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## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF AN INDIVIDUAL CONSULTANT

### GENERAL INFORMATION

**Services/Work Description:** Conduct market study to identify private sector investment opportunities and risks linked with Ghana's GCF country programming and climate change priorities

**Project/Program Title:** Green Climate Fund Readiness and Preparatory Support Project

**Duty Station:** Accra, Ghana

**Expected Places of Travel:** Within Ghana

**Duration:** 60 working days only (40 days for lead consultant and 20 days for supporting consultant) Between March 2020 and May 2020

**Expected Start Date:** 20 March 2020

### I. BACKGROUND / PROJECT DESCRIPTION

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 new and additional resources for addressing climate change. Access to the Fund's resources is through national, regional and international implementing entities accredited by the Board. The Fund liaises with individual countries through a nominated national institution known as the National Designated Authority (NDA). The Ministry of Finance through its Economic Strategy and Research Division (ESRD) is the National Designated Authority of the Fund in Ghana.

The Fund, through a Readiness Programme provides grant resources to countries; aimed at strengthening national capacities to effectively and efficiently plan for, access, manage, deploy and monitor climate financing in particular through the GCF. In line with this, Ghana has obtained Readiness and Preparatory Support from the GCF with focus on strengthening the capacity of the NDA in coordinating and monitoring climate finance, stakeholder engagement, enhancing direct access and mobilizing resources from the private sector.

The Intergovernmental Panel on Climate Change's (IPCC) Special Report on reducing global temperatures by 1.5°C emphasized the urgency for average annual sustainable energy investments of up to USD 830 billion to transition to a zero-carbon and climate-resilient global economy. In order to scale up GCF's activities and deal with this challenge the Fund seeks to engage across public and private sectors to unlock high impact and paradigm shifting climate investments, through a range of flexible financial instruments, enabling it to respond to specific investment contexts and market barriers. In Ghana, the implementation of the NDCs targets USD

22.4 billion between 2020 and 2030, with USD 6.3 billion expected to be mobilised from the national public sector allocations while the remaining 16.1 billion will be sourced from private sector and international sources.

In this regard, the GCF Readiness Programme seeks to identify opportunities and risks for private sector investment in climate-related actions in a bid to share information with private sector partners who share in its vision of catalysing a paradigm shift toward low-emission and climate resilient development in Ghana.

### **Objective of the Assignment**

In view of this, the GCF Readiness Programme in Ghana seeks to hire a team of consultants to conduct a market study to enhance easy identification of private sector investment opportunities and associated risks in financing climate change projects and programmes in Ghana. In doing this the consultants will focus on ongoing and existing work associated with Ghana's GCF country programming, REDD+ investment plan and climate change priorities, particularly the NDCs financing strategy and Private Sector Engagement as well as background studies on climate related investments conducted under the UNDP/UN Environment/WRI GCF Readiness Programme in 2017. It is expected that the outcomes of this study will be shared with private sector partners and key decision makers at a private sector climate finance investment forum to be held before the end of the first half of the year and also help in identifying an action (climate change programme or project) that can be supported by private sector.

## **II. SCOPE OF WORK AND EXPECTED DELIVERABLES**

In close consultation with the Ministry of Finance's ESRD and Budget Division, and key private sector actors such as the Private Enterprise Federation (PEF), as well as the UNDP, Ministry of Environment Science, Technology and Innovation (MESTI) and other relevant stakeholders, the consultants will conduct the market study focusing on the key tasks below. The consultants will also be expected to work closely with other consultants of ongoing actions on REDD+ investment plan, the NDCs financing strategy and Private Sector Engagement

### *Specific Tasks and Methodologies*

The specific tasks for the assignment will include (but not limited to):

- 1) Review existing and ongoing processes that identify Ghana's national priorities such as the NDCs, GCF country programming and relevant documents such as the NAMA Investor Guide, REDD+ investment plan and climate change priorities, particularly the NDCs financing strategy and Private Sector Engagement to inform the area of focus for the market study
- 2) Assess Ghana's national priority sectors and facilitate identification of a relevant sector of focus for the study based on review of relevant national documents and consultations with national stakeholders.
- 3) Assessment of existing financial products and services available for private sector in key segments of the selected priority sector and identify relevant barriers, opportunities and risks to private climate financing

