



## TERMS OF REFERENCE

### FOR INDIVIDUAL CONTRACT

<b>POST TITLE:</b>	Regional Climate Change Policy and Institutional Expert
<b>AGENCY/PROJECT NAME:</b>	Governance of Climate Change Finance team, UNDP Bangkok Regional Hub
<b>COUNTRY OF ASSIGNMENT:</b>	home-based, with regional travel required

#### A. Project Title

The Governance of Climate Change Finance to Benefit the Poor and Vulnerable

#### B. Project Description

National and sectoral planning processes are crucial to identify national development priorities and ensure budgeting and implementation of activities. Given that likely adverse effects of climate change on development goals, especially those concerning poverty reduction, exclusion and inequality, countries have begun to integrate requirements for risk management into existing planning and budgeting processes in the hope of advancing integrated solutions.

UNDP BRH supports countries in the Asia Pacific region to improve the governance of climate finance in various forms, including by conducting CPEIRs, introducing a climate change dimension into the national and sub-national budget systems, and facilitating regional knowledge sharing and capacity building. At the same time, UNDP BRH supports stronger governance of climate change finance in individual countries including Bangladesh, Cambodia, China, Indonesia, Nepal, Pakistan, and Thailand. Being cross-sectorial by nature, climate change finance and its integration into any national budgeting system requires cross-country synergies and cooperation frameworks. UNDP BRH supports the cross-country cooperation and the need to gradually improve the synergies and knowledge sharing in the governance aspects of the climate change finances.

Currently, about 20 countries worldwide—most in the Asia Pacific region—have conducted CPEIRs. Countries in this region have also generally pioneered introducing climate change budget tagging mechanisms, and developing Climate Change Financing Frameworks. Nepal is one of the countries that has taken a leading role in introducing innovative and effective responses in this area, as well linking climate adaptation priorities to local-level planning and investment frameworks.

Through its technical support UNDP BRH continues to assist to strengthen the Government of Nepal's capacity and systems to better manage existing and prospective climate finance, both domestic and international. An important component of the regional work is South-South knowledge sharing and

capacity building initiatives supported by both UKAID and SIDA. This particular support is being financed by UKAID in the form of a regional programme “Governance of Climate Change Finance to Benefit the Poor and Vulnerable in South Asia” (GCCF).

In view of ensuring that climate-induced risks, vulnerabilities and opportunities are given due considerations in national development plans and budgets, and aimed to integrate climate change adaptation (CCA) options into agriculture sector development policies and strategies, FAO and UNDP initiated the Integrating Agriculture into National Adaptation Plan (NAP) project (NAP-Ag) with Ministry of Agriculture Development (MoAD), Government of Nepal. The project is supported through a Global Trust Fund Programme funded by the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB). The NAP-Ag project in Nepal will contribute to four major outcomes: i) Strengthening MoAD/MoLD capacity and knowledge on CCA; ii) Mainstreaming CCA into ADS planning and budgeting cycle; iii) evidence-based results for NAP improved and iv) Advocacy and knowledge-sharing on NAP promoted. The second outcome area includes the following activities: elaborating a review of the Agriculture Development Strategy to find institutional gaps and entry points to better align with priorities to the NAP process (led by FAO); capacity building to improve existing climate change budget coding and expenditure tracking methods at sector level (led by UNDP); and revising internal MOAD/MoLD planning and budget guidelines to strengthen climate-sensitive sector budget proposals vis-à-vis NPC, MOF, and district authorities (also led by UNDP).

The GCCF and NAP-Ag programmes are therefore seeking a Regional Climate Change Policy and Institutional expert to contribute to results at both country and the regional level. In doing so, the Expert is expected to contribute to and complement other ongoing initiatives, in particular, the rolling out of a Climate Change Financing Framework and supporting formulation and implementation of National Adaptation Plan.

## **Objectives of the Assignment**

The objective of the assignment is to support the regional team in a) achieving country level results based on existing work-plans, and b) strengthening the consolidation of regional knowledge based on existing country-level work.

## **C. Scope of Work**

The scope of work for this assignment includes:

- a) Support the implementation of the Climate Change Financing Framework, working with central ministries such as Ministries of Finance, Planning, Ministry of Federal Affairs and Local Development, as well as selected line ministries to implement systemic reforms required to implement the CCFF.
- b) Provide climate policy and finance expertise in the development of a Climate Budget Review Toolkit, a resource to be used by the Finance Committee and the Environmental Protection Committee of the parliament in Nepal, and to be replicated in Pakistan.
- c) Support the operationalization of the climate budget code generally at federal level, and in particular, MOAD/MoLD.

