



## TERMS OF REFERENCE

**NATIONAL INDIVIDUAL CONSULTANT ON RESOURCE MOBILIZATION STRATEGY AND MONITORING AND EVALUATION FRAMEWORK FOR THE KENYA'S CLIMATE CHANGE FUND.**

<b>Job ID/Title:</b>	Consultancy on Resource Mobilization Strategy and Monitoring and Evaluation Framework for the Kenya's Climate Change Fund
<b>Scope of advertisement:</b>	Nationally advertised
<b>Category (eligible applicants):</b>	External <sup>1</sup>
<b>Brand:</b>	UNDP
<b>Practice Area:</b>	Resilience and Climate change
<b>Application Deadline:</b>	<b>Sunday, 15 March 2020 by 11.59 P.M (GMT+3.00)</b>
<b>Type of Contract:</b>	National Individual Contract
<b>Reference:</b>	<b>KEN/IC/2020/004 - Resource Mobilization Strategy and M&amp;E Framework for the Kenya's Climate Change Fund</b>
<b>Duty Station:</b>	Nairobi, Kenya.  Consultants who may bid and are based out of Kenya, there will be at least 1 mission of one week to Kenya .
<b>Languages Required:</b>	English
<b>Expected Duration of Assignment:</b>	50 working days within 4 months
<b>Background:</b>	
<p>Climate change has adverse impacts on Kenya's socio- economic development and threatens the realization of our Vision 2030 goals of creating a competitive and prosperous nation with a high quality of life. The country's economy is highly dependent on natural resources, meaning that recurring droughts, erratic rainfall patterns and floods will continue to negatively impact livelihoods and community assets.</p> <p>In response to the challenges and opportunities presented by climate change, the Country has put in place comprehensive policy and regulatory frameworks for enhanced and coordinated climate actions.</p>	

<sup>1</sup> External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.

These include; the National Climate Change Framework policy, National Policy on Climate Finance, Climate Change Act, 2016, National Climate Change Action Plans and other specific sectoral strategies and action plans.

Kenya's Climate Change Act (2016) aims to provide for a regulatory framework for enhanced response to climate change; provide for mechanism and measures to achieve low carbon climate development, and for connected purposes. The Act establishes a national Climate Change Fund as a financing mechanism for priority climate change actions and interventions as defined in Kenya's Nationally Determined Contributions (NDCs) as elaborated in the National Climate Change Action Plan(NCCAP).

The Fund will provide loans, grants or equity for climate change response actions. A fully operationalized Climate Change Fund will facilitate the country in the transformation to a low carbon climate-resilient economy. This is in tandem with the NDC submitted to UNFCCC as well as the long-term goal of the Paris Agreement to retain the mean global temperature rise to well below 2° C and pursue measures towards 1.5°C since the pre-industrial levels.

In order to operationalize the Climate Change Fund, the Cabinet Secretary for the National Treasury in collaboration with the Ministry of Environment and Forestry established a multi-stakeholder taskforce to support development of Regulations for the Fund. The taskforce has recommended draft subsidiary legislations, that is, Climate Change Fund Regulations that sets out the funding sources, governance mechanisms, uses, disbursement mechanisms and reporting procedures.

Further, in line with the provisions of the Act and the recommendations of the Taskforce on Climate Change Fund, specific detailed operational modalities of the Fund are to be elaborated through a Resource Mobilization Strategy (RMS) and Monitoring and Evaluation Framework to support full operationalization of the Fund.

The Government of Kenya with support from UNDP through the NDC Support Programme funding window of LECRD consequently seeks to engage an individual consultant to support the development of the: (i) Resource Mobilization Strategy (RMS), and (ii) Monitoring and Evaluation Framework for the operationalization of the Kenya's Climate Change Fund.

## **Objective**

The overall objective of the assignment is to support the Government of Kenya through the National Treasury and the Ministry of Environment and Forestry to develop the necessary strategies and tools to operationalize the Climate Change Fund. Specifically, the assignment will involve the development of i) Resource Mobilization Strategy (RMS), and (ii) Monitoring and Evaluation Framework.

## Scope of Work

### Tasks of the Assignment

The specific tasks for the assignment include:

1. Develop a Resource Mobilization Strategy (RMS) in line with the provision of the Public Finance Management Act, 2012 and the Climate Change Act, 2016 including, but not limited to:
  - a) Brief context
  - b) Drafting specific goals, objectives and guiding principles of the RMS Determining the funding and financing targets for the Fund
  - c) Identifying potential financing partners for the Climate Change Fund to support the implementation of NDC priority actions, including commercial banks, companies interested in CSR, private corporations, bilateral and international agencies as well as new and innovative opportunities such as green bonds and carbon finance among others;
  - d) Developing the RMS and action plan for resource mobilization
  - e) Designing a sustainability mechanism for the Fund
  - f) Conducting investor sounding and obtaining letter of intents to invest through the provision of costing details of the climate actions such as amount of equity/debt financing and public sector de-risking measures such as guarantees;
  - g) Recommending how to develop and maintain strategic partnerships and engagements with key donors and investors.
2. Develop and recommend a Monitoring and Evaluation Framework for the Fund which shall include but not limited to:
  - a) Procedures for monitoring utilization of the Funds resources
  - b) Guidelines for performance reporting of the Fund including indicators for monitoring and verification of impacts
  - c) M&E coordination
  - d) Capacity Building for applying institutions
  - e) M&E work plan and reporting templates

This work will require a thorough examination of the relevant documents including National Policy on Climate Finance, Draft regulations on the Climate Fund, NDC, NCCAP, NDC sector analysis reports, MTP III, Climate Public Expenditure and Budget Review Report among others.

