

TERMS OF REFERENCE FOR THE PROJECT FORMULATION TECHNICAL EXPERT NIUE

A. Project Title:

Facilitating the Achievements of Niue's Climate Resilient Economic Development (FACRED)

B. Project Description or Context and Background:

UNDP will mobilize a team of two consultants (technical expert for project formulation and a project formulation/research assistant to support UNDP to prepare the concept and full proposal package in time for submission.

The Government of Niue has officially requested UNDP as an Accredited Entity (AE) to the Green Climate Fund (GCF) to assist in the development of a project proposal focusing on assisting Niue in its climate resilient economic development. There have been preliminary discussions about the planned GCF project between the Government of Niue (GoN) particularly the Ministry of Infrastructure (MoI), Ministry of Natural Resources (MNR), Project Management Coordinating Unit (PMCU) and the UNDP including the country's GCF national designated authority (NDA). A project idea note was prepared in October 2016, followed recently by the completion of a GCF Concept Note. Following the preparation and submission of a GCF Concept Note, the GCF project proposal shall be prepared. To carry out such task, the services of a suitable international consultant have to be done. The selected consultant shall take the lead in the preparation of the GCF project proposal using the required official templates.

The objective of this consultancy assignment is to develop and prepare the full funding proposal, building on the agreed concept note, GON's energy objectives and targets, policies, baseline and planned projects, to facilitate and spur the application of RE-based power generation (decentralized and grid-connected) systems in the country, including climate-resilient and energy efficient infrastructure systems in the country's energy end-use sectors. GCF funding will enable barrier removal, demonstration of the design, engineering, planning, financing, implementation, operation and maintenance of grid-connected and decentralized village-based solar energy-based power supply as part of the country's effort to achieve the country's %RE electricity targets by 2025. Ultimately, this will enable a paradigm shift in the country's energy access and provision, with commensurate socio-economic benefits including greenhouse gas emission reductions.

C. Scope of Work:

The main objective of the consultancy is to formulate and produce 1) the initial concept and 2) the scoping report for the GCF funding for Niue. The consultant is required to work closely with the Project

Formulation/research specialist and other relevant experts to prepare all the documents that fully meets GCF investment criteria. S/he will work with UNDP Country Office, under an overall technical guidance of the UNDP's regional technical advisor (RTA) for climate change adaptation at the UNDP's Bangkok Regional Hub.

C. Expected Outcomes and Deliverables:

Coordinate inputs from international and national consultants and relevant stakeholders :

1. To liaise with the relevant experts involved in the project formulation to obtain their expected inputs for the scoping assessment and concept design.
2. To participate in a series of consultation discussions with stakeholders and obtain technical inputs from UNDP and ministries as deem relevant
3. To participate and obtain inputs from CSO and private sector meetings which are organised by the UNDP/ ministries
4. To participate in community level consultations to validate the design and input in to the full proposal
5. Ensure all project interventions are robustly designed meeting GCF investment criteria and is backed up with evidence including pre-scoping assessments, evaluations, relevant studies etc;

Design project Concept

6. Conduct technical analysis to flesh out project components and all technical sections, particularly 6 criteria elements of *impact potential; paradigm shift potential; sustainable development; country needs; country ownership and cost-effectiveness*; make sure that the technical proposal is evidence-based and has all necessary references to proof of concept that the proposed adaptation solution demonstrates its feasibility, across all project components;
7. Prepare the project logframe with well-defined indicators, targets, inputs and outputs; make sure that indicators in logframe are fully respond to the GCF indicator framework for adaptation;
8. Produce a draft scoping report for the project concept based on the consultations, research and analysis conducted.
9. In coordination with the technical consultants, undertake necessary consultations with relevant government agencies, stakeholders and experts to obtain comments/suggestions and incorporate these comments into the draft documents;

Design the full funding proposal, with the inputs from the national and international consultants

10. Outline financial structure of the project (with input from UNDP) and all main cost categories at the input level corresponding to all outcomes and outputs;
11. Work closely with the CO colleagues to present the implementation arrangement, including the procurement plan, procedures and principles the project will adhere to, in accordance with UNDP's rules and regulations;
12. Prepare the project budget, as detailed as requested by the GCF full funding proposal template;

Reporting and coordination line:

- Consultant will facilitate necessary contributions by all national and international consultants assigned to respective tasks for GCF project formulation for Niue;
- The national consultant (hired under UNDP's Individual Contract modality) will report directly to UNDP Samoa office, Environment and Climate Change Programme Manager;
- The consultant will coordinate with other team members of project formulation team, government counterparts and UNDP during the consultation and formulation process.
- The national consultant will need to work closely with UNDP CO, Consultant Technical Specialist for all the technical requirements of the project formulation process and in close coordination with BPPS/UNDP-GEF Regional Technical Advisor on Climate Change Adaptation, UNDP Programme Officer in Samoa.

