

ANNEX I



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Resilient nations.

ETHIOPIA

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF NATIONAL CONSULTANT (IC)

GENERAL INFORMATION

Services/Work Description: Recruitment of National Consultant for the development of Proposal to be submitted for GCF by the Ministry of Agriculture.

Project/Program Title: CRGE

Post Title: National Consultant

Duty Station: Addis Ababa

Expected Places of Travel: None

Duration: 60 working days distributed till October 31/ 2015.

Expected Start Date: Immediately after Concluding Contract Agreement

I. BACKGROUND / PROJECT DESCRIPTION

Ethiopia's Climate Resilience Green Economy (CRGE) strategy (launched in 2011), aims to contribute to the country attaining middle-income status and a zero growth carbon economy by 2025. The GoE is currently working to fully integrate CRGE into the second GTP (GTP II) providing an opportunity to explore climate compatible development. GTP II is expected to be launched in July 2015.

In order to support the implementation of the CRGE strategy, the GoE set up a national climate change fund - the CRGE Facility. The facility is housed in the Ministry of Finance and Economic Development (MOFED), which is responsible for providing oversight and for supporting financial management aspects of the Facility. The Ministry of Environment and Forests (MEF) provides technical expertise in project planning, appraisal and implementation. The two institutions will continue to play a key role in the development and implementation of the GTP II, in particular in ensuring consideration of the key elements of the country's low-carbon climate resilient growth and mainstreaming of climate change aspects in the country's long-term development planning and budgeting.

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework

Convention on Climate Change (UNFCCC) which is established in compliance with Article 11 of the Convention to contribute significantly to the collective efforts of the international community to combat climate change. It is the first multilateral fund dedicated solely to fund climate change mitigation and adaptation measures in developing countries. The GCF is expected to avoid shortcomings of existing funds, including unbalanced governance, burdensome access procedures and imbalanced allocation of resources towards mitigation.

The GCF has now secured pledges of USD 10.2 billion to be channeled to climate friendly activities in developing countries. The GCF can be accessed directly by National Implementing Entities from developing countries and/or through international and regional Implementing Entities (IE). The fund has agreed to allocate 50:50 between adaptation and mitigation measures. The fund will also allocate significant amount of resource through its Private Sector Facility in order to catalyze and maximize private sector engagement in climate finance throughout developing countries.

The Board of the Green Climate Fund has started Accreditation of National and International institutions for direct access. The board has also planned to approve programs for funding starting in October 2015. The GCF plans to fund programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation.

The Ministry of Finance and Economic Development (MOFED) has submitted accreditation application for direct access through the CRGE Facility. While the accreditation process for direct access is going on, MOFED and MEF are coordinating preparation of pipeline programmes for Key CRGE initiatives in the agriculture, forestry, water irrigation and energy, industry, transport, cities and buildings sectors. This readiness process will enable Ethiopia to become one of the countries that will benefit from the GCF early.

II. SCOPE OF THE WORK

The National consultants in close consultation with the sector technical team and the international consultants will review the overall sector GTP-II plans, CRGE Strategy document, GCF result framework, appraisal criteria, investment framework of the fund, etc. They will consult and facilitate consultations with relevant actors and stakeholders as per the guidance with the technical team leader.

The national consultant will assist in designing a high standard proposal with sensible theory of change, result matrix, budget breakdown, risk and economic analysis, consistent with the requirements of the GCF. The consultants will be responsible in ensuring the International Consultant will properly understand the Ethiopian context and design a country driven proposal. They have the following specific duties and responsibilities:

- Assist in structuring the paradigm shift potential of the programme by defining the degree to which the proposed activities can catalyze impact beyond a one-off programme investment;
- Assist in describe how the programme as designed is expected to contribute to a paradigm shift in the relevant area(s) through a theory of change;
- Spell out the overall logic framework in accordance with the GCF's Results Management Framework and Performance Measurement Framework by organizing components' logic frames;
- Ensure flow and clarity of argument, sequencing, consistency, especially between text and tables and figures;
Ensure that the statistical data used and referenced in the text are consistent with the data in the respective tables, figures, charts and maps, etc.

III. EXPECTED OUTPUTS AND DELIVERABLES

I. An economic and financial technical report of forest sector programme consisting of:

- Financial model if necessary;
- Economic and financial analysis;
- economic and financial costs and benefits using appropriate tools such as BCR, NPV, IRR;
- Risk identification matrix for financial risks, mitigation strategies.

II. A report covering the appraisal and evaluation of the proposed forestry sector programme.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Upon sub mission of inception report	10 working days	UNDP, MoA and MOFED
2	Report on Financial model, Economic and Financial analysis and Economic and financial costs and benefits using appropriate tools such as BCR, NPV, IRR;	20 working days	UNDP, MoA and MOFED
3	Report on Risk identification matrix for financial risks, mitigation strategies	20 working days	UNDP, MoA and MOFED
4	sub mission of a covering the appraisal and evaluation of the proposed Agriculture sector program	10 working days	UNDP, MoA and MOFED

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The national consultant will closely work with the international consultant and the proposal preparation technical team. He/she should submit bi-weekly progress report to CRGE Unit of the Ministry of Agriculture sub-sector team.

V DURATION OF THE WORK¹

The consultancy service will take 60 working days

VI QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

Advanced university degree in areas such as Natural resource management, livestock, agronomy, agricultural economics/climate finance or very related fields with further in-depth financial/economics training.

a. Years of experience:

10 years of relevant experiences

b. Functional Competencies:

- Strong analytical and modeling skills with full knowledge of Excel functions;
- Hands on experience in conducting economic analysis of agricultural productions
- Hands on project management experience, ability to efficiently manage a large number of activities simultaneously;
- The knowledge and experience of UNFCCC negotiations and related document designs;
- The capacity to assess the agriculture sector program design against the fiduciary, environmental and social safeguards standards and requirements of the Green Climate Fund (GCF);
- Good back ground in Ethiopian agricultural policy, strategy and programme development;
- Excellent communication skills, both verbal and written;

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

- Proven capability to meet deadlines and work under pressure

c. Language and other skills:

Fluency in English both written and oral.

e. Compliance of the UN Core Values:

- 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;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the following professional and technical qualifications.

Only the applicants who hold these qualifications will be shortlisted and contacted.

VII CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. 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 (based on CV, Proposal and interview (if required))	70%	100
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50*
<ul style="list-style-type: none"> ▪ Minimum educational back ground 		10
Experience in environment planning, climate smart agriculture, researches and managing technical co-operation strategies, policies and relevant environment advocacy programs in inclusive low carbon, climate resilient development and green growth.		40
Total Score	Technical Score * 70% + Financial Score * 30%	

* It is mandatory criteria and shall have a minimum of 50%

VIII PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her lump sum service fees 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	Percentage of Payment
1 st Installment	Inception Report	MoA UNDP and MoFED	10%
2 nd Installment	Draft reports on the deliverables 2 and 3	MoA UNDP and MoFED	30%
3 rd Installment	Final report on deliverables 2 and 3	MoA UNDP and MoFED	30%
4 th Installment	submission of a covering the appraisal and evaluation of the proposed Agriculture sector program	MoA, UNDP and MoFED	30%

IX. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the preferred content as outlined in the IC Standard Bid Document (SBD).

X CONFIDENTIALITY AND PROPRIETARY INTERESTS

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.

XI ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.