

TERMS OF REFERENCE (TOR)

GENERAL INFORMATION

Services/Work Description: Consultancy Service on Review and Standardization of the CRGE Facility Monitoring and Evaluation System

Project/Program Title: Climate Resilient Green Growth Project
Duty Station: Addis Ababa / Ethiopia
Type of the Contract: Firm Level Consultancy Service
Duration: 40 working days
Expected Start Date: within 15 days of contract signature

I. BACKGROUND / RATIONALE

Ethiopia has officially declared its intention to pursue a green growth development path and to seek to de-couple emissions from economic growth and structural transformation of the economy. This started with the Ethiopian Climate Resilient Green Economy (CRGE) Strategy which identified several initiatives which will ultimately lead to GHG emission reduction and resilience building to the adverse impacts of climate change. The CRGE initiative has led to establishment of new institutions, new efforts in capacity building and financial resource mobilization, and triggered comprehensive climate risk and vulnerability analyses. A critical part of the institutional arrangements is the CRGE Facility (The Facility), the national financing mechanism that has been created to support the implementation of the CRGE. The CRGE Facility is established with the purpose of attracting, aggregating and strategically deploying resources to Implementing Entities for the achievement of the Climate Resilient Green Economy. The responsibilities and operational methods of The Facility are more fully described in the CRGE Operations Manual (*The Manual*).

All CRGE Facility supported programmes and their components should be monitored systematically, and evaluated during or after implementation, with appropriate reporting of the results at each stage. Cognizant of this, MOFED in collaboration with UNDP has developed a draft CRGE Facility M&E system manual, which attempts to define the various kinds of monitoring and evaluatory actions that have to be undertaken, when they have to be done and who has to do them, in order for the monitoring and evaluation system to work.

The draft manual requires further scrutiny and sign off by an experienced international institution before it is finalization and application. This Terms of Reference (TOR) describes the objectives and scope of the work to be carried out, the expected deliverables and the timeline for the consultancy. The TOR also describes the precise skills and capabilities required and the working arrangements to review and sign off the draft Monitoring and Evaluation system.

II. OBJECTIVES OF THE SERVICE / WORK

- To critically review, improve and standardize the different sections of the draft CRGE Facility Monitoring and Evaluation system;
- To review the CRGE result matrix annexed to the M&E system and propose key indicators, monitoring tools, etc. for the CRGE Facility that allows tracking the quality and quantity of results of its funding portfolio.

III. SCOPE OF SECTOR AND SUBSECTOR COVERAGE

The scope of the work involves referring and understanding relevant policy documents of the country; including the national M&E guidelines and templates, sector specific M&E practices, the CRGE strategy, the CRGE Facility Operations Manual, etc. and consultations with relevant stakeholders within the government and development partners. Based on these, the consultant will critically review, modify and standardize the CRGE Facility M&E system manual and propose gender sensitive CRGE Facility Portfolio result matrix. The mutually agreed up on end products will be validated during a half day workshop. To this effect:

The Consulting Firm will:

- Comprehend and analyse the goals and objectives of the CRGE vision and strategies;
- Understand the goals and systems of the CRGE Facility and its current and potential contributors, bilateral and multilateral, specifically results and reporting requirements (including potential for results-based payments);
- Comprehend and analyse the Sectoral Reduction Mechanism and roles of implementing and executing entities in delivering enabling, mainstreaming and investment activities;
- Comprehend and analyse GTP I and the GTP-II planning process and the interactions with the CRGE;
- Identify relevant government macro level policy documents, M&E systems already in place or being established in development and climate-relevant programmes in Ethiopia (including but not limited to Government GTP M&E systems (at Federal, Regional, Woreda and Kebele levels), the Productive Safety Net Programme (PSNP, especially the Climate Smart Initiative, CSI), Sustainable Land Management Programme (SLMP), Reducing Emissions through Deforestation and Degradation (REDD+), Energy Plus, Tracking Adaptation and Measuring Development (TAMD, with the Autonomous Adaptation Programme and SLMP) to draw best practice and ensure potential alignment where possible and appropriate;
- Comprehend and analyse CRGE Facility commitments on social and environmental safeguards, and ensure monitoring and evaluation systems will track their implementation;
- Identify existing capacities including technical skills to implement the M&E system, currently existing data system, available technology to support the data system, and resources to implement it;
- Review and standardize the draft CRGE Facility M&E system in such a way that it best meets these strategic goals and objectives, the operational requirements of the Facility, MOFED and (potential) contributors and the operational reality and capacity of implementing and executing entities;

- Re-work the current version of Section 12 of The Manual (including the associated annexes) to incorporate the recommended M&E system, making sure that these are fully integrated with broader operational methods.

IV. EXPECTED OUTPUTS:

- CRGE Facility Portfolio Result Matrix;
- Revised and comprehensive CRGE Result Matrix;
- Revised and standardized CRGE Facility Monitoring and Evaluation System manual with complete annexes;
- An updated Section 12 of the CRGE Facility Manual, including revised versions of the identified Annexes.

V. Working arrangement

The Firm will work with the CRGE Facility Team and reports to the Director of the CRGE Facility, and UNDP Climate Resilient Green Growth Team, who will assure quality and sign-off all deliverables. The CRGE Facility serves as an array of stakeholders, including government line ministries, donors, technical advisors and other development partners. It is vital that the needs and opinions of these stakeholders be factored into the development of the M&E system. The CRGE Facility Secretariat will assist the Consultant in identifying and collaborating with all relevant stakeholders

Timescales

The work is required to commence within 15 days of contract signature. The timing of inputs and estimated level of effort for the work is summarised below.

Description	Location	Timing (from contract signature)
Desk Review <ul style="list-style-type: none"> ▪ Review of relevant documents (CRGE strategy, SRM, CRGE Facility Operations Manual, government M&E system manual, templates, guidelines etc., ▪ Review of the draft CRGE Facility M&E system manual 	Ethiopia	3 weeks
<ul style="list-style-type: none"> ▪ Field Work and Completion of Deliverables Stakeholders consultations, revision of the draft M&E system manual and the CRGE Result Matrix, formulation of CRGE Facility portfolio result matrix; ▪ Stakeholders validation workshop; ▪ Completion and sign off the M&E system with annexes; ▪ Completion of Section 12 of CRGE Manual with associated annexes 	Ethiopia and Home Office	5 weeks

VI. PAYMENT MILESTONES AND AUTHORITY

Prospective Service Provider will indicate the cost of services for each deliverable in US dollars when applying for this consultancy. The Proposer will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, living allowances, communications, taxes, out of pocket expenses, and other ancillary costs.

A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	Upon submission and acceptance of CRGE Facility Portfolio Result Matrix and Revised and comprehensive CRGE Result Matrix	Ministry of Finance and Economic Development / CRGG Team Leader	30%
2 nd Installment	Upon submission and acceptance final M&E system with annexes	"	50%
3 rd Installment	Upon completion of Section 12 of CRGE Manual with associated annexes	"	20%

VII QUALIFICATION

The consultant firm need to have

- Internationally reputable experience in designing national and programmatic M&E systems;
- Substantial experience in formulation of M&E system for climate change initiatives at national and regional level including result matrix for climate change related projects and programs at national and sub-national level, preferably in comparable development contexts;
- Experience of developing M&E system for national climate funds or international climate fund

VIII CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), 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%

IX RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider here below is given a proposed Table of Contents. Accordingly; your Technical Proposal document must have at least the preferred content as outlined in the RFP Standard Bid Document (SBD).

X CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consulting firm shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government 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. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.