

 G H A N A

**TERM OF REFERENCE (ToR)**

**FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)**

**GENERAL INFORMATION**

**Services/Work Description:** Recruitment of Consultant for the Rapporteur for “Ghana’s Nationally Determined Contributions Investment Forum”

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| **Project Title:** | Nationally Determined Contribution (NDC) Support Programme |
| **Duty Station:** | Accra, Ghana  |
| **Type of the Contract:** | National Consultant  |
| **Duration:** | 10 days  |
| **Expected Start Date:** | 7th March 2019 |

**I. BACKGROUND / PROJECT DESCRIPTION**

At the UN climate change conference in Paris in December 2015, 196 countries adopted the Paris Agreement – the first ever, legally binding universal pact that sets out a global action plan for limiting global warming to “well below 2°C” starting from 2020. This Paris Agreement requires all Parties to put forward their best efforts in a form of Nationally Determined Contributions (NDCs) and to accelerate these efforts in the years ahead. This includes requirements that all countries report regularly on their emissions and on their implementation efforts.

Ghana is one of the countries, despite little historical contribution to today’s negative impact of climate change, who demonstrate commitment both nationally and globally to pursue coordinated actions to reduce the negative impacts of climate change on its citizenry and to create a low carbon emission development pathway. Ghana has been making best endeavours to finalise and present its ambitious NDCs soon on the basis of the Intended Nationally Determined Contributions (INDC) plan containing a set of 31 climate actions covering seven sectors with a budget of $22.6 billion for 10 year period starting from 2020.

UNDP’s NDC Support Programme aims to enhance technical and institutional capacities of public, private sector and social actors to scale up mitigation actions that support NDC implementation in more than 18 countries including Ghana. Since 2017, Government of Ghana and UNDP (Country Office), as lead agency of climate change to the Government, are implementing NDC Support Programme. Under the Programme, MESTI, EPA and UNDP Ghana, as a lead agency for climate change, are going to organise a 2-day pre-summit event during the [Africa Climate Week](https://www.regionalclimateweeks.org/) dubbed “**[Gh-NDC Investment Forum](http://www.gh.undp.org/content/ghana/en/home/presscenter/articles/2019/ndcinvestmentforum2019.html)**” on 18-19 March 2019. The Forum will provide a platform for leaders from across government and other key stakeholders (in particular the private sector and financial communities) to:

* Launch Ghana’s NDC Implementation Plan (this will seek to guide the process of translating Ghana’s broad commitments in the NDCs into concrete programmes and projects on the ground);
* Present priority projects to support the NDC implementation of the country to potential investors;
* Showcase investment opportunities for private sector and strengthen their role in the implementation of NDCs;
* Promote coordinated policy making environment with the understanding of interrelatedness of Climate Action and respective SDGs by introducing innovative SDG impact assessment tool;
* Discuss climate finance needs and barriers through innovative policy, technology and finance solutions for NDC implementation;
* Discuss policy incentives engaging local, regional and national authorities.

**II. SCOPE OF THE WORK**

The main objective of the assignment is to support the preparation and organisation of the Gh-NDC Investment Forum.

**III. EXPECTED OUTPUTS AND DELIVERABLES**

Specific tasks are as follows:

1. Comment and provide inputs for the finalization guidance notes for invited speakers;
2. Follow up on the participation of speakers and moderators;
3. Participate in the Forum and serve as a rapporteur;

**Deliverables:**

* Speaker’s notes finalized (20%)
* Draft report on the Forum (40%)
* Final report on the Forum (40%)

| **Deliverables**  | **Outcome** | **Timeline** | **Payments (%)** |
| --- | --- | --- | --- |
| 1. Comment and provide inputs for the finalization guidance notes for invited speakers | * Speaker’s notes finalized
 | 4-5th March | 20Upon delivery and clearance of service provided |
| 2. Follow up on the participation of speakers and moderators  | * Draft report on the Forum
 | 18-21th March | 40Upon delivery and clearance of draft of final report on the Forum  |
| 3. Participate in the Forum and serve as a rapporteur | * Final report on the Forum
 | 25-28th March | 40Upon submission of final report on the Forum  |
| Total 10 days from 04 March to 28 March 2019  | 10 days  | 100% |

The consultant will be responsible for travel to the venue of the Forum which is Accra International Conference Centre (AICC) as well as other tax related obligations.

**IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

* The Consultant will be supervised by the UNDP Country Office in partnership with the Ministry of Environment Science Technology and Innovation (MESTI) and Environmental Protection Agency (EPA).
* The consultant is expected to be available for consultations and be in reliable email contact for a set number of hours that align with Government/UNDP business hours.
* Payments will be made upon satisfactory delivery of outputs, certification of payment form, and acceptance and confirmation by UNDP and MESTI on outputs satisfactorily delivered.

**V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC**

* The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment.
* The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.

**VI. DURATION OF THE WORK**

* The work is envisioned for a total duration of 10 days.

**VII. PAYMENT MILESTONES**

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

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| --- | --- | --- | --- |
| **Payment Schedule****(Payment trenches)** | **Deliverables to be Delivered** | **Approval should be obtained from:** | **Percentage of Payment** |
| 1st Instalment | Upon submission and clearance of the comment and inputs provided | UNDP | 20 % |
| 2nd Instalment | Upon delivery and clearance of outline of final report on the Forum | UNDP | 40 % |
| 3rd Instalment | Upon submission of final report on the Forum | UNDP | 40 % |

**VIII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

**Education:**

* Master’s degree in a relevant field such as banking, economics, finance, business administration, social science, or related areas.

**Work Experience:**

* At least 7 years work experience in Banking and Finance;
* Demonstrated profound understanding of financing in relation to Paris Agreement including Nationally Determined Contributions and Sustainable Development Goals;
* Certified Financial Analyst is an asset;
* Experience and/or familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners;
* Excellent communication skills with analytical ability to express ideas clearly, concisely and effectively, both orally and in writing;
* Fluency in English;
* Demonstrated ability to work in an independent manner.

**Language:**

* Fluency in written and spoken English;
* Capacity to communicate fluently with different stakeholders (civil society, government authorities, traditional authorities, local communities, project staff);
* Knowledge of UN official languages is an asset.

**Functional Competencies:**

* Excellent analytical and organizational skills;
* Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
* Skills in note taking and news gathering;
* Exercise the highest level of responsibility and can handle confidential and politically sensitive issues in a responsible and mature manner.

**Core Competencies:**

* 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;
* Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**IX. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified individuals are expected to submit both the Technical and Financial Proposals. Accordingly; the prospective consultants will be evaluated based on Cumulative Analysis as per the following conditions:

* Responsive/compliant/acceptable as per the Procurement Notice, 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 weights of the proposals are:
	1. ***Technical Criteria weight: 70%***
	2. ***Financial Criteria weight: 30%***

Herewith please find the **Standard Technical Proposal Evaluation Criteria** along with respective allocated weight template for Requester’s review.

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| **Criteria** | **Weight** | **Max. Point** |
| **Technical Competence (based on CV, Proposal and interview (if required))** | **70%** | **100** |
| * Master’s degree in a relevant field such as banking, economics, finance, business administration, social science, or related areas
 | **20** | 20 pts |
| * At least 7 years work experience in Banking and Finance with engagement/dealing with SMEs
 | **20** | 30 pts |
| * Knolwedge, past experience and/or proven track record of rapporteur activity backed up by proven evidence of high level engagement of rapporteuring
 | **15** | 15 pts  |
| * Knowledge of and experience in climate change, environment, Nationally Determined Contributions (NDCs) and Sustainable Development Goals (SDGs)
 | **10** | 10 pts |
| * Participation in a course for, or possession of Certificate, of Certified Financial Analyst is an asset
 | **5** | 5 pts  |
| **Financial (Lower Offer/Offer\*100)** | **30%** | **100** |
| **Total Score**  | **Technical Score \* 70% + Financial Score \* 30%** |

**X. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy without prior written consent. Proprietary interests on all materials prepared by the Firm 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.

**XII. ANNEXES TO THE TOR (if any otherwise cancel it out)**

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.