**United Nations Development Programme**

**ANNEX 1 – TOR Junior Expert for GCF Readiness Support Project**

### A. Project Title: GCF Readiness Programme Support

##### **B. Project Description**

The Green Climate Fund (GCF), which was established as an operating entity of the UNFCCC financial mechanism, is expected to become the main global fund for financing climate change mitigation and adaptation measures. While it has been agreed that Direct Access will be one of the modalities for the disbursement of the funds, it is recognized that certain levels of capacity will be required of governments and other actors involved in accessing the GCF. For the GCF to succeed, national capacities and mechanisms need to correspond to the GCF requirements while also aligning with country planning, budgeting, programming and Measuring, Reporting and Verification (MRV) systems.

The National Designated Authority (NDA) of Timor Leste to the GCF has requested United Nations Development Programme (UNDP) to serve as delivery partner of readiness and preparatory support provided by the GCF. The objective of such support is to strengthen the NDA’s capacity to engage with GCF and effectively access finance to respond to national climate change and development priorities, in a strategic, coordinated, and participatory manner. This support will be implemented under Direct Implementation Modality at the country level, and will achieve the following GCF Readiness Outcomes, as articulated in Annex II: “Revised Country Readiness Logical Framework” of this document: 1) Country capacity strengthened; and 2) Stakeholders engaged in consultative processes.

UNDP Timor Leste is looking for a National Expert to work on a full time basis based in the National Directorate for Climate Change (NDCC) in the Ministry of Commerce, Industry and Environment (MCIE) to support NDA in implementing GCF Readiness Project. The National Expert will work closely with the Senior National Expert (SNE) and International Experts – Institutional Capacity Development Specialist and Climate Public Finance Specialist to implement the activities under the two Outcomes of the GCF Readiness Project.

**Project Objective:**

The Project addresses two initial phases of GCF Readiness Process which are related to strengthening the NDA capacity. The second phase of the GCF Readiness Process is related to identification, establishment and strengthening of National Implementing Entity (NIE). The second phase will be accessed after the partial accomplishment of the current project’s objectives. The objective of this project is to enhance country ownership and support for direct access to the Fund in the future through:

* + Establishment of and strengthening of the NDA to ensure more effective use of climate finance and coordination of resources in the country
	+ strengthening the recipient countries institutionally and strategically, enabling them both to plan effective and efficient uses of GCF financing, and thereafter to apply for, manage, deploy and monitor the funds.
	+ Helping the recipient country to prepare climate change mitigation and adaptation investment strategies, programmes and projects, including through the active involvement of the key actors including the private sector.

**Project Outcomes:**

The project has two expected **Outcomes**:

1. Establishing and strengthening National Designated Authorities (NDAs) and Focal Points
2. Strategic frameworks for engagement with the Fund, including the preparation of country programmes

**Project Management:**

The (UNDP) is selected by the NDA as a delivery partner for the requested readiness support and will manage the implementation of the programme under the leadership and guidance of the NDA. The Project is being executed by UNDP Timor Leste, Resilience Building Unit in collaboration with National Directorate for Climate Change (NDCC) of MCIE following UNDP guidelines for Direct Implementation Modality (DIM). In particular, the Executing Agency will be responsible for the following functions:

* Coordinating activities to ensure the delivery of agreed outcomes with Project partners and other ministries and public administration;
* Certifying expenditures in-line with approved budgets and work-plans;
* Facilitating, monitoring and reporting on the inputs and delivery of outputs;
* Coordinating similar and or related interventions with other parallel interventions;
* Approval of Terms of Reference for consultants and tender documents;

The UNDP will take responsibility for fiduciary management and delivery of the readiness funding, and support the NDA to implement the program, to identify, recruit and manage technical experts required for the implementation of both Work Packages according to agreements, procurement plans and detailed implementation plans as further elaborated in inception Report. The activities undertaken under Outcome 1 and Outcome 2 will be implemented in 18 months.

In this respect, UNDP with the NDCC, MCIE will hire a National Expert who will be responsible for the tasks mentioned in the following sections of this Term of Reference (ToR).