- 4) Conduct regulatory due diligence for the selected priority sector for private sector engagement and to review direct cross-border investing (including laws on capital market, banking supervision, insolvency, tax, foreign exchange, etc.)
- 5) Conduct stakeholder engagement workshop to validate study
- 6) Submit final report with recommendations (electronic copy)

Activities/ Tasks	Expected Deliverable
1. Review existing and ongoing processes that identify Ghana's national priorities such the NDCs, GCF country programming and relevant documents such as the NAMA Investor Guide, REDD+ investment plan and climate change priorities, particularly the NDCs financing strategy and Private Sector Engagement.	Inception Report; detailing approach to work based on initial consultations and review of relevant documentation on NAMA Investor Guide, REDD+ investment plan and climate change priorities, particularly the NDCs financing strategy and Private Sector Engagement.
2. Assess Ghana's national priority sectors and identify a relevant sector of focus for the study based on review of relevant national documents and consultations with national stakeholders.	Draft Study Report; detailing (among others): <ul style="list-style-type: none"> <li>• Rationale for priority sector selection based on detailed review of existing work and national documents, including those stated under task 1</li> <li>• Financial products and services available for private sector in key segments of the selected priority sector – that can be structured and blended with international climate finance (including the GCF) – and identify relevant barriers, opportunities and risks to private climate financing</li> <li>• Regulatory due diligence, in order to assess the possibilities and constraints to private sector (foreign) investment flows, payment of dividends to foreign investors, etc. under Ghanaian laws</li> </ul>
3. Assessment of existing financial products and services available for private sector in key segments of the selected priority sector and identify relevant barriers, opportunities and risks to private climate financing	
4. Conduct regulatory due diligence for the selected priority sector for private sector engagement and to review direct cross-border investing (including laws on capital market, banking supervision, insolvency, tax, foreign exchange, etc.)	
5. Conduct stakeholder engagement workshop to validate study	Final Markey Study Report incorporating additional inputs from stakeholders
6. Submit final report with recommendations (electronic copy)	

Note: The consultant is required to hold one on one meetings with key stakeholders in the climate change space and present findings of the study at the Climate Finance Investment Forum to be held in June 2020.

#### **Deliverables:**

No.	Deliverables / Outputs	Estimated deadline	Review and Approvals Required
1	Inception report	1 week after contract signing	UNDP, PEF & MoF

2	National stakeholder forum to inform focus of study	3 weeks after contract signing	UNDP, PEF & MoF
3	Submit draft report	8 weeks after contract signing	UNDP, PEF & MoF
4	Submit final report	12 weeks after contract signing	UNDP, PEF & MoF

A proposed timeline of activities should be submitted as part of a detailed work plan in the proposal to be submitted by interested applicants. These should include amount of days allocated for review and development of training materials, training and final report.

### **III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

- Duty station: Home based
- The Consultant will report to the UNDP Ghana's Deputy Resident Representative.
- Payments will be made upon satisfactory delivery of output and acceptance and confirmation from UNDP, PEF and the NDA on output delivered.

### **IV. 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, etc.) and must have access to reliable internet connection;

### **V. DURATION OF THE WORK**

- The work is expected to cover a maximum of 60 working days between 25 March 2020 and 30 May, 2020.

### **VI. REQUIRED QUALIFICATIONS OF THE ORGANIZATION**

#### **Experience of the Lead Consultant**

- Hold a minimum of Master's degree in marketing, economics, market research, statistics, math, social sciences, business administration or finance.