- d) Support and give quality assurance to the development of climate change expenditure reports as part of national budget reporting
  - e) Facilitate a roundtable with key central ministries, select line ministries and think-tanks to identify areas for analysis on climate vulnerability to inform more responsive budget proposals.
  - f) Contribute to the production of the State of Climate Finance Report in South-Asia
  - g) Provide quality assurance on specific products, such as policy briefs, technical reports, and other project documents and reports, as relevant.
  - h) Support the drafting of communication and knowledge management products, in consultation with regional and national communication/knowledge management focal points. These shall provide insights from country-level achievements and tailor key programme messages; they include newsletters, web stories, and videodocumentary story boarding, press releases, etc.
  - i) Roll-out application of the Climate Change Budget Integration Index in Asia-Pacific region.
  - j) Provide technical assistance to MoAD/MoLD to implement NAP-Ag project activities 2.1.1 and 2.2.1 as per the approved national work plan endorsed by the Project Steering Committee.
- Note: a detailed scope of work under this sub-output is provided in Annex I.

## D. Expected Outputs and Deliverables

Deliverables/ Outputs	Programme	Target Due Dates	Estimated number of working days	Review and Approvals Required
<b>First Set of Deliverables:</b> <ol style="list-style-type: none"> <li>1. Work-plan for implementation of the assignment</li> <li>2. Brief Scoping report (Task (j) - A1 and B2 – Output 2.1)</li> <li>3. Draft Climate Budget Review Toolkit for Parliamentarians (Output 2.2)</li> <li>4. CCFF finalized, and work-plan for implementation of the CCFF drafted (Output 1)</li> </ol>	GCCF & NAP-Ag	12 May 2017	17	BRH technical team of GCCF and NAP-Ag team of UNDP BRH
<b>Second Set of Deliverables:</b> <ol style="list-style-type: none"> <li>5. Technical report (assessment of institutional gaps and suggested reform recommendations) &amp; policy memorandum (Task K.A2 and K.B2)</li> <li>6. Policy recommendations of the collaborative research on the socio-economic impact of climate change finance in the agricultural sector finalized, through quality assurance and technical advice. (Output 2.2)</li> </ol>	NAP-Ag  GCCF	31 May 2017	16	
<b>Third Deliverables:</b>	GCCF	30 June 2017	23	

<p>7. Successfully complete parliamentary inquiry session on CC budget effectiveness (Output 2.2)</p> <p>8. First draft of the Climate Change Budget Integration Index in up to two countries in Asia-Pacific</p>				
<p><b>Forth Deliverables:</b></p> <p>9. Roll out the Climate Change Budget Integration Index in up to two countries in Asia-Pacific (Output 3)</p>	GCCF	31 July 2017	23	
<p><b>Fifth Deliverables:</b></p> <p>10. Review and quality assurance of CC expenditure reports (Output 2.1)</p> <p>11. Operationalise the climate budget code through technical advice and hands-on support to relevant stakeholders (Output 2.1)</p>	GCCF and NAP-Ag	31 August 2017	23	
<p><b>Sixth Deliverables:</b></p> <p>12. Draft of revised internal guideline documents/circulars for budget and planning officers in MOAD/MoLD (Task K.A3 and K.B3)</p>	NAP-Ag	30 September 2017	23	
<p><b>Seventh Deliverables:</b></p> <p>13. Successfully perform roundtable discussion with key central ministries and select line ministries and selected think-tanks to identify areas for analysis on climate vulnerability to inform more responsive budget proposals undertaken. (Output 2.2)</p>	GCCF	31 October 2017	23	
<p><b>Eighth Deliverables:</b></p> <p>14. First draft of the State of Climate Finance Report for Nepal (Output 3)</p> <p>15. First draft proposal for the Regional State of Climate Finance in Asia and the Pacific report and regional forum (Output 3)</p> <p>16. Communication and knowledge products including case studies for global NAP-Ag dissemination</p>	GCCF and NAP-Ag	30 November 2017	25	
<p><b>Ninth Deliverables:</b></p> <p>17. Final draft of the State of Climate Finance Report for Nepal (Output 3)</p> <p>18. Final proposal for the Regional State of Climate Finance in Asia and the Pacific report and regional forum (Output 3)</p>	GCCF	28 December 2017	25	

## **E. Institutional Arrangement**

The consultant will report to the Regional Governance and Climate Finance Specialist at UNDP BRH. He/she will coordinate with the Energy, Environment, Climate and disaster Risk management (EECDRM) unit at UNDP and NAP-Ag Project Management Unit (PMU) based in Kathmandu. The consultant will also work in close consultation with the Joint Secretary, MOAD and Chief Budgeting Officer, as well as with various division and other relevant staff.

## **F. Duration of the Work**

The contract will be for a total of 198 days between April 20, 2017-December 31, 2017.

## **G. Duty Station**

The assignment will be home-based with regional travel in Asia-Pacific required. Travel will be arranged by UNDP.

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

The consultant should possess the following expertise and qualification;

- Advanced degree in climate change, environmental sciences, public policy, or agriculture.
- At least 15 years of proven experience working with government partners in Asia, preferably with experience in Nepal and Pakistan
- Experience working with UNDP or other UN family or an international organization is an asset
- Demonstrated, substantive knowledge on climate change policy and climate finance issues.
- Proven experience in policy analysis, and advisory role to senior government stakeholders.
- Practical experience in Ministries of Finance, Planning, Local Government an advantage.
- Ability to work with multi-country teams.
- Excellent English communication skills, both written and oral.
- Knowledge of regional languages, such as Nepali and Urdu a distinct advantage.

