



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: January 9, 2020
	REFERENCE: MWI10/PROC/2020/001

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Development of Operation Manual for National Climate Change Fund**

Proposals has to be submitted on or before **the time stated in e-tendering system**, “in case of any discrepancies on deadlines indicated, the one in eTendering system prevails”, and via e-tendering link <https://etendering.partneragencies.org> Business Unit **MWI10** and Event ID **0000005160**.

For any clarification, please contact the focal person Ms. Ei Cho Nyunt, Procurement Analyst, E-mail: ei.cho.nyunt@undp.org.

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 days after the deadline for submission**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. When you are submitting your Proposal by e-tendering, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. The file names should be max. 60 characers long and must not contain any letter or special character other than from Latin alphabet/keyboard.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Rugare Mukanganise
Operations Manager ai
1/9/2020

Description of Requirements

Context of the Requirement	<p>Malawi, like all the other Parties to the United Nations Framework Convention on Climate Change (UNFCCC) communicated to the world, its plan to transition towards low-emission and climate resilient development through submission of its Intended Nationally Determined Contributions (INDC) in September 2015, now NDC and ratification of the Paris Agreement in June 2017.</p> <p>In 2016, the Government of Malawi developed its National Climate Change Management Policy (NCCMP), which provides a guidance framework for coordination, implementation and financing of climate change activities in the country. The NCCMP prioritizes enhanced financing for implementation and coordination of climate change management activities through increased national budgetary allocation, establishment of a National Climate Change Management Fund, improved access to domestic and international climate financing (both multilateral and bilateral) and private sector investments. The fund would support in providing predictable and reliable financing for climate change management. The GoM gazzetted the climate change fund regulations in 2018 bringing the climate change fund into effect.</p> <p>With technical and financial support from the United Nations Development Programme (UNDP), the Ministry of Natural Resources, Energy and Mining has initiated the process of operationalising the Fund. The overall objective of the Fund is to harmonize and rationalize climate change funding both from domestic and external sources for implementation of priorities outlined in the National Climate Change Investment Plan, the NCCMP and related adaptation and mitigation priorities such as the Nationally Appropriate Mitigation Actions (NAMA), National Adaptation Programmes of Action (NAPA), National Adaptation Plans and National Determined Contributions (NDC).</p> <p>The Ministry of Natural Resources, Energy and Mining through Environmental Affairs Department is therefore seeking services of an International Consultancy firm to develop an operational manual for the Climate Change Fund in Malawi.</p>
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	The consultants shall work in close liaison with UNDP and Environmental Affairs Department at all stages with extensive consultations to all relevant stakeholders.																
Implementing Partner of UNDP	The Government of Malawi																
Brief Description of the Required Services ¹	The objective of the assignment is to develop an Operational Manual for the National Climate Change Fund which will provide guidance, rules and procedures of the operations of the fund																
List and Description of Expected Outputs to be Delivered	Please find in the attached TOR (Annex-3)																
Person to Supervise the Work/Performance of the Service Provider	Officials from UNDP and the Malawi Government Ministry of Natural Resources, Energy and Mining																
Frequency of Reporting	As per the deliverable in the Terms of Reference																
Progress Reporting Requirements	Final report at the end of assignment																
Location of work	<input checked="" type="checkbox"/> Exact Address The Ministry of Natural Resources, Energy and Mining - Environmental Affairs Department <input type="checkbox"/> At Contractor's Location																
Expected duration of work	40 man days																
Target start date	10 th February 2020																
Latest completion date	30 th April 2020																
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	N/A											
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s														
N/A																	
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]																
Facilities to be Provided by UNDP	<input checked="" type="checkbox"/> Office space and facilities																

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

(i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]											
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required											
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required											
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency											
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes											
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.											
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted											
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Inception Report</td> <td>20%</td> <td>Month of February 2020</td> <td>Within Forty (40) Man-days spread across a</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Inception Report	20%	Month of February 2020	Within Forty (40) Man-days spread across a
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Inception Report	20%	Month of February 2020	Within Forty (40) Man-days spread across a									

