



## TERMS OF REFERENCE

### FOR INDIVIDUAL CONTRACT

<b>POST TITLE:</b>	<b>Country Data on Climate Finance Consultant</b>
<b>AGENCY/PROJECT NAME:</b>	Strengthening Governance of Climate Change Finance Programme, UNDP Bangkok Regional Hub
<b>COUNTRY OF ASSIGNMENT:</b>	Home based with no travel required
<b>START DATE:</b>	18 May 2020

#### a. Project Title

“Strengthening Governance of Climate Change Finance Programme”, UNDP Bangkok Regional Hub

#### b. Project Description

The United Nations Development Programme (UNDP) is the UN’s Global Development Network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in over 170 countries, employing participatory approaches to developing local solutions to national and global development challenges. UNDP’s focus is to respond to three sets of development issues: (1) Eradicating poverty in all its forms and dimensions, (2) Accelerating structural transformation for sustainable development, and (3) Building resilience to shocks and crises.

UNDP’s Strengthening Governance of Climate Change Finance Programme (GCCF) for the Asia-Pacific region, which began in 2012, focuses on generating knowledge and a shared understanding on how to integrate a response to climate change within national budget processes. Currently, the Programme is targeting Bangladesh, Indonesia, Thailand, Cambodia, Pakistan and Nepal. Since 2017, the Programme has supported governments to implement budget reforms that enable the delivery of gender-responsive climate change-related investments but with a specific focus on poverty and human rights and with the aim to achieve the following objectives:

- 1) National budget processes increasingly formulate and identify Climate Change-related investments that are gender-responsive and with positive impacts on poverty and human rights,
- 2) National accountability for gender-responsive Climate Change-related investments that have impacts on poverty and human rights is enhanced,

- 3) Subnational institutions increasingly play a role in integrated approaches to gender-responsive Climate Change budgeting with impacts on poverty and human rights,
- 4) International policy processes give increasing priority to strengthening domestic budget systems that enable the delivery of gender-responsive Climate Change investments that have positive impacts on poverty and human rights.

The programme has developed climate budget tagging systems for tracking domestic climate related expenditures. These systems have fed into national transparency and accountability initiatives around climate finance and its effectiveness. The CBT is also being integrated into national reporting to the COP through National communications reports, BURs and MRV systems. Going forward it will be interesting to see how these systems can provide useful data in the context of the COVID19 response and recovery efforts. Particularly as it becomes even more imperative to build back economies that are stronger and greener.

Following COP-21 (2015/Paris), attention turned from developing and submitting NDCs to preparing for their effective implementation. UNDP plays a central role in building countries' capacity to implement their NDCs, given its experience and technical expertise in this area. In particular, UNDP's Nationally Determined Contributions (NDC) Support Programme works with 36 countries around the world to advance the implementation of the Paris Agreement on Climate Change. The recently launched Climate Promise programme also aims to strengthen country systems for tracking climate finance related to the NDCs.

The UNFCCC Standing Committee on Finance (SCF) was established by the Conference of the Parties (COP) at its 17th session. One of the functions of the SCF is to assist the COP with respect to the measurement, reporting and verification of the support provided to developing country Parties through activities such as the preparation of the biennial assessment and overview of climate finance flows (BA). In order to fulfill this mandate, the SCF has initiated the preparation of the 2020 BA and issued a call for evidence: information and data. The SCF is looking for evidence on:

- Methodological issues relating to measuring, reporting, and verifying climate finance flows;
- Data on climate-related finance flows, and
- Assessment of the effectiveness of climate finance flows, including drivers, impact results, meeting needs, and access.
- Information relevant to Article 2, paragraph 1(c) of the Paris Agreement.

The Objective of this assignment is to update the database on climate finance across GCCF and other countries supported by UNDP on climate finance and develop the corporate submission to the SCF as UNDP's contribution of public finance data for the 2020BA.

### c. Scope of Work

In order to effectively execute his/her tasks, the consultant will review in depth some of the key documents produced by the program including:

- CPEIR Lessons Learnt paper also known as "Budgeting for Climate Change: How governments have used national budgets to articulate a response to climate change Lessons Learned from over twenty Climate Public Expenditure and Institutional Reviews".
- CPEIR Methodological Guidebook.
- Knowing What You Spend- Climate budget tagging systems (CBT) guidance note
- Climate Change Benefit Analysis Guidebook.

- Indonesia Mitigation Fiscal Framework, Climate Fiscal/ Financing Frameworks (Bangladesh, Nepal, Pakistan)
- The SCF BA reports for 2016 and 2018 along with submissions to the SCF for the 2016BA and 2018BA.

