

Green Climate Fund (GCF) Readiness Programme in Ghana

Terms of Reference:

Development of the National Designated Authority (NDA) Operational Manual

I. Background

The Green Climate Fund (GCF) was established in 2010 as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC), designed to disburse \$100 billion per year of new and additional resources by 2020 for addressing climate change. Access to Fund resources will be through national, regional and international implementing entities accredited by the Board. Direct access by national public and private entities will be a key feature of the Fund in line with a GCF's commitment to country ownership. The Government of Ghana has nominated the Real Sector Division of Ministry of Finance to be the National Designated Authority (NDA) to liaise with the GCF.

The Green Climate Fund (GCF) Readiness Programme, a joint partnership between UNDP, UNEP, and World Resource Institute (WRI), is a global programme to support countries for enhanced access to international climate finance. The Programme in Ghana aims to support the government in strengthening their national capacities to effectively and efficiently plan for, access, manage, deploy and monitor climate financing in particular through the GCF. The Programme will target two important aspects of the GCF approach, 1) access to funds and 2) private sector engagement, both of which will require significant preparatory work in many countries before GCF financing will be possible at scale. The GCF Readiness Programme will focus on a range of preparatory activities to a) build and strengthen the institutional capacity of national entities in Ghana, with a focus on enabling direct access; and to b) help Ghana prepare climate change mitigation and adaptation investment strategies, programmes and projects, including through the active involvement of the private sector.

II. Objective of the Assignment

As part of the GCF Readiness Programme's support to the National Designated Authority (NDA) of Government of Ghana, a service of a consultant is sought to produce the operational manual for the NDA. The manual will provide the guidance on rules and procedures of the Ghana's NDA for its day-to-day operation, including decision-making process, criteria with regard to funding and accreditation support decisions, institutional mechanism, and other policies to strengthen its operational efficiency, effectiveness, and transparency.

III. Scope of Work

The consultant will develop the operational manual for the NDA in close consultation with the Real Sector Division of Ministry of Finance (Ghana NDA), Ministry of Environment, Science, Technology, and Innovation (MESTI), and other relevant national stakeholders in climate change policy and finance. The manual development will be

primarily based on the guidance provided from the GCF secretariat, but taking into accounts the national context of climate finance and climate policy in Ghana. This work will require a thorough examination of the documents from the GCF secretariat, best practices from other countries, and experiences from other global environmental funds/carbon finance mechanisms such as Global Environment Facility, Adaptation Fund, and Clean Development Mechanism.

IV. Expected Deliverables

The contents of the NDA operational manual will include, but not limited to, the following sections:

I. Background

- 1) Introduction to the Green Climate Fund (GCF)
- 2) The role of NDA as guided by the GCF
- 3) Access to GCF funding in Ghana's context
- 4) Linkage to national climate change policy and institutional framework

II. Operation of the NDA

1) Institutional mechanism

- NDA structure and supporting bodies: roles, responsibilities, skills required
- Technical Advisory Committee: members and terms of reference
- National Climate Change Steering Committee for multi-stakeholder engagement and coordination

2) Nomination of National Implementation Entity (NIE) for accreditation

- Guidance for interested NIE candidates: who qualifies to apply?
- Procedure to receive and screen application from interested NIEs, including the application form template and required supporting documents
- Decision-making process and criteria with regard to NIE nomination
- Accreditation support for nominated NIEs

3) No-objection of funding proposal

- Process and criteria to prioritize investment areas (national strategic framework for the GCF)
- Proposal review principle and criteria for no-objection, including roles and responsibilities of Technical Advisory Committee, NDA, and other institutions
- Timeline and proposal review cycle

III. Operational principles

- 1) Accountability and transparency
- 2) Gender policy

The manual should contain the detailed description of the operational rules and procedures of the NDA, with roles and responsibilities of each party involved in the process. It should be presented with the diagram and flowchart as necessary to help readers' understanding.

V. Proposed Timeframe and Payment Schedule

The assignment will have the duration of two (2) months (working days only) with the proposed time frame of as follows. A proposed timeline of activities should be submitted as part of a detailed work plan in the proposal to be submitted by interested applicants.

Deliverables	Proposed Deadline	Payment
Inception Report	One week upon signing the contract	20% of total contract sum
Draft Report	Six weeks upon signing the contract	30% of total contract sum
Final Report	Eight weeks upon signing the contract	50% of total contract sum

VI. Requirements

- Hold a Master's degree in public administration, social science, or environmental studies
- At least 5 years of work experience including:
 - Experience in development of the operational manual
 - Experience in working with the government and development partners on the issue of climate change policy/finance and environmental policies, in particular on international carbon finance mechanisms (e.g. Clean Development Mechanism) and/or global environmental funds (e.g. Global Environment Facility, Adaptation Fund, etc.)
 - Research experience in desk review of documents, interview, stakeholder mapping, etc.
- Good interpersonal and language (English) skills
- Proven experience in drafting reports

VII. Proposal Guideline

The technical proposal shall demonstrate clearly how the consultants intend to carry out the assignment including the research methodology. The detailed implementation plan will include an outline of the implementation strategy and approach, and monitoring and reporting framework/format.

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, number of anticipated working days).

VIII. Evaluation Criteria

Criteria	Weight
1) Technical	70 %
<u>Qualifications of Consultant</u>	20%
• Academic qualification	10
• Knowledge in the area of climate change policy and global climate finance	10
<u>Professional Experience of Consultant</u>	30%
• Relevant experience in the development of a manual	10
• Relevant research experience	10
• Relevant experience in working with government/development partners on the issue of climate change policy and finance	10
<u>Proposed approach and understanding of the assignment</u>	20%
2) Financial	30%
<u>TOTAL</u>	100%

IX. Approval

This TOR is approved by:

Name and Designation

Date

Signature