

5. DUTIES AND RESPONSIBILITIES

In order to achieve the objectives, set by the project, the IT assistant is required to:

- Ensure the continuity and well-running of IT activities related to the project;
- Test the functionality of the platform and identify possible issues or errors that could cause the platform to malfunction, in collaboration with the IT infrastructure manager at the Ministry of the Environment;
- Collect the needs and expectations of the national focal point/designated national authority, the "Readiness" project team and the IT manager at the Ministry in order to propose feasible technical solutions and possible improvements according to all the technical and managerial specificities of the said platform;
- Ensure a technical update and follow-up of the platform according to the available information and the needs and expectations of the GCF National Focal Point and the project team;
- Improve the platform’s tree structure by integrating other tabs under the direction of the National Focal Point.

6. EXPECTED OUTPUTS

During the project implementation period, the IT assistant will have to produce the following:

- Periodic (monthly) technical reports for submission to the GCF;
- Periodic report on project’s IT ecosystem needs;
- Operational version of the data sharing and dissemination platform;
- Manual for the platform deployment and use (user guide) based on the initial one realized in Readiness Libya Project phase 1.

NB: All the deliverables should be validated by the focal point and the OSS and established in English
7. PROFILE AND QUALIFICATIONS REQUIRED

**Academic Qualifications**
- University degree (bachelor, master, engineering) in computer science with a web development option or closely related field.

**Experience**
At least 3 years of working experience in website design and development, website management, web application development, and general graphic design.

**Competencies**
- Knowledge in information systems development and use of web development languages and platforms (php, javascript, CMS, etc.);
- Good knowledge of the use of office tools (Microsoft and Acrobat);
- Proven experience in developing and maintaining websites with multi elements including webhosting, security insurance and back up;
- Be able to lead/facilitate training and support sessions for national partners.

*NB: previous experience in similar (Climate) projects is an added advantage.*

**Languages**
- Excellent command of English and Arabic (written and verbal);
- Fluency in spoken and written French language is an asset

8. DURATION, PAYMENT MODALITIES AND SPECIFICATIONS

The total duration of the consultancy is fixed to 12 months starting upon signature of the contract. This contract is renewable for 1 year after the completed satisfaction of the term of the year.

For conducting the activities specified in these ToRs, the IT assistant will be paid USD 1,200 per month. This amount is global and non-revisable. If applicable, travel or daily allowance cost (if any work is to be done outside the duty station) should be identified separately and covered by the project budget.

The payment will be made according to the terms and conditions applied to consulting contract with the OSS.

After the validation of a monthly report by the focal point and OSS, the transfer will be made by OSS to the consultant’s bank account.
9. PROPOSALS PRESENTATION

The application package must include the following:

- Copy of personal identification;
- Detailed curriculum vitae: please use the OSS CV model downloadable on the following link [OSS CV Model];
- Application letter (one page maximum) explaining why the consultant considers him/herself as the best suitable for the assignment specifying his field of expertise, written in English;
- Copy of academic qualification documents;
- Other useful documents/references.

*The Expert selection method will be based on the (SQC) qualification.*

10. APPLICATION MODALITIES AND DEADLINE

Applications must be submitted electronically no later than **September 30th, 2022** at 23:59 Tunis time at the following address: procurement@oss.org.tn indicating the reference “Call for applications for the recruitment of an IT assistant [AC/OSS/GCF-RS-LYB-2_ASSIST-IT/070922-13]” in the subject line.

Incomplete applications will be excluded from further consideration.


*NB: OSS is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.*

11. SCORING OF APPLICATIONS

<table>
<thead>
<tr>
<th>Headings</th>
<th>Notes/Grades</th>
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<tbody>
<tr>
<td>Diplomas (Qualification in the required fields)</td>
<td>15 points</td>
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<tr>
<td>Experience and professional references</td>
<td></td>
</tr>
<tr>
<td>Number of years of experience</td>
<td>20 points</td>
</tr>
<tr>
<td>Relevant professional references</td>
<td>40 points</td>
</tr>
<tr>
<td>Languages</td>
<td>10 points</td>
</tr>
<tr>
<td>Motivation</td>
<td>10 points</td>
</tr>
<tr>
<td>Organization and presentation of the application</td>
<td>05 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 points</strong></td>
</tr>
</tbody>
</table>

*NB: The results of this call will be published on the OSS WEB site*