### Mainstreaming Adaptation to Climate Change (produced by ACT)

Building on (i) the data produced from climate Public Expenditure and Institutional Reviews (CPEIRs) and Climate budget tagging systems (CBT) (ii) the methodologies developed to implement the CPEIR, and develop MRV systems for reporting on national climate finance flows (iii) the progresses made in piloting of climate finance initiatives in NDC support programme, the consultant is expected to support the governance of climate change finance cross-practice team achieving the following objectives:

1. Consolidating climate change expenditure data to continue building and expanding the climate change finance database. This will include:
  - Review the current climate finance database structure, verify if it is user friendly, consistent and mistake free and make recommendations to improve it.
  - Identify all countries that have conducted CPEIRs but are not included in the database. Gather and review the data and include it in the database.
2. Support the team in developing a strategy that would help to
  - optimize the use of the climate finance database and position the quantitative information and metrics it generates for relevant policy advocacy, research and programming purposes
  - Reflect on the adjustments and adaptations appropriate for the COVID19 recovery phase and building greener economise consistent with low carbon development.
3. Prepare a submission to SCF as contribution to the 2020BA according to the parameters outlined below

The key deliverables will provide data and strategic inputs to the GCCF programme and inform decision making regarding programming including for the up-coming Climate finance Network (CFN). Submission to the SCF should include a review of country experiences in relation to:

#### ***Methodological issues relating to measuring, reporting, and verifying climate finance flows***

- Definitions and approaches used by governments, financial institutions, private sector or civil society to report climate-related finance flows provided, mobilized or received.
- Methodologies to develop metrics and indicators used to report on climate-related finance impacts or outcomes, particularly by sectoral activity

#### ***Data on climate-related finance flows***

This includes quantitative estimates of climate-related finance flows in the 2017 and 2018 time period, with data from previous years if available, across any of the following parameters:

- Domestic climate finance flows, particularly national and subnational climate-related investments and expenditure
- Flows originating from public sector actors such as governments, funds, agencies, cities, local authorities, public banks, and/or private sector actors such as commercial banks, corporations, investors and insurance companies

- Flows related to adaptation and climate-resilient infrastructure
- Flows related to use of financial instruments such as grants, loans, equity, bonds, guarantees, insurance, and subsidies
- Information on climate finance flows received by developing countries and,
- Where national datasets allow, International climate finance flows, particularly flows from developed to developing countries and from developing countries to other developing countries in south-south cooperation and support.

***Assessment of the effectiveness of climate finance flows, including drivers, impact results, meeting needs, and access***

For the assessment of the effectiveness of climate finance, the consultant should consider nationally available information on:

- Information and evidence on the impact and results of public climate finance spending.
- Information and case studies where country ownership of and access to climate finance by developing countries was supported.
- Evaluations of the effectiveness of adaptation finance, measures to increase climate resilience in infrastructure and communities, and financial instruments to address loss and damage
- Case studies, examples and evaluations of gender mainstreaming and impact measurement by climate finance providers
- Information on effectiveness of forest finance, financial instruments to protect forests and/or address deforestation drivers
- Financial instruments on addressing the potential increased cost of finance due to the integration of climate change risk

***Information relevant to making finance flows consistent with a pathway towards low greenhouse gas emissions and climate-resilient development (Article 2, paragraph 1(c) of the Paris Agreement)***

The SCF is looking for information relevant to Article 2, paragraph 1(c) of the Paris Agreement, including its reference to Article 9. In particular, the consultant will reflect on the following issues from the country perspective and where relevant linked to NDC implementation:

- Information on emerging methodologies relevant to tracking consistency with the long-term goal outlines in Article 2, paragraph 1(c), of the Paris Agreement
- Available datasets that integrate climate change considerations into insurance, lending, and investment decision-making processes that include information relevant to tracking consistency with the long-term goal outlined in the Paris Agreement.
- Information on ongoing activities related to managing investment portfolios, regulatory frameworks, disclosures and integration of climate risk in investments
- Metrics for assessing progress in making investment portfolios of international financial institutions, institutional investors and other financial actors consistent with a pathway towards low GHG emissions and climate-resilient development.
- Systems and tools for integrating climate change considerations into investment strategies and decision-making processes in the mainstream investment, lending and insurance sectors.

## d. Expected Outputs and Deliverables

The target due dates may be adjusted based on the workplan that the consultant prepares.

<b>Deliverables /Required outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Approver</b>
<b>1<sup>st</sup> Deliverable</b> a. Workplan (including review periods) and overall methodology to complete the deliverables.	Up to 1 working day	20 <sup>th</sup> May 2020	Governance and Public Finance Specialist and Regional Advisor: Climate Change and Innovative Finance
<b>2<sup>nd</sup> Deliverable</b> a. Updated database of climate finance	Up to 14 working days	30 <sup>th</sup> May 2020	
<b>3<sup>rd</sup> Deliverable</b> a. Draft of SCF 2020BA submission including but not limited to: <ul style="list-style-type: none"> <li>• Methodological issues relating to measuring, reporting, and verifying climate finance flows</li> <li>• Data on climate-related finance flows</li> <li>• Assessment of the effectiveness of climate finance flows, including drivers, impact results, meeting needs, and access</li> <li>• Information relevant to making finance flows consistent with a pathway towards low greenhouse gas</li> <li>• emissions and climate-resilient development (Article 2, paragraph 1(c) of the Paris Agreement)</li> </ul>	Up to 16 working days	15 <sup>th</sup> June 2020	
<b>4<sup>th</sup> Deliverable</b> a. Draft Strategy for GCCF programme and CFN on how the qualitative data from CBT systems can be used for further advocacy, research and programming and for COvid19 response and recovery.  b. Final Report of consultancy	Up to 7 working days  Up to 2 working days	15 <sup>th</sup> July 2020  31 <sup>st</sup> July 2020	
<b>Total</b>	<b>40 working days</b>		

