



TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT

POST TITLE: Governance and Climate Finance Consultant
AGENCY/PROJECT NAME: Governance of Climate Change Finance team,
UNDP Bangkok Regional Hub (BRH)
COUNTRY OF ASSIGNMENT: Bangkok based, with possibility to travel in Asia and
Pacific countries including Nepal and Pakistan

A. Project Title

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

B. Project Description

In Asia and the Pacific, UNDP is increasingly being requested to provide governance related services that support governments in articulating their response to climate change. These services include strengthening government's institutional and administrative framework to be able to deliver integrated climate policy and programming within a range of sectors; strengthening government's planning and budgeting processes to be able to account transparently for climate related services; strengthening parliament and civil society's roles in holding governments to account for their response to climate change and supporting local governments in integrating climate related services into their programming. There is also an increasing urgency to ensure that the needs, priorities, and interests of all people, including women, the poor, youth, and minorities and others who are particularly vulnerable to climate change impacts are included and that these people participate in the governance of a climate change response: in all stages of policy formulation, programme implementation and processes of accountability that determine a response to climate change.

To respond to the growing demands, in 2009 BRH established a multi-disciplinary team to deliver services which can support governments develop comprehensive approaches to govern the challenge of climate change in ways that support their overall development, particularly in the context of Rio+20 follow up and post 2015 development agenda. This team works across practices within UNDP and HQ, BRH, UNDP country offices and in partnership with a range of development partners at the regional level, to deliver this support.

Beginning 2014, UK Aid has financed a three-year-sub-regional programme titled "Strengthening the Governance of Climate Change Finance to Benefit the Poor and Vulnerable in South Asia", which had been further extended until March 31, 2019. This programme is based around three mutually reinforcing outputs – the first looks to strengthen the policies and institutional arrangements which will enable central government, particularly Ministries of Finance to Formulate Climate Compatible Budgets that will lead to effective prioritization of climate change finance; the second output looks at strengthening capacity of Ministry of Finance to track and report climate change expenditure with relevant ministries; and the third output will work to Share Experience Across Stakeholders including governments, civil society,

development partners and international organizations across the region and globally aligned with international process. The programme is being implemented in Pakistan and Nepal.

Objective of the Assignment

The objective of the assignment is to support the Governance of Climate Change Finance regional programmes in implementing the programme work-plans to achieve both regional and country specific results.

C. Scope of Work

The Governance and Climate Change Finance Consultant will work together with specialists in Public Financial Management, Climate Change, and Gender under Governance of Climate Change Finance (GCCF) team at UNDP Bangkok Regional Hub (BRH). The consultant is also required to work with UNDP country office teams to support the implementation of the ongoing GCCF regional programmes in specific areas (please refer to scope of work). The consultant will provide technical inputs on specific products, with a focus on accountability, collaborative research, and engagement with CSOs and parliaments in Nepal and Pakistan including other countries as relevant in Asia and the Pacific.

The consultant is also expected to provide substantive and administrative support in reporting to the donors of the project, including progress reports, and country work-plans.

- 1) Support an implementation of the country work-plans, with a focus on the collaborative research, which includes engagement with parliaments, and civil society organisations
- 2) Provide technical inputs and quality assurance on submitted deliverables from in-country TA to advise Governance, Climate Change Finance (CCFF), and Development Effectiveness Advisor prior to work-completion certificate.
- 3) Provide technical inputs and quality assurance to programme key products, such as country specific research products, Collaborative research paper and the operationalization of Climate Change Financing Framework roadmap.
- 4) Provide substantive support in reporting to the project donor, in particular progress reports, and work-plans as well as support the final evaluation of the regional programme.

D. Expected Outputs and Deliverables

Product	Role and contribution of consultant	Target Due Dates
1. Workplan of the assignment		25 th May 2018
2. Inputs for quality assurance and comments on the draft collaborative research methodologies for the Ministry of Water, Government of Pakistan	<ul style="list-style-type: none">- Work closely with the country team to provide technical inputs and guidance on the development of collaborative research for the Ministry of Water, Pakistan- Provide Support the production of the report	

Product	Role and contribution of consultant	Target Due Dates
3. Final version of Collaborative research paper for the Ministry of Water, Government of Pakistan	<ul style="list-style-type: none"> - Work closely with the team of BRH and Pakistan country office to provide technical input and guidance for collaborative research 	25 th June 2018
4. Draft version of Collaborative research paper in the Khyber Pakhtunkhwa province, Pakistan	<ul style="list-style-type: none"> - Support the production of the report 	
5. Technical inputs for trainings for Khyber Pakhtunkhwa Assembly	<ul style="list-style-type: none"> - Provide technical support for training sessions for Khyber Pakhtunkhwa Assembly Parliament, based on Budget Review Toolkit - Facilitate one session at the Collaborative research training at Khyber Pakhtunkhwa Assembly 	
6. Technical support to implementation of CCFF roadmap in Nepal and Pakistan	<ul style="list-style-type: none"> - Work with team in Nepal and Pakistan and provide technical support for the implementation of CCFF roadmap including attend various meetings with UNDP COs, CSOs, and government partners 	25 th July 2018
7. Draft version of technical briefs and guidance notes for the implementation of CCFF roadmap	<ul style="list-style-type: none"> - Develop 1st version of technical briefs, and guidance notes on CCFF roadmap 	
8. Final version of technical briefs and guidance notes for the implementation of CCFF roadmap	<ul style="list-style-type: none"> - Finalise the technical briefs and guidance notes for the implementation of CCFF roadmap 	27 th August 2018
9. Draft version of programme progress report and work-plan to donors	<ul style="list-style-type: none"> - Provide substantive inputs and draft specific sections of the progress report to the donor - Provide inputs on draft country specific work-plans, including budgets in consultation with Climate Change Policy expert, and relevant UNDP country office teams. - Work closely with Nepal and Pakistan team to develop the first draft of progress report including the 	25 th September 2018