##### **C. Scope of Work**

Under the overall supervision of NDA (NDCC, MCIE) and Head of the Unit, Resilience Building (RBU), the National Expert’s responsibilities will be mainly categorized into the following six groups;

1. Support SNE and International Consultant during the initial assessments and stock taking exercises;
2. Support NDA in undertaking the activities listed in the GCF’s Readiness Project;
3. Support SNE on the day-to-day activities of the Project
4. Support SNE to coordinate and liaise with national counterparts
5. Support SNE on Monitoring and Tracking of the project activities against the approved workplan;
6. Support in other activities requested by NDA (NDCC, MCIE).

On the project related matters, the National Expert will report to Senior National Expert and work in close collaboration with National Director of the NDCC, MCIE as well as Climate Change Advisor (CCA) of UNDP.

**Under the direct supervision of the Senior National Expert, National Expert will be responsible for the following:**

* Support in coordination, planning, development and implementation of all project activities;
* Support the activities of SNE for Outcome 1 and Outcome 2
* Support in overall tracking and monitoring of project interventions;
* Support SNE to manage the technical activities of the GCF Readiness Secretariat
* Support SNE, NDA and NDCC, MCIE in all the activities in the approved Annual Work Plan.
* Identify goods and services to initiative activities, particularly the Secretariat team members
* Assisting in developing the project activity plan the activities of the project and monitor progress against the initial quality criteria;
* Update the Monitoring Schedule and Plan as required;
* Other capacity strengthening and GCF Readiness related activities as deemed necessary by NDA and/or UNDP not explicitly stated in this section

Outcome specific duties and responsibilities are as follows:

1. **Outcome 1:**
	1. Support development of Capacity Development Plan based on the priorities (capacity gap analysis) identified;
	2. Support development of structure for NDA Team along with the ToR;
	3. Establish support roles for the NDA and national coordination mechanisms;
	4. Support development of mechanisms of screening, prioritizing and recommending proposals to GCF Secretariat;
	5. Support implementation of “No-Objection Procedures”;
	6. Support establishment and implementation of stakeholder consultation mechanism in compliance to the Board’s requirements.
2. **Outcome 2:**
3. Support the NDA in providing leadership on the development of readiness processes in the Country;
4. Support in preparation and definition of a strategic framework;
5. Support in determination of initial relevant readiness programming priorities and needs assessments to support the development of a work programme;
6. Support in establishing coordination with the National Adaptation Plan (NAP) process as it develops, and identify strategic investment priorities based on the Stocktaking Exercise undertaken by International Consultant;
7. Support preparation of an initial strategic framework in which to engage with the GCF;
8. Support to draft Initial Country Programme Framework;
9. Support in identification of initial potential projects for proposals and implement Screening procedures identified under Outcome 1;
10. Support to establish and test robust Financial Management System and Monitoring and Evaluation Framework;
11. Undertake awareness raising activities among the stakeholders;
12. Support to develop guidelines and manuals in Tetun for easy reference to the GCF requirements and mandatory procedures.

##### **D. Expected Outputs and Deliverables**

The National Expert is expected to **support the Senior National Expert in delivery** of the following outputs:

**Outcome 1 specific:**

* 1. Final country assessment report that includes the capacity gap analysis;
	2. Institutional Capacity Development Strategy to address Capacity Gaps;
	3. Implement and coordinate Capacity Development Strategy;
	4. Mechanisms and capacity for NDA to facilitate and lead country coordination mechanisms,
	5. No-Objection Procedure;
	6. Communication dissemination mechanisms and procedures;
	7. Stakeholder Consultation and Coordination Mechanisms.
1. **Outcome 2 specific:**
	1. Situation Analysis of the existing programmes, strategies and plans on climate change;
	2. Strategic frameworks for engagement with the Fund;
	3. Country work programme;
	4. Ready to implement mechanisms to address Fiduciary Standards and environmental and social safeguards standards per the GCF’s requirements;
	5. Framework for selection and accreditation process of the National Implementing Entities (NIE);
	6. Pipeline programmes at national and sub-national levels, stemming from a country work programme and existing national priorities, action planning and strategies;
	7. Monitoring and evaluation framework to assess the overall effectiveness of the proposals and final projects.

