



TERMS OF REFERENCE

International Individual Consultant -Financial Investment Plan for Nationally Determined Contribution (NDC) Implementation

Project:	Nationally Determined Contribution (NDC) Support Programme in Trinidad and Tobago – Development of a Financial Investment Plan for NDC Implementation
Duty Station:	Port of Spain, Trinidad and Tobago with the Ministry of Planning and Development
Duration of Project:	6 months
Type of contract:	Individual Contract

1. Background

The Government of the Republic of Trinidad and Tobago (GoRTT), in collaboration with the United Nations Development Programme (UNDP) is executing a project entitled the **Nationally Determined Contribution (NDC) Support Programme** which is aimed at building capacity for low-carbon development and supporting the implementation of the country's NDC. Current project activities involve, *inter alia*, the:

- (i) Development of an Implementation Plan for the National Climate Mitigation Monitoring, Reporting and Verification (MRV) System;
- (ii) Design and installation of the core component of the National MRV System – the Knowledge Management System (KMS);
- (iii) Conduct of a Gender Analysis and development of an Action Plan for incorporating gender considerations into NDC planning; and
- (iv) Development of a Financial Investment Plan for NDC implementation.

2. Request for Consultancy

Trinidad and Tobago is at a relatively advanced stage of NDC implementation, having already developed an NDC Implementation Plan under the predecessor of the NDC Support Programme, the Low Emission Capacity Building (LECB) Programme. The NDC Implementation Plan makes recommendations for strengthening institutional capacity, mainstreaming climate change issues, and includes a capacity building action plan, sectoral plans for the main greenhouse gas (GHG) emitting sectors and a climate finance plan.

Trinidad and Tobago's NDC is estimated to cost \$2 billion USD, and therefore, it is necessary to

identify adequate, sustainable and accessible financing required to implement the actions outlined in the Implementation Plan. This will require the mobilization of a mix of financing sources including international public funds, private sector funding as well as the national fiscal budget to provide the investment needed to implement the NDC.

As part of the NDC Support Programme's Project activities, this consultancy seeks to develop a Financial Investment Plan that identifies key actions for financing NDC implementation and includes, *inter alia*, investment strategies, recommendations for improving institutional capacity for accessing climate finance and approaches to private sector engagement for finance mobilization aligned with the activities contained in the NDC Implementation Plan. The Financial Investment Plan should also include considerations for tracking and reporting all climate finance sources and allocations for NDC implementation.

On behalf of the GoRTT, the UNDP is seeking a suitable professional to work with the Ministry of Planning and Development and the NDC Support Programme Project Team, **to develop a Financial Investment Plan for NDC Implementation.**

3. Expected Results and Key Deliverables

The International Consultant, with guidance from the NDC Support Programme Project Team, has the following principal responsibilities and deliverables, as well as other related tasks that the Project Team may identify as necessary to the success of the Project in attaining its objectives:

I. Workplan

- i. Develop consultancy schedule, approach, strategies, required stakeholder consultations and other related activities.

II. Report on the Assessment and Identification of Financial Options

- i. Review relevant documentation including the National Climate Change Policy, Carbon Reduction Strategy, NDC Implementation Plan and the prioritized mitigation actions mentioned therein, as well as their cost implications.
- ii. Identify and analyse public and private climate investment options and assess the feasibility of public-private partnerships for NDC implementation.
- iii. Identify international climate finance sources aligned with NDC implementation and review the applicable requirements for access including accreditation for direct access and determine the necessary resources and capacities to meet the requirements for accessing funds. The extent of their alignment with NDC implementation goals should also be assessed.
- iv. Identify and assess the feasibility of foreign direct investment within the national policy and legislative framework for implementing the NDC.
- v. Identify feasible opportunities to mainstream climate change into national budgetary processes and infrastructure.
- vi. In collaboration with the Project Team and the Ministry of Planning and Development, conduct stakeholder consultations as necessary.
- vii. Compile a summary report on the above-mentioned reviews, stakeholder consultations, assessments and identified financial options, inclusive of barriers and

specific opportunities, for leveraging finance towards NDC implementation.

III. Financial Investment Plan

Based on the reviews and assessments of prioritized GHG mitigation actions and financing options, develop a Financial Investment Plan for implementing the NDC that includes, *inter alia*:

- i. Recommendations for accessing climate finance for the above-mentioned components of the assessment.
- ii. A plan and schedule for accessing the various identified financial options for NDC implementation channels of funding.
- iii. The required roles and responsibilities of the identified institutions involved in implementing the proposed Financial Investment Plan, based on the assessment of their resources and capacities to meet the requirements of the identified financial options for NDC implementation.
- iv. Recommendations for the enabling environment to facilitate the investments. These recommendations should also speak to the barriers and opportunities previously identified.
- v. Developed methodologies and performance indicators for tracking climate finance resources (i.e., MRV of climate finances), including what is available, what has been accessed, challenges encountered etc.
- vi. Recommendations that would allow for the continuous improvement of the Financial Investment Plan.

4. Qualifications and Experience

The candidate should be highly motivated and capable of working independently. The ability to work with a wide variety of stakeholders from governments, agencies, private companies, NGOs, and research institutions is essential. In addition, the Project Consultant should possess:

- A Post Graduate degree in Business/Finance, Economics or related field from a recognized University;
- A minimum of seven (7) years of relevant professional experience (i.e., experience in financial and investment planning);
- Knowledge of climate finance from both public and private sources is preferred;
- Familiarity and experience in developing country/Small Island Developing States (SIDS) investment environments, preferably in the Caribbean region and with a similar economic structure as Trinidad and Tobago;
- Excellent organizational skills, especially for facilitating meetings and writing reports;
- Excellent interpersonal/communication skills;
- Excellent oral and written communication skills in English.

5. Duration

The assignment must be completed within six (6) months of the start date.

6. Reporting Requirements

The Project Consultant will report directly to the Project Team. In addition, he/she is expected to meet as necessary with the Project Team, Personnel of the Ministry of Planning and Development, and the NDC Support Programme Steering Committee. At the end of the contracted time period, the Project Consultant shall submit all project outputs to the Project Team, which will be assessed for validity and completeness of required information, and should be in the desired format identified by the client. Once approved by the NDC Support Programme Steering Committee, all outputs become the property of the client to utilise and disseminate as deemed necessary.

7. Terms of Payment

10% on submission and acceptance of a workplan.

40% on submission and final acceptance of the Assessment and Identification of Financial Options Report.

50% on submission and final acceptance of the Financial Investment Plan

8. Evaluation Criteria

Method: Highest total score of weighted interview and financial criteria: The price proposals of all shortlisted consultants¹, who have attained a minimum 70% score at the Interview stage, will be compared. UNDP will award a contract to the individual who receives the highest score out of a predetermined weighted, Interview and Financial criteria as follows: 70% Interview criteria, 30% Financial criteria.

Shortlisting Criteria		Maximum points*
1	Relevance of Education/ Degree	20
2	Years of Relevant Experience	20
3	Adequacy of Competencies for the Assignment	40
4	Knowledge of the SIDS generally and Caribbean specifically	10
5	Special Skills	10
Total		100

¹ See **Table 1** for Shortlisting Criteria for progression to the Interview Stage.

Once candidates have been shortlisted, i.e. they have attained a score of at least 70%, based on the requirements in the Terms of Reference, only then, would they be interviewed for the position.

At the interview stage, candidates must attain a score of 70% for their financial proposals to be evaluated.

The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.

The following formula (cumulative analysis) is used to determine the financial scoring: $p = y (\mu/z)$, Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated