



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant – GCF Technical Specialist

Reference No.: UNDP/PN/01/2020

Date: 03 January 2020

Country: NEPAL

Description of the assignment: UNDP-Nepal is supporting Government of Nepal, Ministry of Finance to implement Green Climate Fund Readiness and Preparatory Support to continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF. Nepal aims to strategically and systematically build the national capacity at different levels to ensure that the knowledge, process and mechanism are transferred to extent possible and thus contributing to sustainable capacity building efforts. The purpose of the part of the project under this contract is to take stock of existing policies along with reports prepared by the BMU funded Readiness and GCF's investment priorities and strategic impact areas. The Readiness Programme is procuring a services of a GCF Technical Specialist (International) who will be tasked with designing and preparing elaborative guidance document for preparation of full funding proposal processes for GCF along with technical guidance and support to the direct access entities on their accreditation application and capacity needs.

Project name: Green Climate Fund Readiness and Preparatory Support Programme (GCFRPS)

Period of assignment/services (if applicable): 80 days spread over four months. (Home based – 63 days, 2 missions to Nepal and spent at least seventeen working days.)

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 19 January 2020** mentioning reference No. **UNDP/PN/01/2020 – GCF Technical Specialist**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/01/2020: GCF Technical Specialist, on or before 10 January 2020**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programme, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green

Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The key outcomes proposed under the current Readiness & Preparatory Support i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization.

On February 2019, the GCF approved the accreditation of Alternative Energy Promotion Center (AEPCC), a nodal agency of the Government of Nepal for the promotion and development of renewable energy and energy efficiency in Nepal. Similarly, at the moment three national institutions i.e. National Trust for Nature Conservation (NTNC), Nepal Investment Bank Limited (NIBL) and Town Development Fund (TDF) are in pipeline for GCF accreditation. Considering the challenges of GCF accreditation application process itself, these entities will need support on responding on the application particularly on Stage 1. And once accredited, these entities are expected to prepare concept notes/full funding proposals to access resources from the GCF. The preparation of full funding proposal can be very challenging for direct access entities in view of their current capacity to understand comprehensiveness of the funding proposal application along with the supplementary documents demanded by the GCF proposal process.

Therefore, a consultant will be procured to provide technical support towards development of an elaborative guidance document for preparation of full funding proposal process for GCF. The guidance document is expected to provide step-by-step guide on preparation of full funding proposal for GCF in accordance with GCF's Full Funding Proposal template.¹ In addition, the consultant will also provide technical guidance and support for the ongoing applications of Nepal Investment Bank Limited and Town Development Fund on their accreditation application along with building capacity to prepare a work flow for GCF within each of the nominated entities.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree with seven years of experience (or PhD with five years of experiences) in public policy, economics, international development, environmental management, climate change policy or any other relevant field;

¹https://www.greenclimate.fund/documents/20182/574712/Form_02_-_Funding_Proposal.docx/dbade9ba-0359-4efc-9c86-40e9d245463f

II. Years of experience:

- Demonstrated work experience in supporting accreditation of national institutions to the Adaptation Fund or the Green Climate Fund in developing countries;
- Proven experience in designing and preparing of at least 3 funding proposals or proposal guidance document of Adaptation Fund, GEF, GCF, or proposals for multinational donors;
- Demonstrate track record of similar assignment for project formulation for GCF, GEF and other climate funds;
- Track record of leading multi-disciplinary team in complex assignment with experience in liaising and coordination with government agencies;
- Strong knowledge of GCF and its investment framework, financing modalities and accreditation requirements.
- Demonstrate experience in developing, monitoring or managing projects funded by multilateral funds such as Adaptation Fund, Global Environment Facility or GCF;
- Excellent communication skills both written and oral in English.

III. Competencies:

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization;
- Ready to work independently, under tight deadlines;
- Good communication skills both written and oral in English;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

Note:

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

• Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the

services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> Criteria A At least Master's Degree in relevant field along with 7 years experience in preparation of guidance processes and GCF processes (10) 	10%	10
<ul style="list-style-type: none"> Criteria B Demonstrate proven work experience on designing and preparation of funding proposals for Adaptation Fund, GEF, GCF (35) 	35%	35
<ul style="list-style-type: none"> Criteria C Demonstrate experience in supporting accreditation application of national institutions with Adaptation Fund, GCF etc (25) 	25%	25
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Terms of Reference (TOR)

INDIVIDUAL CONTRACT

Post Title: GCF Technical Specialist

Type Individual Contract (International)

Location: Home-based with mission to Nepal

Project: Green Climate Fund Readiness & Preparatory Support Programme

Additional Category Resilience and Climate Change

Starting Date: 27 January 2019

Duration: 80 days spread over 4 months

1. BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programme, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The key outcomes proposed under the current Readiness & Preparatory Support i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization.

On February 2019, the GCF approved the accreditation of Alternative Energy Promotion Center (AEPC), a nodal agency of the Government of Nepal for the promotion and development of renewable energy and energy efficiency in Nepal. Similarly, at the moment three national institutions i.e. National Trust for Nature Conservation (NTNC), Nepal Investment Bank Limited (NIBL) and Town Development (TDF) are in pipeline for GCF accreditation. Considering the challenges of GCF accreditation application process itself, these entities will need support on responding on the application particularly on Stage 1. And once accredited, these entities are expected to prepare concept notes/full funding proposals to access resources from the GCF. The preparation of full funding proposal can be very challenging for direct access entities in view of their current capacity to understand comprehensiveness of the funding

proposal application along with the supplementary documents demanded by the GCF proposal process.

Therefore, a consultant will be procured to provide technical support towards development of an elaborative guidance document for preparation of full funding proposal process for GCF. The guidance document is expected to provide step-by-step guide on preparation of full funding proposal for GCF in accordance with GCF's Full Funding Proposal template.² In addition, the consultant will also provide technical guidance and support for the ongoing applications of Nepal Investment Bank Limited and Town Development Fund on their accreditation application along with building capacity to prepare a work flow for GCF within each of the nominated entities.

2. OBJECTIVES OF THE ASSIGNMENT

The purpose of the assignment is to provide develop a step-by-step guidance on preparing a funding proposal for the Green Climate Fund targeted for the direct access entities.

The specific objectives include;

- Review and stock take of GCF's policies, procedures and processes;
- Formulate a step-by-step guidance document on proposal development for GCF;
- Strengthen the capacity of national access entities on development of full funding proposal and mainstreaming GCF's policies;
- Provide technical guidance and support to NIBL and TDF on their accreditation application;

3. SCOPE OF WORK

The consultant, upon signing contract with UNDP Nepal, the consultant will work under the supervision of the Project Manager and in close association with the Ministry of Finance and UNDP Country Office in producing the deliverables specified below. During the assignment, the consultant is expected to work closely with the senior management and technical staffs of AEPC, nominated accredited entities, international accredited entities present in the country during the preparation and design phase of the step-by-step guidance note. The section below elaborates detailed scope of the work, activities to be implemented and responsibilities of the consultant.

Output 1: Review and stock take of GCF's policies, procedures and processes

Inception Report

The inception report will have a well-defined timeline, a clear conceptual framework and methodology in-line with the delivery targets outlined in the ToR. The conceptual framework will provide clear step-wise approach linking it with the expected outputs for this consultancy along with effort for coordination and identification of risk and mitigation measures.

Review of policies and stock taking report

²https://www.greenclimate.fund/documents/20182/574712/Form_02_-_Funding_Proposal.docx/dbade9ba-0359-4efc-9c86-40e9d245463f

The consultant will review all existing climate change related national and sectoral policies along with all policies, process and procedures of GCF pertaining to funding proposal development including GCF's standards, investment criteria, strategic impact areas, and result frameworks towards development of criteria for project pipeline preparation. Some of the key documents but not limited to review are provided below;

- i. National Climate Change Policy (2011)³
- ii. National Adaptation Programme of Action to Climate Change (NAPA)⁴
- iii. National Framework of Local Adaptation Plans for Action (2011)⁵
- iv. Nationally Determined Contribution (2016)⁶
- v. 14th Plan (2016/17 -2018/19)⁷
- vi. 15th Plan Approach Paper⁸
- vii. National Communication Document (2004⁹, 2014¹⁰, 2017¹¹)
- viii. Governance and Strategic Plan of Green Climate Fund¹²
- ix. Governing Instrument for the Green Climate Fund¹³
- x. GCF Impact Areas¹⁴
- xi. Country Programme Guide (Initial Draft)¹⁵
- xii. GCF Readiness & Preparatory Support Programme Project Document¹⁶
- xiii. GCF Handbook for Nepal (2017) published by Ministry of Finance
- xiv. Draft GCF Engagement Strategy for Nepal report submitted by GCF Readiness (BMU)
- xv. Draft GCF Country Programme and Project Pipeline report submitted by GCF Readiness (BMU)
- xvi. Sustainable Development Goals, Status and Roadmap: 2016-2030 (2017)¹⁷
- xvii. Needs Assessment, Costing and Financing Strategy for Nepal's Sustainable Development Goals (2019)
- xviii. Initial investment framework: activity specific sub-criteria and indicative assessment factors¹⁸
- xix. Identification of results areas where targeted GCF investment would have the most impact¹⁹
- xx. Investment Criteria Indicators (2019)²⁰
- xxi. Indigenous Peoples Policy (2018)²¹
- xxii. Environmental and Social Policy (2018)²²

³ <http://www.climatenepal.org.np/main/downloadFile.php?fn=fcv7m8j1h3v.pdf&ft=application/pdf&d=publication>

⁴ <https://unfccc.int/resource/docs/napa/npl01.pdf>

⁵ <https://www.mope.gov.np/download/National%20Framework%20on%20Local%20Adaptation%20Plans%20for%20Action.pdf.22f5ea44eb04bdef06d4b1a394b3cd5c>

⁶ <https://www4.unfccc.int/sites/ndcstaging/PublishedDocuments/Nepal%20First/Nepal%20First%20NDC.pdf>

⁷ <https://www.npc.gov.np/images/category/14th-plan-full-document.pdf>

⁸ [https://npc.gov.np/images/category/15_plan_approach_paper_\(Draft\)1.pdf](https://npc.gov.np/images/category/15_plan_approach_paper_(Draft)1.pdf)

⁹ <https://unfccc.int/resource/docs/natc/nepnc1.pdf>

¹⁰ <https://unfccc.int/resource/docs/natc/nplnc2.pdf>

¹¹ http://mofe.gov.np/noticefile/Nepal%E2%80%99s%20GHG%20Inventory-Final_version_1562308551.pdf

¹² <https://www.greenclimate.fund/who-we-are/about-the-fund/governance>

¹³ https://www.greenclimate.fund/documents/20182/1246728/Governing_Instrument.pdf/caa6ce45-cd54-4ab0-9e37-fb637a9c6235

¹⁴ <https://www.greenclimate.fund/how-we-work/funding-projects>

¹⁵ https://www.nab.vu/sites/default/files/documents/Guidance%20to%20Country%20Programmes_20160426.pdf

¹⁶ Nepal's Readiness Proposal 2017. https://www.greenclimate.fund/documents/20182/466992/Readiness_proposals_-_Nepal_UNDP_NDA_Strengthening_and_Country_Programming.pdf/

¹⁷ GoN/NPC 2017. Nepal's Sustainable Development Goals Status and Roadmap:2016-2030 (http://sdg.npc.gov.np/media/resources/items/19/bSDG_Report_final_version.pdf)

¹⁸ https://www.greenclimate.fund/documents/20182/239759/Initial_investment_framework_activity-specific_sub-criteria_and_indicative_assessment_factors.pdf/771ca88e-6cf2-469d-98e8-78be2b980940

¹⁹ https://www.greenclimate.fund/documents/20182/1270184/GCF_B.21_Inf.04_-_Identification_of_results_areas_where_targeted_GCF_investment_would_have_the_most_impact.pdf/c91c907b-1d40-e1f5-2cc4-98ac82add67e?version=1.0

²⁰ https://www.greenclimate.fund/documents/20182/1424894/GCF_B.22_05_-_Investment_criteria_indicators.pdf/3bd307ff-d213-266a-de74-bbb28cda2bc0?version=1.0

²¹ <https://www.greenclimate.fund/documents/indigenous-peoples-policy>

²² https://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Environmental_and_Social_Policy.pdf/aa092a12-2775-4813-a009-6e6564bad87c

xxiii. Investment Risk Policy (2018)²³

The consultant will also review and familiarize with GCF's modality for funding projects that takes account of project preparation including templates for preparation of concept notes and full funding proposal guidelines along with approved GCF funding proposals.²⁴ In addition, the recently approved 'No Objection Procedure' adopted by the NDA will also be reviewed.

Consultation and Workshop

The consultant will be expected to undertake a series of consultation meetings and round table dialogues at the national level to get input from relevant stakeholders i.e. national or sub-national stakeholders and accredited entities that have prepared funding proposal for Nepal during the process of development of the guidance document.

Output 2: Formulate a step-by-step guidance document on national proposal development for GCF

The consultant will develop a step-by-step guidance document in accordance with the national framework developed along with the development of a full funding proposal in accordance to the national proposal development framework²⁵ prepared by the Government of Nepal.

The guidance document for proposal preparation will provide details on 1). Preparation of concept note and 2). Preparation of full funding proposal and its components. The stepwise guidance will be prepared in close consultation with the NDA/Ministry of Finance, Project Manager, GCF Readiness Programme and UNDP as well as consultation with accredited entities that have prepared full funding proposal for GCF. The guidance document will provide in-depth guidance steps for the following process but will not be limited too;

i. Concept Note

Though preparation of concept note by accredited entities is not mandatory, the Government of Nepal requests that all eligible entity submit a concept note for review and prior issuance of a 'Concurrent Letter' for preparation of full funding proposal.²⁶ Thus, in accordance with the GCF's template for the concept note²⁷ the consultant will provide details of the outline for the concept note preparation. The concept preparation guidance will showcase the following components but will not be limited to;

Project Scope: The consultant will outline the scoping assessment that needs to be prioritized to provide a baseline scenario along with policies and priorities and linkage with GCF's policies as well as country's own policies i.e. NDC, NAP and CP. The problem statement will be detailed in the scope while approach to achieve desired outputs and outcomes will be provided.

Pre-Feasibility Study: A format and procedure for pre-feasibility study for the concept note preparation will be prepared that will provide a step-wise process of identifying main root causes and

²³ https://www.greenclimate.fund/documents/20182/574763/GCF_Policy_-_Investment_Risk_Policy.pdf/21ddea0f-6ed0-2a55-c772-525f9be3d512

²⁴ <https://www.greenclimate.fund/library/-/docs/list/573365>

²⁵ MoF. 2017. GCF Handbook for Nepal. Pg

²⁶ MoF 2019. No Objection Procedure. Guidance Document.

²⁷ https://www.greenclimate.fund/documents/20182/239759/GCF_Concept_Note_User_s_Guide.pdf/64866eea-3437-4007-a0e4-01b60e6e463b

barriers that needs to be addressed and a theory of change on how it will support in pathways for low-emissions and climate resilience (climate rationale). Implementation arrangements, exit strategy and sustainability, social and environmental screening and indicative financing/cost of financing must also be highlighted as a procedure.

Other Requirements: Any additional requirements will be addressed during the period of concept note preparation as per the GCF's template.

ii. Full Funding Proposal

The consultant will prepare the step-by-step guidance for development of full funding proposal in accordance with the GCF's Full Funding Proposal Template. The step-by-step process outline will be prepared in close consultation with NDA and Readiness Programme and with due consideration with GCF's policies and processes. The consultant will outline key priority elements i.e. GCF's Strategic Impact Areas, Result Management Framework, Environmental and Social Policy, and Gender Policy and Action Plan. Each element will be need to be addressed and highlighted in the guidance document. The guidance document will provide a stepwise guidance on the following components but will not be limited to;

Table 1: Funding Proposal Development Components

S.no	Component	Details
1.	Defining Project Scope (Section A and B1)	<ul style="list-style-type: none"> - Climate change scenario, problem statement, identification of potential threats and barriers, baseline scenario, - Project area, demography and beneficiaries - National policies, priorities and institutional arrangements; - Past and ongoing climate projects and synergy;
2.	Logical Framework (Section B & E)	<ul style="list-style-type: none"> - Barriers and Root causes - Approach to achieve desired outputs and outcomes, prescribed theory of change, monitoring and evaluation processes along with budgeting exercise; - Outline Output level, Outcome Level (Country) and Fund Impact (Objective) along with key indicators and elaborate on the process;
3.	Alignment with GCF's investment criteria (Section D)	<ul style="list-style-type: none"> - Demonstrate the proposed project's alignment with GCF's six investment criteria; - Elaboration of indicators and its link with GCF's core indicators targets (adaptation and mitigation);
4.	Monitoring and Evaluation (Section E5, E6, E7)	<ul style="list-style-type: none"> - Identify qualitative and quantities indicators to assess project/programme performance and means of verification in-line with GCF's requirement; - Provide an overall guidance on M&E and reporting responsibility of the projects in accordance with GCF's mandate; - Preparing Monitoring and Evaluation Plan
5.	Financing and Sustainability (Section C)	<ul style="list-style-type: none"> - Details on process of budgeting/indicative cost calculation for the proposed project - Approach to co-financing along with consessionality and application of financial instruments of GCF; - Approach and application of Economic and Financial Analysis;
6.	Justifying GCF's Involvement (Section B5)	<ul style="list-style-type: none"> - Justifying GCF's investment in the projects; - Elaborating on 'value add' for GCF involvement - Sustainability and Exit Strategy;

7.	Risk Assessment and Mitigation Measures (Section F)	<ul style="list-style-type: none"> - Explain steps to identify risk (i.e. financial, technical, operational, social and environmental) and its proposed mitigation measures - Based on identified environmental and social risks and impacts - Elaborate on GCF's ESS mechanisms and steps including preparation of ESMP; - Elaborate on cases for Information Disclosure Policy;
8.	Integrating Gender in the Project (G2)	<ul style="list-style-type: none"> - Preparation of Gender Action Plan including approach for comprehensive socioeconomic and gender assessment; - Approach to GAP and explanation on outputs;
9.	Implementation and Institutional Arrangements (Section B4, G3, G4)	<ul style="list-style-type: none"> - Institutional analysis (AE & EEs) - Implementation structure/arrangement - Project delivery and approaches - Financial management and procurement - Structure of flow of funds
10.	Annex	<ul style="list-style-type: none"> - Elaboration of the annex templates should be provide in brief

Thus, the consultant will prepare a user friendly guidance document that incorporates the various components along with elaboration of the various documents demanded by each process along with supplementary documents required during the process.

Sharing and Consultation

Once the guidance document is prepared, it will be shared amongst the relevant stakeholders including the members of the technical committee and accredited entities for their inputs. The inputs/comments will be addressed and shared to the NDA for their endorsement.

Output 3: National Training for DAE on funding proposal development conducted

Training Modules Designed

The consultant will design two training modules aimed for direct access entities and potential executing entities that will be aimed for strengthening national capacity on i). Funding Proposal Development Procedures and ii). mainstreaming gender and ESS during funding proposal. The modules will outline training modality, targeted participants and necessary resources. Besides the modules, consultant will also provide supplemental knowledge products both in English and Nepali. The consultant will work closely with the Project Manager and the NDA during the design of the training module.

Delivery of trainings to DAEs

Once the training modules are designed, the two specific trainings will be implemented in close coordination with the Readiness Programme and the NDA. The consultant will be responsible for the training components while the logistics of the event and its details will be overseen by the Readiness Programme.

Output 4: Provide technical support to Direct Access Entities

Training for DAE on Work Flow

The consultant will design and implement a tailor-made training for the four national entities to strengthen their capacity in designing the work flow for the GCF processes within each of the

institutions as per recommendation of the capacity development needs of the entities²⁸. The GCF Work Flow within each entity will detail an overarching processes with specific roles and responsibilities for GCF project design, quantity assurance mechanism, monitoring & evaluation and risk assessment and monitoring (including Environment and Social Safeguards and gender). Once the tool is finalized, the consultant will also coordinate with the NDA and the Readiness Programme to implement the training on the GCF work flow process to the focal persons of the DAE.

Technical guidance to DAE

In addition, the consultant provides the accreditation application of Nepal Investment Bank Limited and Town Development Fund to prepare response to the Stage 1 and Stage 2 responses. The consultant will provide substantial updates to NDA climate finance technical committee on the process. Similarly, the consultant will also provide technical guidance towards preparation of an internal GCF work flow processes including guidance on establishment/drafting of institutional functions and definition of roles and responsibilities of the various institutional arrangement particularly for GCF.

4. DELIVERABLES

The specific deliverables are outlined below:

S.no	Stage of work – Consultant (Policy)	Deliverables	Payment Schedule
1.	Inception Report: that provides a broad outline of working approach, work plan for the consultancy, effort for coordination and identification of risk and mitigation measures	Submission of Inception Report (within 5 days)	20 % payment after approval of inception report.
2.	Training Module: Training module on GCF work flow processes prepared for the four national entities.	Submission of training module (within day 10)	30% payment after submission of reports and proceedings
3.	Stock taking Report: that will outline of the guidance framework for the GCF's funding proposals and project cycle.	Submission of Stock taking report (within day 15)	
4.	Guidance document for Concept Note Preparation: A guidance document that step-by-step approach that describes each components for preparation of concept note for GCF in line with GCF's template.	Submission of Guidance Document for Concept Note (within day 20)	
5.	Provide Technical Inputs to Accreditation Application: of NIBL and TDF who are in Stage 1 process review. Provide technical guidance on the responses to GCF Secretariat. (Field Mission minimum 4 days)	Submission of progress report (mission report) on application (within day 25)	20% payment after submission of reports and proceedings
6.	Training for DAE on Work Flow: Deliver training to four direct access entities on preparation of GCF work flow processes. (Training mission for 5 days)	Proceeding Report of the training (within day 30)	

²⁸ GCFRPS.2019. Capacity Assessment Report of Nepal's Direct Access Entities Report.

7.	Guidance document for Full Funding Proposal Preparation: A guidance document that step-by-step approach towards developing a full funding proposal in line with GCF's template.	Submission of Guidance Document for Full Funding Proposal (within day 45)	20% payment after submission of reports and proceedings
8.	Sharing and Consultation Workshop: Sharing of the both guidance documents with relevant stakeholders including national accredited entities. (including 2 day field mission)	Submission of proceeding report (within day 56)	
9.	Training: 2 Trainings on i). Funding Proposal Development Procedures and ii). mainstreaming gender and ESS during funding proposal organized for NDA, DAES and government agencies (Field mission – 5 days)	Proceeding report of sharing workshop and training modules (Within day 65)	
10.	Progress Report: on technical inputs to NIBL & TDF on their accreditation application questions.	Submission of progress of application of TDF & NIBL & GCF work flow processes (within day 75)	10% payment after submission of final report
11.	Submission of Compiled Report: A compiled full report with step-by-step guidance on entire funding proposal development process in line with the national project cycle.	Submission of completion report along with all compiled report (within day 80)	

The detailed report must be submitted in English. Both hard and soft copies of all the report including the supporting materials must be submitted. The reports, data and images must be in an editable format.

5. DURATION OF THE ASSIGNMENT AND REMUNERATION

The duration of the contract is for the period of 80 days spread over four months upon signing of the contract. The consultant is expected to carry out two missions to Nepal and spent at least 17 working days in mission to provide technical guidance and work with the NIBL and TDF team on their accreditation application as well as delivery of a sharing workshop and trainings as indicated in the deliverables. The cost related to international travel and field mission should be included in the financial proposal. The cost of consultation meetings/workshops/trainings will be covered by the GCF Readiness Programme including venue, stationary and necessary training/workshop supplies.

6. REQUIRED EDUCATION AND EXPERIENCE

The consultant will have competency and demonstrated experience and expertise in undertaking the assignments. The consultant shall possess following qualifications:

Education

- Master's degree with seven years of experience (or PhD with five years of experiences) in public policy, economics, international development, environmental management, climate change policy or any other relevant field;

Experience

- Demonstrated work experience in supporting accreditation of national institutions to the Adaptation Fund or the Green Climate Fund in developing countries;
- Proven experience in designing and preparing of at least 3 funding proposals or proposal guidance document of Adaptation Fund, GEF, GCF, or proposals for multinational donors;
- Demonstrate track record of similar assignment for project formulation for GCF, GEF and other climate funds;
- Track record of leading multi-disciplinary team in complex assignment with experience in liaising and coordination with government agencies;
- Strong knowledge of GCF and its investment framework, financing modalities and accreditation requirements.
- Demonstrate experience in developing, monitoring or managing projects funded by multilateral funds such as Adaptation Fund, Global Environment Facility or GCF;
- Excellent communication skills both written and oral in English.

Competencies

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization;
- Ready to work independently, under tight deadlines;
- Good communication skills both written and oral in English;

7. SCHEDULE OF PAYMENT

The payments will be delivery-based on progress submitted by consultant as follows:

Installments	Milestone	Payments
1 nd	Inception Report (Deliverable 1)	20 %
2 nd	Submission of training module, stock taking report and guidance on the concept note (Deliverable 2, 3 & 4)	30 %
3 rd	Submission of proceeding report of training on GCF work flow and mission report on technical inputs to DAE (Deliverable 5 & 6)	20 %
4 th	Submission of guidance on the concept note Full Funding Proposal Preparation, Proceeding report of sharing workshop and Training Proceeding Report (Deliverable 7, 8 & 9)	20 %
5 th	Submission of the Progress report on technical inputs to DAEs, Final version of the guidance documents & completion report (Deliverable 10 & 11)	10 %

8. WORKING ARRANGEMENTS

The consultant should maintain a close coordination with the Project Manager of Green Climate Fund Readiness and Preparatory Support. The consultant, in implementing the activities under its scope, shall demonstrate synergies with relevant government agencies and civil society organizations as envisaged by the project document, and adopt strategy in a complete collection of information and analysis from all stakeholders' perspectives. The consultant will be given access to relevant information necessary of execution of the tasks under this assignment. The consultant will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection.

9. EVALUATION METHOD

Applicants will be evaluated on a basis of education in required field, work experience in relevant field, demonstrate proven experience in undertaking similar assignments for development agencies. Proven experience in working with government line will be a strong asset.

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

UNDP/PN/01/2020 : International Consultant – GCF Technical Specialist

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **International Consultant – GCF Technical Specialist** under the **Green Climate Fund Readiness and Preparatory Support Programme (GCFRPS)**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- G) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

J) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS²⁹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (USD)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	80 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel³⁰ Expenses to Join duty station			
Round Trip Airfares to and from duty station	2 Trips		
Living Allowance	17 days		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel cost will be borne by UNDP for field missions, outside duty station, if any.		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Approval of Inception Report	20%	
Submission of training module, stock taking report and guidance on the concept note (30%)	30%	
Submission of proceeding report of training on GCF work flow and mission report on technical inputs to DAE (20%)	20%	
Submission of guidance on the concept note Full Funding Proposal Preparation, Proceeding report of sharing workshop and Training Proceeding Report (20%)	20%	

²⁹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

³⁰ Travel expenses are not required if the consultant will be working from home.

Submission of the Progress report on technical inputs to DAEs, Final version of the guidance documents & completion report (10%)	10%	
Total	100%	USD

**Basis for payment tranches*