UNDP RESPONSIBILITIES;

- 1) Data collection, meetings, research and other supporting functions.
- 2) Detailed budget and procurement planning
- 3) Quality assurance of the final annexes of the document

EXPECTED Deliverables

Draft Technical Scoping Report for the GCF Concept Note

Finalized Technical scoping report for GCF full proposal

Finalized Annexes for the full proposal including procurement plan and financing plan

Implementation Plan

The consultant will be expected to undertake the following tasks and deliver on the required outputs as specified.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
1. Complete draft Technical Scoping report for GCF Concept Note based on key inputs from relevant experts	15days	Dd/mm/yyyy	Reviewed by NDA, UNDP CO, BRH RTA and PTA

2. Complete Technical Scoping Report for GCF full proposal based on key inputs from UNDP CO and BRH colleagues	15 days	Dd/mm/yyyy	Reviewed by NDA, UNDP CO, BRH RTA and PTA
3. Finalize Annexes for the full proposal including procurement plan and financing plan.	10 days	Dd/mm/yyyy	Reviewed by UNDP CO and RTA
D. Institutional Arrangement:			
The hired consultant will be under the supervision of UNDP MCO DRR.			
E. Duration of the Work:			
The assignment will be for 40 working days between May - September 2017, on the part time basis			
F. Duty Station:			
The consultant will be home-based with missions to Niue when require.			
G. Competencies:			
Corporate Competencies: <ul style="list-style-type: none"> • Demonstrates commitment to the Gov. of Niue mission, vision and values. • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability Functional Competencies: <p><i>Knowledge Management and Learning</i></p> <ul style="list-style-type: none"> • Shares knowledge and experience • Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills <p><i>Development and Operational Effectiveness</i></p> <ul style="list-style-type: none"> • Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation. • Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems <p><i>Leadership and Self-Management</i></p> <ul style="list-style-type: none"> • Focuses on result for the client and responds positively to feedback • Consistently approaches work with energy and a positive, constructive attitude • Remains calm, in control and good humoured even under pressure • Demonstrates openness to change and ability to manage complexities 			

- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

• **Qualifications of the Successful Contractor:**

The successful candidate will have a background in environmental sciences and/or extensive functional experience in climate change adaptation in Niue or other Pacific Island countries with strong technical skills in project design and management.

The following attributes are *essential*:

- Postgraduate degree (M.S) in environmental sciences, international development, with specific academic or professional background related to climate change adaptation, monitoring and evaluation or other closely related fields;
- At least 10 years of technical experience in business development, investment sector for environmental issues, climate change adaptation/ mitigation or other related fields in Niue or other Pacific Island countries
- Substantial relevant experience in the design and implementation of integrated development projects;
- Experience in the formulation and management of similar projects with global funds including:
 - Project design, management, and monitoring & evaluation;
 - Design of logframe with SMART indicators, work plan and budget formulation;
 - Working with multi-disciplinary teams, including local and expatriate technical experts;
- Strong analytical skills; Exceptional ability in communication and networking, negotiations and writing;
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.

Desirable criteria include:

- Work experience related to environmental sciences and/or climate change in Niue or other Pacific Island countries.
- Experience in economic and financial analysis for project viability and budget formulations;
- Familiarity with technical issues related to adaptation, methods of cost-benefit analysis for adaptation options, identification of multiple benefits of adaptation, including, economic, social and gender related.

• **Scope of Bid Price & Schedule of Payments:**

DELIVERABLES	DUE DATE (%)	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Upon submission and approval of draft Technical Scoping report for GCF Concept Note by Government of Niue (NDA) and UNDP.	Tbc (20%)	\$xxx
Upon submission and approval of Final Technical Scoping report for full GCF proposal by Government of Niue (NDA) and UNDP.	Tbc (30%)	\$xxx
Upon submission and approval of Annexes for the full proposal including: <ul style="list-style-type: none"> • Procurement Plan • Financing Plan 	Tbc (50%)	\$xxx
TOTAL (40 working days)		\$xxx

• **Recommended Presentation of Proposal:**

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available (Letter of Offer to complete financial proposal)

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **18th May 2017** electronically via email: procurement.ws@undp.org. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **CV** or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award.
- **3 professional references most recent**
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and other expenses, if any
- **Letter of interest and availability specifying the available date to start and other details**

Queries about the consultancy can be directed to the UNDP Procurement Unit

procurement.ws@undp.org.