#### **Experience**

- At least 10 years of relevant working experience on conducting market research and studies in Ghana (or an African country) including:
  - Evidence of undertaking similar assignments
  - Measuring effectiveness of marketing programs and strategies particularly in the private sector
- Strong experience in financial modeling, risk analysis and mitigation
- Proven understanding of the Global Climate Finance Landscape and procedures, including the role of private sector in climate finance
- Thorough understanding of low carbon financing in Ghana (or developing countries), investment risks and barriers and proven expertise in designing financing mechanisms that address investment risks
- Good knowledge and experience in Climate Change (especially Ghana's NDCs, Green Climate Fund), 7-year Co-ordinated Programme of Economic and Social Development Policy and other relevant national policies will be an asset.
- Good communication skills both written and oral (English).
- Experience working with the UN or other international organizations is preferable

#### **Experience of the Supporting Consultant**

- Hold a minimum of Master's degree in marketing, economics, business administration, finance or related areas

#### Experience

- At least 6 years of relevant working experience on conducting market research and studies in Ghana (or an African country) including:
  - Proven experience in financial modeling, risk analysis and mitigation
  - Proven understanding of the Global Climate Finance Landscape and procedures, including the role of private sector in climate finance
  - Thorough understanding of low carbon financing in Ghana (or developing countries), investment risks and barriers and proven expertise in designing financing mechanisms that address investment risks
- Good communication skills both written and oral (English).

#### **Functional Competencies:**

- Comprehensive understanding of Global climate finance landscape in Ghana or an African country
- A track record of delivering successful consultancy service in a timely manner
- Ability to multi-task and have good time management skills
- Strong analytical aptitude, communication and presentation expertise.

#### **Core Competencies:**

- Demonstrates integrity by modeling 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 favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment

### **VII. EVALUATION CRITERIA**

The team of consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the qualifications, experience and competencies.

The award of the contract shall be made to the Consultancy team after the offer has been evaluated and determined as:

- Responsive/compliant/acceptable;
- Having been deemed to meet both technical and financial criteria related to the scope of works, and
- Technical Criteria - 70% of total evaluation; Financial Criteria - 30% of total evaluation

#### **Technical criteria (70%):**

Weightings and criteria that would be applied in order to evaluate technical and financial proposals are shown below.

Criteria	Weight	Max. Point
<b>Technical Competence (based on Company Profile, CV, Proposal and interview (if required))</b>	<b>70%</b>	70
<ul style="list-style-type: none"> <li>Academic qualification of lead consultant and experience in marketing, market research, statistics, math, social sciences, business administration or finance</li> </ul>	<b>10%</b>	10
<ul style="list-style-type: none"> <li>Relevant professional experience of lead consultant including: <ul style="list-style-type: none"> <li>Minimum 10 years' experience in conducting market research in Ghana (or an African country) (15 points)</li> <li>Proven understanding of the Global Climate Finance Landscape and procedures, including the role of private sector in climate finance (10 points)</li> </ul> </li> <li>Relevant professional experience of supporting consultant including <ul style="list-style-type: none"> <li>At least 6 years of relevant working experience on conducting market research and studies in Ghana (or an African country) (10 points)</li> <li>Thorough understanding of low carbon financing in Ghana (or developing countries), investment risks and barriers and proven expertise in designing financing mechanisms that address investment risks (5 points)</li> </ul> </li> </ul>	<b>40%</b>	40
<ul style="list-style-type: none"> <li>Proposed approach and understanding of assignment <ul style="list-style-type: none"> <li>Inclusion of implementation plan (10 points)</li> <li>Detailed approach for each deliverable (10 points)</li> </ul> </li> </ul>	<b>20%</b>	20
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

#### VIII. PAYMENT MILESTONES AND AUTHORITY

The Consultant shall receive his/her lump sum service fees upon certification of the completed task satisfactorily, as per the following payment schedules:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 week after contract signing	Inception report	Yes	20% of total contract sum
8 weeks after contract signing	Hold national stakeholder forum to decide sector of focus and submit draft study report	Yes	40% of total contract sum
12 weeks after contract signing	Hold validation workshop and submit final report	Yes	40% of total contract sum

#### IX. 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 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.

**This TOR is approved by:**

**Name:** Paolo Dalla Stella

**Designation:** Programme Specialist (Environment and Climate Change)

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**This TOR is approved by:**

**Name:** Silke Hollander

**Designation:** Deputy Resident Representative

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_