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

				period of 4 calendar months
	Draft Operational manual with all the required templates and process report	40%	Month of March 2020	a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and
	Submission of approved final operational manual and complete process report	40%	Month of April 2020	b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Portfolio Manager Resilience and Sustainable Growth and Director, Environmental Affairs Department			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input type="checkbox"/> Expertise of the Firm 30 points <input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40 points <input type="checkbox"/> Management Structure and Qualification of Key Personnel 30 points			

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	Mavuto Nkhoma Procurement Assistant mavuto.nkhoma@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	A Pre-bid meeting will be held in UNDP Premises on Tuesday January 16 2020 starting from 10:00 Hours in the morning, Meeting Room D, UNDP Office, Lilongwe.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹¹***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)***

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

*This shall be the basis of the payment tranches

B. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				

¹¹ This serves as a guide to the Service Provider in preparing the Proposal.¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

Terms of Reference(International firm)
NATIONAL CLIMATE CHANGE FUND
DEVELOPMENT OF OPERATIONAL MANUAL

1. BACKGROUND

Malawi, like all the other Parties to the United Nations Framework Convention on Climate Change (UNFCCC) communicated to the world, its plan to transition towards low-emission and climate resilient development through submission of its Intended Nationally Determined Contributions (INDC) in September 2015, now NDC and ratification of the Paris Agreement in June 2017.

In 2016, the Government of Malawi developed its National Climate Change Management Policy (NCCMP), which provides a guidance framework for coordination, implementation and financing of climate change activities in the country. The NCCMP prioritizes enhanced financing for implementation and coordination of climate change management activities through increased national budgetary allocation, establishment of a National Climate Change Management Fund, improved access to domestic and international climate financing (both multilateral and bilateral) and private sector investments. The fund would support in providing predictable and reliable financing for climate change management. The GoM gazzetted the climate change fund regulations in 2018 bringing the climate change fund into effect.

With technical and financial support from the United Nations Development Programme (UNDP), the Ministry of Natural Resources, Energy and Mining has initiated the process of operationalising the Fund. The overall objective of the Fund is to harmonize and rationalize climate change funding both from domestic and external sources for implementation of priorities outlined in the National Climate Change Investment Plan, the NCCMP and related adaptation and mitigation priorities such as the Nationally Appropriate Mitigation Actions (NAMA), National Adaptation Programmes of Action (NAPA), National Adaptation Plans and National Determined Contributions (NDC).

The Ministry of Natural Resources, Energy and Mining through Environmental Affairs Department is therefore seeking services of an International Consultancy firm to develop an operational manual for the Climate Change Fund in Malawi. The consultants shall work in close liaison with UNDP and Environmental Affairs Department at all stages with extensive consultations to al relevant stakeholders.

OBJECTIVE OF THE CONSULTANCY

The objective of the assignment is to develop an Operational Manual for the National Climate Change Fund which will provide guidance, rules and procedures of the operations of the fund. Specifically the manual will detail;

- The management structure and decision making process of the Fund
- Proposal Review processes and disbursement modalities
- Institutional mechanisms and arrangements
- Capacity building plan of the fund
- Accreditation and due diligence processes
- Opportunities for capitalisation
- Estimated costs of operations
- Monitoring and Evaluation

2. SCOPE OF WORK

In consultation with the UNDP and Environmental Affairs department the service provider will:

- Conduct a desk review of multilateral funds, National funds within the region, Malawi's climate finance policy framework and define elements of the National Climate Change fund.
- Define in detail fund disbursement instruments including relevant due diligence exercises
- Propose detailed project and programme screening procedure including but not limited to eligibility criteria, technical project appraisal documentation, project proposal templates/formats, timelines for the review process,
- Define in detail the institutional mechanisms including but not limited to fund operational structure, its support and advisory structure including their TORs, how it will support institutions that would be interested in becoming NIEs, and any other terms of engagement with contributors to the fund
- Define other non-financial roles (technical support) of the national climate change fund and detail its service delivery including capacity building for both the NCCF and its stakeholders
- Define and propose accountability and transparency operational principles including a gender statement
- Define and detail the monitoring and evaluation procedures including but not limited to quarterly action plan monitoring process, annual progress reporting, evaluation, including reporting templates. Define the roles and responsibilities of key stakeholders for M&E.
- Define and propose auditing bodies and procedures
- In consultation with the national and international standards of procurement, provide guidance on procurement and disposal of goods and services. Detail procedures for accounting and financial accountability.
- Estimate operational costs for priority areas of the initial three years of the fund

- Define fund replenishment strategies and propose replenishment cycles (timelines)

4. APPROACH AND METHODOLOGY

The service provider's proposal should be organized to follow this format of Technical Proposal. Where the consultant is presented with recommendations that may not be part of the TORs on the approach and the final product, they must clearly describe how the recommendations were taken into account.

SECTION 1: Consultant's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect execution of the task: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the consultant's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the consultant will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details of how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the firm's internal technical and quality assurance review mechanisms.
- 2.3 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.4 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Consultant's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 4: Management Structure and Key Personnel

- Describe the overall management approach toward planning and execution of the assignment. Include how the organization chart for the management of the project describing the relationship of key positions.
- Provide CVs for key personnel that will support the execution of this assignment. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

5. EXPECTED DELIVERABLES AND SCHEDULES

Upon full completion of the assignment, the consultant is expected to submit an operational manual which will include but not limited to:

- i. Background
 - Introduction to the National Climate Change Fund (NCCF)
 - Linkages to national development agenda, national climate change policy, other relevant national and sectoral policies and strategic documents
 - Objectives and purpose of the Fund
- ii. Administration of the NCCF

Defining the institutional arrangement for administration of the Fund, which will include a diagrammatic illustration of the institutional structure. The following are to be defined in the manual:

 - Composition of the National Fund Secretariat, National Steering and Technical committees,
 - Supporting Ministries, Departments and agencies including their roles, responsibilities, competencies, and skills required
- iii. Capitalization of the Fund

Description of how the Fund will mobilize resources for disbursement to project implementing institutions and initiatives, including:

 - Domestic financing mechanisms; which will include both public and private mechanisms
 - External financing mechanisms
- iv. Accessing the Fund
 - Outline a step-by-step application process including relevant templates.
 - Description of the eligibility criteria for applicants –this will include; nature of project, the technical and financial capacity of applicant and co-financing requirement

- Periodicity of applications-this will describe whether or not the Fund will be available for access by applicants continuously or periodically.
- v. Disbursement of Funds and non financial instruments
- Description of how the funds will be disbursed (including whether in phases or not) and how the decision will be drawn.
 - It should also include types of non financial instruments and how they will be delivered.
- vi. Monitoring, Evaluation, Reporting and Verification
- Monitoring and evaluation arrangements for the National Secretariat Fund and projects being funded i.e. who will be responsible, frequency and role of external stakeholders
- vii. Reporting by the National Secretariat Fund , project reporting and their corresponding reporting formats where applicable Crosscutting issues
- Accountability and transparency
 - Gender and social policy

The consultant is also expected to deliver the following:

- i. Submission of the initial inception report within 5 days after signing of the contract
- ii. Submission of the draft Operational Manual, using the above outline, 5 weeks after signing the contract
- iii. Present the manual and exercise at the national validation workshop to be conducted by Mid-April 2020
- iv. Submit the final Operational Manual by April 30th 2020

The consultancy will have 40 man-days spread over 3 months and to be finalised not later than 30th April 2020 as below:

Activity/ Milestone	Feb-2020	March-20	April -30
Inception report			
Stakeholder Consultations			
Submission of the draft Operational Manual, using the above outline			
Presentation of draft operational manual with all required templates and process report to stakeholders (Donor Group on Environmnet, Resilience and Climate change, National Steering committee on Climate Change and Disaster Risk Reduction, National Steering Committee on Climate change)			

National Stakeholder validation workshop			
Submission of approved final operational manual and complete process report			

6. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

The service provider is expected to adhere to the timelines provided under the expected deliverables and schedules. Significant delays in delivery, accruing to the contracts outline and TORs, will lead to termination of the contract.

7. GOVERNANCE AND ACCOUNTABILITY

- i. The service provider will report to the UNDP Resilience and Sustainable Growth Portfolio Manager and Director, Environmental Affairs Department.
- ii. The service provider will be expected to provide periodic progress reports to the PMU and task force team for the establishment of the fund, validate findings and outcomes with primary stakeholders including the Ministry of Finance, select local governance structures and as advised by UNDP and EAD.
- iii. The service provider will work with existing organizations currently engaged in the establishment of the fund.

The reporting language is English

8. FACILITIES TO BE PROVIDED BY UNDP

UNDP will facilitate initial introduction of the service provider to project staff, task force on the establishment of the Fund, Environmental Affairs Department and other UN Agencies with a primary role in the period of the consultancy.

UNDP will also provide meeting spaces during consultations with stakeholders at UNDP, EAD and Task Force on the establishment of the fund. All validation workshops will also be planned by UNDP.

UNDP will not provide transport to the districts for consultations and for data collections. The consultant is also expected to cover expenses of any persons to support data collected and communication expenses.

9. EXPECTED DURATION OF THE CONTRACT

The assignment will have minimum 40 man-days spread over 3 months and to be finalised not later than

30th April 2020. The service provider should provide a weekly breakdown of their proposed timeline in conducting the assignment and clearly mark the deliverables.

The service provider shall provide reasonable time for UNDP and EAD to review reports and any submitted work. UNDP and EAD will review and certify each milestone within the consultancy. Any possible delays in delivery should be communicated, together with justification, in advance in written form to UNDP and EAD.

10. DUTY STATION

The duty station will be Lilongwe and expected to travel to Salima, Chikwawa and Nkhotakota for consultations during assignment.

11. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL

The service provider should meet the following minimum qualifications, experience and attributes:

- a) Demonstrate experience in developing operational manuals for climate change related funds in developing countries and familiarity of their current operation's status;
- b) Demonstrate recognized technical capacity and expertise, supported by at least 4 years of relevant professionally experience in developing countries, in at least any of the following technical specialties:
 - Experience in financial analysis on a project or programme level including financial projections for institutional set up;
 - Experience with economic analysis on a project or programme level;
 - Risk analysis of projects/programmes, particularly for the management of financial and operational risks.
- c) Demonstrate in depth knowledge on local governance, public financial management/budgeting and/or climate finance in Malawi and international climate financing mechanisms;
- d) Have the following qualified key personnel:

Team Leader:

- Minimum of Master's Degree in Climate change; Environment; Natural Resources Management
- Minimum of 5 years proven work experience of leading in development of at least 2 operational manual for climate change fund in developing countries or 4 years experience in managing climate change related funds.
- Understanding and experience in development support on climate change and climate financing structures at national and international level,

- Strong knowledge of climate change, natural resources and environmental management and respective priorities in the country

Technical expert:

- Minimum of Master’s Degree in a field relevant to Development and Economics;
- Strong logical sense of economic, social and environmental situations, projects and/or programmes
- At least 3 years experience in M&E and project screening procedures in reference to international standards.
- At least 3 years working experience on local governance, public financial management/budgeting and/or climate finance
- Alternatively, the Specialist should have a Bachelors-degree with a minimum of 10 years relevant experience

Junior Expert

- Minimum of Bachelors in Accountancy or financial management and Chartered Institute of Management Accounting or ACCA qualified.
- Atleast 3years working experience in Management Accounting

Competencies and Skills of the team:

- a) Strong presentation, reporting and written communication skills in English
- b) Excellent communication skills with various partners
- c) Excellent interpersonal and team work skills and experience in leading teams.
- d) Result oriented and ability to meet deadlines.

12. Payment schedule

This contract is guided by fixed output-based pricing contract with the following payment schedule upon satisfactory completion of the respective deliverable:

Deliverable/milestone	Payment %
Inception report	30%
Presentation of draft operational manual with all required templates and process report to stakeholders (Donor Group on Environment, Resilience and Climate change, National Steering committee on	40%

Climate Change and Disaster Risk Reduction, National Steering Committee on Climate change)	
Submission of approved final operational manual and process report	30%

The lumpsum provided will be inclusive of professional fees, travel, living allowances, taxes, any insurance and all costs incurred or anticipated by the consultant.