

**TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT**



POST TITLE: Regional Public Financial Management Expert
AGENCY/PROJECT NAME: Governance of Climate Change Finance team,
UNDP Bangkok Regional Hub (BRH)
COUNTRY OF ASSIGNMENT: home-based, with regional travel to Asia-Pacific countries required

A. Project Title

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

B. Project Description

UNDP BRH supports countries in Asia Pacific region to improve the governance of climate change finance, including by conducting CPEIRs, introducing climate change dimensions into national and sub-national budget systems, and facilitating regional knowledge sharing and capacity building. Currently, around 20 countries worldwide have conducted CPEIRs and most of them are from the Asia Pacific region. Regional countries were also the pioneers in conducting a CPEIR, introducing a climate change budget tagging mechanisms, developing Climate Change Financing Frameworks, etc. Being cross-sectoral by nature, in any national budgeting system the climate change dimension of finances also requires cross-country synergies and cooperation frameworks. UNDP BRH support the cross-country cooperation and the need to gradually improve the synergies and knowledge sharing in the governance aspects of the climate change finances. At the same time, UNDP BRH supports the development of the governance of climate change finances in individual countries including Bangladesh, Bhutan, Cambodia, China, Indonesia, Nepal, Pakistan, Thailand, and Viet Nam.

Pakistan is amongst the countries most severely affected by climate change and is also a signatory to 14 international conventions and agreements on environment and climate change. It has made efforts to address climate change by establishing the Ministry of Climate Change, promulgating a National Climate Change Policy (2012) and an associated Implementation Framework (2015), and recently introducing legislation to establish a new Climate Change Authority. Through these actions the Government is committed to advance adaptation and mitigation through diverse measures and approaches.

UNDP has been supporting the Government of Pakistan (GoP) to better integrate climate finance into national budgetary frameworks in various forms. This work is challenged by the variation of climate threats in different geographical regions and the highly-federalized nature of the state. UNDP supported the GoP to prepare a Climate Public Expenditure and Institutional Review (CPEIR) which, amongst other things, identified a set of strategic interventions to strengthen climate budgeting. In 2015-16, UNDP supported the Federal GoP and the

Government of KP to formulate road maps for Climate Change Financing Frameworks (CCFFs). These CCFFs aim to enable the country to more effectively manage its own financial resources to address climate change, as well as to better access and absorb external climate finance.

Through its regional technical and policy advisory support, UNDP will continue to strengthen the GoP's capacity, budget systems, and processes to integrate climate change in public financial management. The Consultant will be engaged in advocating for and assisting the GoP in implementing planning and budgeting reforms outlined in the CCFF road maps. This position requires a complex mix of technical knowledge on public financial management, climate change finance, as well as professional expertise in strengthening institutional partnerships among key government institutions, non-governmental entities, and between the two groups, both at the national level, and among partner governments regionally.

Objective of the Assignment

The objective is to provide overall co-ordination for all interventions and direct technical and policy advisory services to ensure the successful implementation of UNDP's abovementioned support to the GoP in this area, and to ensure that this is translated into regional knowledge management and south-south technical exchanges.

C. Scope of Work

The scope of work for this assignment includes:

- a) Coordination of all project outputs in Pakistan developed by other consultants. Lead and facilitate regular work planning and monitoring meetings on a monthly basis and ensure the synergy between the various outputs of the project. Perform project coordination activities on the ground (including on operationalization of the new CC coding system, regular CC expenditure reporting, follow-up activities from national, provincial and district CPEIRs, Budgeting for SDGs, federal and KP CCFF, collaborative research and CC related media outreach activities).
- b) Provide expert inputs into the Climate Change Finance project development and throughout the implementation, including on operationalization of various CCFF elements at federal level, contribution of the CC Financing Framework and data into the MTBF process, delivery of policy briefs on climate change finance, delivery of the State of Climate Finance Report, enhancing capacity of the MOCC on effective budget tracking, CC expenditure reporting and accountability on climate change expenditures.
- c) Provide Public Financial Management expertise and oversight for the work being undertaken under the Climate Change Finance project both at regional and national level, including guidance to the national consultants delivering outputs to the project, as well as regular facilitation of the CCBII update process in Pakistan and regionally.
- d) Provide guidance, and actively participate in relevant stakeholder consultation meetings at national and district level in Pakistan, including across relevant sectors.

e) Steer and help strengthen the partnership between the key stakeholders in Pakistan: Ministry of Finance, Ministry of Climate Change, Ministry of Planning, Development and Reforms, Parliament Secretariat, leading national think tanks on development economics and sustainable development, and others, as necessary.

f) Ensure that all reports, documents and other outputs prepared by service providers are of high quality, resonate with key messages outlined in UNDP relevant strategic communication plans, and are targeted towards achieving project objectives.