Product	Role and contribution of consultant	Target Due Dates
	programme activities from October 2018-March 2019 and develop six-month workplan of the programme	
10. Final version of programme progress report and work-plan to donors	<ul style="list-style-type: none"> - Work with team to attend the progress report meeting with donor - Revise and finalise programme progress report as per discussion with donor meeting - Work with GCCF team at BRH and country office teams to finalise country specific workplan to submit to donor 	25 th October 2018
11. Technical input for training session for media work under regional programme	<ul style="list-style-type: none"> - Provide technical support and facilitate training sessions for journalists, based on the Media Guide 	
12. Technical support to local governments in Nepal	<ul style="list-style-type: none"> - Work closely with GCCF team to provide technical input and guidance for local governments - Support the production of the report 	23 rd November 2018
13. Draft version of M&E methodology for end of regional programme evaluation	<ul style="list-style-type: none"> - Work with GCCF and country office teams to develop draft M&E methodology 	17 th December 2018
14. Final evaluation team ToR	<ul style="list-style-type: none"> - Draft and finalize TOR for final evaluation team 	
15. Final version of M&E methodology for end of regional programme evaluation	<ul style="list-style-type: none"> - Participate in the programme evaluation preparation meeting including attend meetings with donors, country office teams, programme partners, etc. 	25 th January 2019
16. Regional programme evaluation participation	<ul style="list-style-type: none"> - Coordinate with the evaluator team and participate in programme evaluation 	
17. First and final version of programme management action	<ul style="list-style-type: none"> - Technical support to respond to evaluation team about the management action 	25 th February 2019

Product	Role and contribution of consultant	Target Due Dates
18. First version of final programme report	<ul style="list-style-type: none"> - Provide substantive inputs and draft specific sections of the final report to the donor including budgets in consultation with Climate Change Policy expert, and relevant UNDP country office teams. - Work closely with Nepal and Pakistan team to develop the first draft of progress report including the programme 	
19. Final version of Programme report	<ul style="list-style-type: none"> - Work closely with team and country office teams to finalize the regional programme report. - Coordinate with programme partners to prepare for the programme closure 	25 th March 2019

E. Institutional Arrangement

The Governance and Climate Finance Consultant 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.

F. Duration of the Work

The contract will be started from 1st May 2018 – 15th April 2019 approximately 231 working days

G. Duty Station

The assignment will be Bangkok based with possibility to travel in Asia and Pacific countries including Nepal and Pakistan.

H. Qualifications of the Successful Individual Contractor and Evaluation Criteria

The consultant should possess the following expertise and qualification;

1. Advanced degree in development studies, political science, law, social sciences, or other related fields.
2. At least 10 years of proven experience working with government partners. Working with high-level officials in Asia is an asset.
3. Demonstrated, substantive knowledge on governance, and accountability issues
4. Proven experience in policy analysis, and advisory role to senior government stakeholders.
5. Excellent analytical and writing skills

6. Excellent organizational and communication skills.
7. Proven experience in overseeing and ensuring technical soundness of research and analysis products
8. Work experience in an international organization is an advantage.
9. Knowledge of UNDP's policies, procedures and practice is an asset.
10. Ability to work as a part of a team, sharing information and coordinating efforts with multi-country teams
11. Excellent English communication skills, both written and oral

I. Scope of Price Proposal and Schedule of Payments

The method of payment is output-based lump-sum scheme. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. 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 as per below percentages:

Milestone #	Deliverables/ Outputs	Payment (% of total contract amount)
1	<ul style="list-style-type: none"> Workplan of the assignment Inputs for quality assurance and comments on the draft collaborative research methodologies for the Ministry of Water, Government of Pakistan 	9
2	<ul style="list-style-type: none"> Final version of Collaborative research paper for the Ministry of Water, Government of Pakistan Draft version of Collaborative research paper in the KP province Technical inputs for trainings for Khyber Pakhtunkhwa Assembly 	9
3	<ul style="list-style-type: none"> Technical support to implementation of CCFF roadmap in Nepal and Pakistan Draft version of Collaborative research paper in the KP province 	9
4	<ul style="list-style-type: none"> Final version of technical briefs and guidance notes for the implementation of CCFF roadmap 	9
5	<ul style="list-style-type: none"> Draft version of programme progress report and work-plan to donors 	9
6	<ul style="list-style-type: none"> Final version of programme progress report and work-plan to donors Technical input for training session for media work under regional programme 	9
7	<ul style="list-style-type: none"> Technical support to local governments in Nepal 	9
8	<ul style="list-style-type: none"> Draft version of M&E methodology for end of regional programme evaluation 	9

	<ul style="list-style-type: none"> Final evaluation team ToR 	
9	<ul style="list-style-type: none"> Final version of M&E methodology for end of regional programme evaluation Regional programme evaluation participation 	9
10	<ul style="list-style-type: none"> First and final version of programme management action First version of final programme report 	9
11	<ul style="list-style-type: none"> Final version of Programme report 	10

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

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: the consultants must quote prices in United States Dollars (USD).

Incomplete proposals may not be considered.

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 (Maximum 70 points)

- Criteria 1: Relevance of the Education – **Max 5 points**
- Criteria 2: Experience on policy analysis, and advisory role to senior government stakeholders – **Max 10 Points**
- Criteria 3: Experience in working with government partners – **Max 15 points**
- Criteria 4: Substantive knowledge on governance, and accountability issues – **Max 15 points**
- Criteria 5: Experience in overseeing and ensuring technical soundness of research and analysis products – **Max 10 points**
- Criteria 6: Availability – **Max 15 points**

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

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.