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

The method of payment is output-based lump-sum scheme. The payments shall be released upon UNDP's satisfaction of the consultant's submission of each deliverable by or before the due dates as agreed with the Governance of Climate Change Finance team.

### *Payment Schedule:*

Payment will be made after satisfactory acceptance and certification of the deliverables and in accordance with UNDP procedures:

- on submission and acceptance of 1<sup>st</sup> deliverable set as defined in section D – 10% of the total value of the contract

- on submission and acceptance of 2<sup>nd</sup> deliverable set as defined in section D – 10% of the total value of the contract
- on submission and acceptance of 3<sup>rd</sup> deliverable set as defined in section D – 10% of the total value of the contract
- on submission and acceptance of 4<sup>th</sup> deliverable set as defined in section D – 10% of the total value of the contract
- on submission and acceptance of 5<sup>th</sup> deliverable set as defined in section D – 10% of the total value of the contract
- on submission and acceptance of 6<sup>th</sup> deliverable set as defined in section D – 10% of the total value of the contract
- on submission and acceptance of 7<sup>th</sup> deliverable set as defined in section D – 10% of the total value of the contract
- on submission and acceptance of 8<sup>th</sup> deliverable set as defined in section D – 15% of the total value of the contract
- on submission and acceptance of 9<sup>th</sup> deliverable set as defined in section D – 15% of the total value of the contract

## J. Recommended Presentation of Offer

Candidates wishing to be considered for this assignment are required to submit the following documents:

- **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;
- **Financial Proposal** indicates the daily rate/fee of the candidate in USD and indicated the all-inclusive fixed total contract price supported by a breakdown of costs, as per templated provided.

## K. Criteria for Selection of the Best Offer

The criteria which shall serve as basis for evaluating offers as follows;

Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%

## L. Approval

**This TOR is approved by:**

Signature

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Mr. Thomas Beloe  
Governance, Climate Change Finance and Development Effectiveness  
Advisor

Date of Signing \_\_\_\_\_

## **Annex I: Detailed Scope of work for TOR Sub-Output (j)**

- A. **Improving existing climate change budget coding and expenditure tracking focusing on ADS programs:** The consultant will work under the guidance of the Joint Secretary, MOAD and Chief Budgeting Officer, as well as with various division and other relevant staffs of MoAD and MoLD. The consultant shall coordinate with, and take into account outcomes and synergies of activity 2.1.1 led by FAO, and other complementary activities implemented by UNDP to support mainstreaming climate change into MOAD/MoLD planning and budgeting.
- **A.1 Stock-taking:** Develop a baseline/stock-take report of existing practices based on a review of current practices and a subjective assessment of the quality of climate change budget coding currently in place in MOAD and MoLD. The report shall focus its attention in regard to expenditure tracking of the ADS in general, and key climate-relevant priority actions, specifically.
  - **A.2 Assessment Report:** Produce an assessment report with recommendations for areas and means to improve existing climate change budget coding and expenditure tracking methods and mechanisms. Incorporate consideration on how to mainstream adaptation-specific approaches and practice through this component/activity of ADS
  - **A.3 Policy memorandum:** On basis of above submit a concise 2-page policy memorandum for key stakeholders advising on required reforms, including additional resources required to make it sustainable.
- B. **Integrate CCA into MoAD and MoLD budget guidelines and budget proposals used to advocate to /through NPC and district authorities:** The consultant will work with MoAD and MoLD relevant officials to identify areas of reforms.
- **B.1 Stock taking:** Conduct a stock taking to capture baseline situation that evaluates the existing process and current gaps in mainstreaming CCA in MOAD/MoLD budget formulation and monitoring procedures. This work needs to be aligned to the budget cycle calendar in consultation with relevant officials within various divisions.
  - **B.2 Assessment Report:** Technical report prepared providing an analysis of potential reform areas required in key aspects of sector public finance management such as sector budget approach paper, budget formulation, budget coding and classification, expenditure assessment & reporting and budget monitoring & evaluation.
  - **B.3 Revised guideline document.** This should provide overview of how MoAD/MoLD Annual Budget Report and/or MTEF submission incorporates ADS programming and CCA. This shall be submitted for endorsement by NAP-Ag project technical committee
- C. **A.4 Capacity building:**
- **C.1 Workshop** for key MoAD and MoLD and respective divisions, sections and departments to share findings and get endorsement on reforms to improve planning, budgeting, implementation and monitoring of programme
  - **C.2 Training materials:** in consultation with relevant officials and sub-national level officials in targeted priority districts, develop materials to enhance quality and institutional capacity within MOAD/MoLD to undertake CC budget coding and expenditure tracking based on review of existing processes and needs assessment as well as district CPEIR report findings.
  - **C.3 Communication support** to communications/knowledge management experts to help document and produce outreach products that translate technical findings into key recommendations for broader audience including MOPE and other NAP stakeholders.