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Inception Report with detailed CCFF operationalization plans at federal and KP levels	15 May 2017	Governance and Public Finance Specialist and Governance and Climate Finance Specialist
2. a. Approved final story board and script for CCFF advocacy video and media release for CCFF road map and CPEIR completed, and b. Oversight and technical contribution to media engagement partnership with CPNE, including: editor's roundtable, 3 public briefings for media and related CSOs, and story competition.	31 July 2017	Climate Policy and Finance Specialist
3. Technical inputs and quality assurance of the validation and operationalization of the Climate Change Budget Code in Pakistan (database populated and operational, CC expenditure reports generated)	31 August 2017	Governance and Public Finance Specialist
4. 1 MOF financial statement on CC relevant expenditures (development of a draft and facilitation)	30 September 2017	Governance and Public Finance Specialist
5. State of Climate Finance Report developed	31 October 2017	Climate Policy and Finance Specialist
6. Support and facilitate up to two engagements with KP Assembly members, including the application of the climate budget review toolkit; evidenced via progress report.	30 November 2017	Governance and Climate Finance Specialist
7. Facilitation of at least 1 public dialogue/briefing process on Annual State of Climate Change Finance Report	15 December 2017	Climate Policy and Finance Specialist
8. 2017 (eop) CCBII assessment conducted and web story completed for UNDP/Pakistan	31 January 2018	Governance and Public Finance Specialist
9. a. Development of a climate change financing framework for informing the MTBF/budget decisions for 2018/19 cycle, and b. Facilitation and PFM inputs to at least one budget proposal informed by collaborative research	28 February 2018	Governance and climate Finance Specialist and Governance and Public Finance Specialist

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
(evidence-based budgeting)		
10. Facilitation of at least two Project Steering Committee meetings (at least 2 minutes of the meeting)	31 March 2018	Governance and Public Finance Specialist and Governance and climate Finance Specialist
11. a. Technical note on MOWP CC-informed budget proposal at the federal level, and b. Technical inputs (quality control, facilitation and PFM expertise inputs) to a CC-informed budget proposal at the sub-national level in KP, Pakistan C. Four quarterly reports to the UNDP BRH on the implementation of strategic interventions and activities in the country work plan.	30 April 2018	Governance and Public Finance Specialist

E. Institutional Arrangement

The Regional Public Financial Management Expert will work under the supervision of the BRH's Governance, Climate Finance and Development Effectiveness advisor with guidance of the Governance of Climate Change Finance team in UNDP Bangkok Regional Hub. Advice and support will also be provided by the UNDP Pakistan ECCU team.

F. Duration of the Work

The duration of the assignment is from 1 May 2017 – 30 April 2018.

G. Duty Station

The assignment will be home-based with regional travel required. Travel, living allowance, and other travel related cost will be arranged by UNDP.

H. Qualifications of the Successful Individual Contractor and Evaluation Criteria

The consultant should possess the following expertise and qualification;

- Advanced degree in public administration, public finance, public policy, or related areas.
- At least 15 years of professional experience.
- Proven experience in policy analysis and public financial management, and advisory role to senior government stakeholders.
- Practical experience in Ministries of Finance, Planning, Local Government is an advantage.

- Ability to work with multi-country teams
- Excellent English communication skills, both written and oral
- Knowledge of a regional South-Asian language is an advantage
- Experiences of working in Asia-Pacific is an advantage, particularly in the countries covered by the project.

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 submitting the required deliverables with satisfactory by or before the due dates agreed with the Governance of Climate Change Finance team.

Deliverables/ Outputs	Payment (% of total contract amount)
1. Inception Report with detailed CCFF operationalization plans at federal and KP levels	5%
2. a. Approved final story board and script for CCFF advocacy video and media release for CCFF road map and CPEIR completed, and b. Oversight and technical contribution to media engagement partnership with CPNE, including: editor's roundtable, 3 public briefings for media and related CSOs, and story competition.	10%
3. Technical inputs and quality assurance of the validation and operationalization of the Climate Change Budget Code in Pakistan (database populated and operational, CC expenditure reports generated)	5%
4. 1 MOF financial statement on CC relevant expenditures (development of a draft and facilitation)	10%
5. State of Climate Finance Report developed	15%
6. Support and facilitate up to two engagements with KP Assembly members, including the application of the climate budget review toolkit; evidenced via progress report.	10%
7. Facilitation of at least 1 public dialogue/briefing process on Annual State of Climate Change Finance Report	5%
8. 2017 (eop) CCBII assessment conducted and web story completed for UNDP/Pakistan	5%
9. a. Development of a climate change financing framework for informing the MTBF/budget decisions for 2018/19 cycle, and b. Facilitation and PFM inputs to at least one budget proposal informed by collaborative research (evidence-based budgeting)	15%
10. Facilitation of at least two Project Steering Committee meetings (at least 2 minutes of the meeting)	5%
11. a. Technical note on MOWP CC-informed budget proposal at the federal level, and b. Technical inputs (quality control, facilitation and PFM expertise inputs) to a CC-informed budget proposal at the sub-national level in KP,	15%

Pakistan	
C. Four quarterly reports to the UNDP BRH on the implementation of strategic interventions and activities in the country work plan.	

J. Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **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**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD). Incomplete proposals may not be considered.

The short-listed candidate may be called for the written exam and interview.

K. Criteria for Selection of the Best Offer

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (100%)

- Criteria 1: Relevance of the Education – **15%**
- Criteria 2: Experience on researching, reporting, writing and editing manuscripts of UN and other international development partners – **15%**
- Criteria 3: Experience in public financial management and advisory role to senior government stakeholders – **20%**
- Criteria 4: Relevance of knowledge and experience with climate change finance, poverty and gender issues – **15%**
- Criteria 5: Experience in working with ministries of finance, planning, and local governments in Pakistan and South Asia region – **20%**
- Criteria 6: Availability – **15%**

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

The short-listed candidates may be called for interview.

L. Approval

This TOR is approved by:

Signature

Mr. Thomas Beloe

Governance, Climate Change Finance and Development Effectiveness
Advisor

Date of Signing