The following table indicates the overall delivery of the team consisting of Senior National Expert, International Expert and the Junior National Expert. This ToR is part of a team ToR and hence the deliverables and outputs need to be considered as the deliverables and outputs of a team. Responsibility of the National (Junior) Expert is to provide support to the Senior National Expert in delivering each of the following deliverables. Hence the work submitted by the National (Junior) Expert will be reviewed first by the Senior National Expert, followed by the UNDP Climate Change Advisor before it is submitted for approval to the GCF NDA and UNDP Head of Resilience Building Unit (RBU).

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| **Deliverables/ Outputs** | **Estimated Duration to Complete** | **Target Due Dates** | **Review and Approvals Required** *(Indicate designation of person who will review output and confirm acceptance)* |
| Final country assessment report | 35 days  | 2 months from start date | Reviewed by Senior National Expert, UNDP CC Advisor and Approved by NDA and UNDP RBU Head |
| Institutional Capacity Development Strategy | 20 days | 3 months from the start date | Reviewed by Senior National Expert, UNDP CC Advisor and Approved by NDA and UNDP RBU Head |
| No-Objection Procedure | 10 days | 4 months from the start date | Reviewed by Senior National Expert, UNDP CC Advisor and Approved by NDA and UNDP RBU Head |
| Communication dissemination mechanisms and procedures | 10 days | 5 months from the start date | Reviewed by Senior National Expert, UNDP CC Advisor and Approved by NDA and UNDP RBU Head |
| Stakeholder Consultation and Coordination Mechanisms | 5 days | 5 months from the start date | Reviewed by Senior National Expert, UNDP CC Advisor and Approved by NDA and UNDP RBU Head |
| Situation Analysis of the existing programmes, strategies and plans on climate change | 15 days | 6 months from the start date | Reviewed by Senior National Expert, UNDP CC Advisor and Approved by NDA and UNDP RBU Head |
| Strategic frameworks for engagement with the Fund | 20 days | 7 months from the start date | Reviewed by Senior National Expert, UNDP CC Advisor and Approved by NDA and UNDP RBU Head |
| Country work programme | 20 days | 10 months from the start date | Reviewed by Senior National Expert, UNDP CC Advisor and Approved by NDA and UNDP RBU Head |
| Fiduciary Standards and environmental and social safeguards standards per the GCF’s requirements | 20 days | 11 months from the start date | Reviewed by Senior National Expert, UNDP CC Advisor and Approved by NDA and UNDP RBU Head |
| Framework for selection and accreditation process of the National Implementing Entities (NIE) | 20 days | 12 months from the start date | Reviewed by Senior National Expert, UNDP CC Advisor and Approved by NDA and UNDP RBU Head |

**In addition to the above technical deliverables, the National Consultant will be required to submit:**

1. Monthly Progress Report
2. Monthly Financial Report
3. Quarterly Progress Report
4. Detailed Financial Report on Quarterly basis
5. Annual Progress Report
6. Annual detailed Financial Report

**E. Institutional Arrangement**

The incumbents will report directly to the SNE and work in close coordination and collaboration with the staff and members of NDCC, MCIE and UNDP CC Advisor. The overall reporting is to NDA and Head of RBU at UNDP. Performance evaluation will be done by the SNE and jointly approved by NDA and Head of the Resilience Building Unit of UNDP.

**F. Duration of the Work[[1]](#footnote-1)**

The consultant will be working as a full-time consultant and be paid on monthly basis upon submission of the monthly progress and financial report. The initial contract is initially for **6 months**. Extension of the contract is strictly based on successful performance evaluation.

