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G H A N A

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	Development of a manual for mainstreaming SDGs in the Medium-Term Development Plans of Metropolitan Municipal and District Assemblies (MMDAs)
Project/Program Title:	Partnership Action on Green Economy (PAGE) in Ghana
Post Title:	National Consultant
Consultant Level:	Level C (Senior Specialist)
Duty Station:	25 working days
Expected Places of Travel:	Accra and Northern Ghana
Duration:	25 days distributed over 3 months, but first 10 days dedicated to development of the manual, 5 days for support to review the draft plans and the remaining 10 days spread over two months dedicated to supporting training of MMDAs on the use of the manual and revise the plans.
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

Background

PAGE is seeking to contribute to Ghana's efforts to fully integrate Sustainable Development Goals (SDGs) and internalize Ghana's commitment to the global climate change agenda through Nationally Determined Contributions (Gh-NDCs) in development planning processes using the decentralized governance system in the country within the context of the National Development Policy Framework.

Ghana began the preparation for charting the path to a more inclusive greener economy by undertaking scoping studies and developing the blue print for green economy transition. The Green Economy Stocktaking reviewed national strategies, green economy related assessments and ongoing GE programmes and identified priority sectors (Agriculture, Energy and Forestry) for future PAGE engagement in Ghana. The sectors were prioritized owing to their contributions to the national economy in terms of GDP, trade, employment, low carbon development, and natural resources management.

Through the Green Climate Fund Readiness Programme, the Ministry of Environment, Science Technology and Innovation (MESTI) has recruited a consultant to develop a checklist to incorporate Ghana's Nationally Determined Contributions into Development Plans.

This assignment will build on the Gh-NDCs work to support the mainstreaming of climate change and green economy SDGs in development plans.

Objective

The objectives of this assignment are to:

- Develop a guide for the inclusion of the climate change, green economy relevant SDGs into MMDA development plans (including brief background information)
- Develop a training material (including a check list/template for reviewing Medium Term plans to reflect SDGs) based on the guide to enable National Development Planning Commission (NDPC) and other Government agencies to provide technical support to MMDAs in the development of their plans.
- Organize and undertake training workshop for selected MMDAs on use of the manual/checklist.
- Provide technical support to NDPC, Regional Coordinating Councils (RCCs and Ministry of Local Government to review draft Medium Term Plans submitted by MMDAs this year.
- Provide technical support for selected MMDAs to revise their draft Medium Term Development Plans to include relevant SDGs and indicators respective to their jurisdiction.

Approach/Methodology

The Consultants will use a participatory approach. The methodology will comprise, inter alia, a review of relevant literature and existing methodologies and tools; interview with relevant stakeholders; on-site technical support to NDPC, Regional Coordinating Councils (RCCs), the Ghana Statistical Service and selected MMDAs.

The Consultant will produce a draft guide and training manual which will be subjected to review by technical experts from UNDP, MESTI, EPA and NDPC and finalize same for publication and use.

The Consultant will work in close collaboration with MESTI, NDPC and the Relevant Regional Coordinating Councils to organize and undertake training workshop for selected MMDAs on use of the manual/checklist where training reports, and revised Medium Term Plans incorporating climate change and green economy relevant SDGs, their targets and indicators will be produced.

II. SCOPE OF THE WORK

The manual will cover all the relevant climate change, green economy relevant SDGs, its targets and indicators. The consultant in collaboration with MESTI and NDPC is responsible for providing specific technical support to 10 districts ¹targeted by the Adaptation Fund Project to ensure their Medium-Term plans reflect their jurisdictional and relevant SDGs, targets and indicators. The scope of the work also includes providing generic template for reviewing Medium Term Plans to ensure they reflect relevant climate change and green economy relevant SDGs, their targets and indicators. It will also include providing concrete examples of interventions, measures and investments that district could undertake and include in the plans.

Specific Tasks

1. Develop a draft guide and manual (including checklist/template for reviewing Medium Term Plans to reflect SDGs).
2. Share and receive inputs on the draft guide and manual.
3. Revise and finalize guide and manual.
4. Provide technical support to NDPC, RCCs and Ministry of Local Government in reviewing draft Medium-Term Plans and providing feedback for incorporating SDGs in plans based on the guide.

¹ The districts are Savelugu, Bole, Zabzugu and Tatale districts in Northern Region; Bawku municipal, Bawku West, Bongo and Builsa in the Upper East Region and Lawra, Nadowli and Sissala East in the Upper West Region.