The consultant is also expected to engage in depth discussions with key institutions including the National Treasury, Ministry of Environment and Forestry, Private sector, potential donors through series of meetings and workshops. The consultant will utilize the inputs of the Climate Fund taskforce on Resource mobilization and Monitoring and evaluation.

The consultant will also present the findings to stakeholders' meeting at a national validation workshop, through the coordination of the Climate Finance Unit of the National Treasury and the Climate Change Directorate of the Ministry of Environment and Forestry.

**Deliverables**

<b>Deliverables</b>	<b>Timelines (4months)</b>
<b>Deliverable 1:</b> Inception Report. This should include but not limited to Interpretation of TORs, Work plan / Work Schedule and Methodologies	Within 1 week after contract signing – 20% of total amount payable
<b>Deliverable 2:</b> Resource Mobilization Strategy	Initial drafts to be submitted in Twelve (12) weeks after submission of inception report. – 20% of total amount payable
<b>Deliverable 3:</b> Monitoring, Reporting and Verification framework	Second drafts to be submitted in two (2) weeks after receipt of feedback from key stakeholders Final reports to be submitted in one (1) week after validation. 30 % of total amount payable
<b>Deliverable 4:</b> Letter of intents to invest	Sixteen weeks (16) after submission of the inception report 30 % of total amount payable

**Competencies:**

- Ability to deliver high quality results on time.
- Good communication, organizational and stakeholder engagement skills, with demonstrated evidence of capacity to produce and present good reports.
- Analytic capacity and demonstrated ability to process, analyses and synthesize complex, technical information from different disciplines.
- Ability to draft concise and informative documentation in English, including ability to analyze complex information and draw out the key points and issues and present them in a way that can be easily understood by a range of users.

**Qualifications:**

## Education

- At least a Master's degree in a relevant field such as economics, finance, business administration or related areas.

## Experience

- At least 10 years' experience in Climate Finance and related M& E work
- Proven understanding of the Global and National Climate Finance landscape and procedures, multilateral funds and the other channels including the role of private sector in climate finance.
- Demonstrated ability to raise finance and close financial deals for low carbon and climate resilience finance in developing countries.
- Working experience in sustainable development impact assessment for projects, policies and programmes.
- Experience with MRV systems and climate finance tracking;
- Experience in developing resource mobilization strategies for public and private entities;
- Experience in designing business cases for climate change actions;
- Excellent communication skills;
- Experience working in a developing country context

## Language

Fluency in both written and spoken English.

## Evaluation Criteria

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications, technical and financial proposals. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- 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, with technical criteria being weighted at 70% and financial criteria being weighted at 30%.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) will be considered for the Financial Evaluation.

## Technical Criteria (Maximum 70 points)

- Understanding of the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization and completeness of the proposal (15 points)
- Master's degree in Climate Finance, Finance, Economics, Environmental Economics or any related field (15 points)
- At least ten (10) years' experience and knowledge in Public Finance or equivalent and at least five (5) years' experience and knowledge in Climate finance (10 points)
- Proven track record in design and establishment of a public fund and related legislative framework (10 points)
- Experience in national climate change planning processes, climate change and development policies and climate change finance, carbon markets and post-Paris climate finance schemes. Experience working in developing country contexts (20 points)

## **Financial Criteria (Maximum 30 points)**

### **Submission of the Financial Proposal**

Applicants are instructed to submit their all-inclusive fee proposal in KSH using the financial proposal template provided (Offerors letter to UNDP)

The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

### **Financial evaluation (maximum 30 points):**

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

### **Working Arrangements**

The consultant will carry out his/her tasks under the overall guidance of the Environment & Resilience Specialist , UNDP Kenya Country Office.

### **Duration of the Work**

50 working days within 4 months

Application process.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offerors letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

**Applications must be received through the UNDP e Tendering Portal on or before Sunday, 15 March 2020 by 11.59 P.M (GMT+3.00)**

Please quote **“KEN/IC/2020/ 004– Resource Mobilization Strategy & M&E Framework for the Kenya’s Climate Change Fund”** on the subject line.

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

Incomplete applications will be disqualified automatically.

**All applications must be submitted through the UNDP eTendering portal.**

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:  
Business Unit: **UNDP1**  
Event ID:
- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:  
Username: **event.guest**  
Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurementnotices/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to

[undp.kenya.procurement@undp.org](mailto:undp.kenya.procurement@undp.org)