**Performance Indicators for Evaluation of Results**

* Project activities implemented effectively as per approved AWP and budget;
* Quality of outputs delivered;
* Effective communication with national stakeholder active in climate, public financing and governance sector to define fields of cooperation and attracting additional financing and in-kind contributions in order to fulfill the project objectives;
* Successful dissemination of experience acquired and lessons learnt;
* Support provided by the project, including monitoring, learning, adaptive feedback and evaluation institutionalized;
* High visibility and ownership of the project outcomes among the government partners.
* Specific quality advice provided to the project partner on issues relating to climate change, public financing in general and climate financing and governance mechanisms.

**G. Duty Station**

The consultant will be based at National Directorate for Climate Change in Ministry of Commerce, Industry and Environment (MCIE). The National Expert will be based in NDCC, MCIE and will be required to travel to the municipalities as and when required to perform the duties mentioned above.

**H. Qualifications of the Successful Individual Contractor**

**Education:**

Minimum of bachelor’s degree in Environment, Public Administration, Public Finance Management, Economics, Project management, or other related fields with at least 2 years of working experience in institutional capacity building, institutional management, results based management, climate finance, public financial management and project development and management.

**Required Skills and Experience**

* Experience in policy analysis, advice and capacity development related to climate and/or development finance, and public policy/finance/budget management;
* Experience in coordination with national counterparts, partners or donors;
* Knowledge of local governance structures and networks;
* Familiarity with M&E systems;
* Experience working with a cross-section of stakeholders, including senior government officials at national and state level;
* Proven experience in institutional and skill-based capacity development;
* Experience of working in the area of environmental management;
* Knowledge in designing and field testing surveys and other data collection instruments;
* Demonstrated strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision;
* Experience in the usage of computers and office software packages
* Ability to work under pressure and time constraints;
* Ability and willingness to travel within and outside Timor-Leste.

**Language**

* Excellent oral and written communication skills in English, Tetun and Portuguese.

  **Corporate Competencies:**

* Demonstrates integrity by modeling the UN and Timor-Leste Government values and ethical standards, and those of the partner organizations,
* Promotes the vision, mission, and strategic goals of UNDP and Timor-Leste Government, and partner organizations,
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability,

**Functional Competencies:**

* Excellent knowledge of project management,
* Demonstrates strong analytical skills,
* Promotes team work, contributes towards building team consensus,
* 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
* Good teamwork skills
* Demonstrates openness to change and ability to manage complexities

**Development and Operational Effectiveness:**

* Ability to lead strategic planning, results-based management and reporting
* Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects
* Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery
* Good knowledge of the Results Management
* Good ICT skills, knowledge of ERP systems
* Ability to implement new systems and affect staff behavioral/ attitudinal change

**I. Scope of Price Proposal and Schedule of Payments**

**Lump sum contracts:**

The financial proposal shall specify a total lump sum amount, “all-inclusive” cost supported by a detailed breakdown of the lump sum (including travel, per diems, and number of anticipated working days) as per the template provided. The payment will be made in installments linked to specific and measurable (qualitative and quantitative) deliverables listed under Section D of the TOR.

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

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.

**J. Documents required to be submitted:**

Interested individual consultants must submit the following documents to demonstrate their qualification for the assignment:

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Personal CV or P11**, 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;
3. **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment;
4. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

**K. Criteria for Selection of the Best Offer:**

Individual consultants will be evaluated based on *Cumulative analysis.*

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the 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 of 49 points out of 70 in the Technical evaluation would be considered for the Financial Evaluation*

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| ***Criteria*** | ***Weight***  | ***Max. Point*** |
| *Technical* |  |  |
| * *Criteria A: Academic Qualification*
 | *15* | *15* |
| * *Criteria B: Number of Years of relevant experience*
 | *5* | *5* |
| * *Criteria C: Experience in the area of policy analysis, public finance management, public administration, climate finance, Climate Change, RBM*
 | *30* | *30* |
| * *Criteria D: Experience in Environmental Management*
 | *5* | *5* |
| * *Criteria E: Language Proficiency*
 | *5* | *5* |
| * *Criteria E: Competencies*
 | *10* | *10* |
| *Financial* | *30* | *30* |

**M. Approval**

**This TOR is approved by**:

Signature

Name and Designation

Date of Signing

1. *The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.*  [↑](#footnote-ref-1)