5. Organize and undertake training workshop for at least 10 Adaptation Fund Districts on how to use manual/checklist. The proposed participants should include District Planning Officers, District Budget Officers, District Coordinating Directors, District Engineers, District Finance/Procurement Officers, District Development Officers, EPA officials (where applicable), relevant Regional Coordinating Council officials, officials of MESTI, NDPC, UNDP. The proposed number of participants for the training workshop per region is as follows: 35 for Northern Region, 45 for Upper East Region and 35 for Upper West Region.
6. Use training manual to train and support at least 10 Adaptation Fund Districts to incorporate SDGs, climate change and green economy in Medium Term Plans.
7. Provide any additional support to 10 Adaptation Districts in finalizing their Medium Term Plans.

III. EXPECTED OUTPUTS AND DELIVERABLES

The expected deliverables are as follows:

1. Brief inception report (5 days within signing of contract)
2. Draft guide and manual (including checklist/template for reviewing Medium Term Plans) for mainstreaming SDGs into Medium Term Plans of MMDAs (3rd week of August 2017)
3. Finalized guide and manual (including checklist/template for reviewing Medium Term Plans) for mainstreaming SDGs into Medium Term Plans of MMDAs based on comments received (1st week of September 2017)
4. Training workshop reports based on the training of the 10 Adaptation Fund Districts
5. At least 10 Medium Term Development Plans (of the Adaptation Fund Districts) that are SDG aligned (end of October 2017)

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will work under the direct supervision of:

- the Sustainable Development Cluster head of United Nations Development Programme (UNDP) in Ghana
- Deputy Director (climate change and green economy) at MESTI

Working in close collaboration with

- Relevant officials from NDPC
- UNDP Regional and Global Technical Advisors on Climate Change and Green Economy

Overall guidance will be provided by UNDP Country Director (Ghana).

The consultant will also be expected to liaise with other UNDP staff involved in the PAGE project.

The consultant will work closely with MESTI and NDPC in organizing and undertaking the training workshops. Official invitations to the training workshop will be facilitated by MESTI.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

UNDP will cover the costs of field missions separately, so these costs should not be included in the financial proposal.

VI. DURATION OF THE WORK

The assignment is expected to be completed by end of October 2017.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Education:

Advanced University Degree in development studies, economics, sustainable development, social sciences or related field.

Experience:

- Minimum 10 years relevant working experience in sustainable development
- Good understanding of the climate change, green economy and sustainable development agenda and challenges in Africa and in particular in Ghana.
- Knowledge of Ghana's development planning processes at both national and district levels. Having directly contributed to these processes is an advantage.
- Good publication record in the field of sustainable development, climate change, green economy

Language:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (government authorities, local communities, project staff).

Functional Competencies:

- Conceptual and analytical skills;
- Interpersonal and leadership skills;
- Reporting and writing skills
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

As per the Invitation to Submit an Offer, the qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. The financial proposal should include fees for the consultant separately from the cost of organizing the workshops (one for each Region). Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence	70%	100
Educational qualifications		20
Knowledge of and experience on climate change agenda, SDGs and development planning processes		10
Knowledge of and experience on green economy agenda		10
Knowledge of and experience on sustainable development agenda		10
Knowledge of and experience on Ghana's development planning processes		20
Publication record		10
Methodology/Approach		20
Financial (Lower Offer/Offer*100)	30%	100
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars all-inclusive² lump-sum contract amount when applying for this consultancy. The consultant will be paid based on the effective UN Official Rate of Exchange (UNORE) of proposal submission date (where applicable in case of national consultant), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Deliverables	Payment Schedule
Submission and acceptance of brief Inception Report	To be submitted to UNDP-Ghana and MESTI. Clearance triggers 1 st payment of 20% (excluding training workshop budget).
Submission and acceptance of draft Guide and Manual (including checklist/template)	To be submitted to UNDP-Ghana and MESTI. Clearance triggers 2 nd payment of 20% (excluding training workshop budget).
Submission and acceptance of finalized deliverables: Guide and Manual for mainstreaming SDGs into development plans	To be submitted to UNDP-Ghana and MESTI. Clearance triggers 3 rd payment of 20% (excluding training workshop budget). This triggers payment of 60% of training workshop budget.
Review, Training and delivery of 10 SDG aligned Medium Term Development Plans	To be submitted to UNDP-Ghana and MESTI. Clearance triggers 4 th payment of 40% (for both workshop training and consultancy fees).

X. CONFIDENTIALITY AND PROPRIETARY INTERESTS

² The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.