## e. Institutional Arrangements

- The consultant will work off-site under the guidance and direct supervision of the Governance of Climate Change Finance Team for Asia-Pacific in Bangkok Regional Hub and the Regional Advisor: Climate Change and Innovative Finance. The consultant will report via email and Skype and be responsible for the fulfillment of the deliverables as specified above;
- 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 workstation (i.e., laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- The consultant is expected to be available for consultations and be in reliable email contact that align with UNDP BRH business hours in different time zones.

## **f. Duration of the Work**

This assignment is expected to start on 18 May 2020 and ending on 31 July 2020 with the maximum of 40 working days. The target due dates may be adjusted based on the workplan that the consultant prepares.

## **g. Duty Station**

Home Based with no travel required

## **h. Qualifications of the Successful Individual Contractor**

### **Education:**

- Advanced university degree in Economics, Finance, International Development, Public Finance Management, Climate change Mitigation and Adaptation, or a related field.

### **Experience:**

- A minimum of 7 years of overall working experience in the areas of climate change finance and/ or preferably public finance management (PFM)
- Demonstrated at least 5 years of experience working on public policy and programmatic issues with national governments, international agencies, or civil society organizations in the fields of climate change (mitigations and/or Adaptation), resilience, gender/social inclusion and climate finance.
- Prior experience working with UN, International Development Finance Institutions (DFIs or IFIs) or other international organizations is a plus;
- Excellent research, analytical and writing skills in the domain of climate finance and at least one other key theme (i.e., climate change mitigation and/or adaptation, including public investments);
- Demonstrated ability to work independently.

### **Languages:**

- Fluency in spoken and written English is a must.

## **i. Scope of Price Proposal and Schedule of Payments**

### **Method of payment and Financial proposal**

The method of payment is **output-based** scheme. Consultant must send a financial proposal based on **Lump Sum** Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee

and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. The payments shall be released upon submitting the required deliverables to satisfactory standards by or before the due dates agreed with the Governance of Climate Change Finance team as per below percentages:

SL No.	Tasks	Percentage
1.	Workplan/ Methodology	10%
2.	Updated Climate Finance Database	30%
3.	Final draft of SCF Submission	30%
4.	Final draft of Programme data strategy and consultancy report	30%

### Travel related cost

The consultant will not be expected to travel.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to the missions.

## j. Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please **group them into one (1) single PDF document** as the application only allows to upload maximum one document:

- 1) Offerors Letter to UNDP - confirming Interest and Availability as well as final all-inclusive price quotes in United States Dollars (USD) with breakdown cost as per template in Annex III.
- 2) Personal CV or P11, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- 3) Sample of previous research/analytical reports/policy notes on relevant topics to the ToR.

### INCOMPLETE PROPOSALS MAY NOT BE CONSIDERED.

The short-listed candidates may be contacted and the successful candidate will be notified.

## **k. Criteria for Selection of the Best Offer**

### **Cumulative analysis**

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the Technical Evaluation. The Technical Evaluation will include a desk review to select the shortlisted candidates.

The selection of the offer, from the shortlisted candidates, will be based on a Combined Scoring method where the technical evaluation (desk review and interview where applicable) will be weighted a maximum of 70 points and combined with the price offer which will be weighted a maximum of 30 points. The 70-point rating shall be based on how well the Offer meets the minimum qualifications/competencies described above.

### **Stages of Selection process:**

#### **Preliminary Shortlisting on pass/fail basis**

- Minimum Required Qualification
- Minimum number of relevant experiences (minimum overall 7 years)

#### **Detailed Technical Evaluation;**

##### **Part 1**

1. Education and Relevant Experience – 60 Marks
2. Brief writing sample on a topic related to the ToR of this assignment - 10 Marks

#### **Technical Evaluation (total 60 points):**

- Criteria 1 - Education - Advanced university degree in Economics, Finance, International Development, Political Science, Gender Studies, or a related field - **(10 points)**;
- Criteria 2 - A minimum of 7 years of overall working experience in the areas of climate change finance and preferably public finance management (PFM) **(20 points)**;
- Criteria 3- Demonstrated at least 5 years of experience working on public policy and programmatic issues with national governments, international agencies, or civil society organizations in the fields of climate change (mitigations and/or Adaptation), resilience, gender/social inclusion and climate finance. **(15 points)**
- Criteria 4- Demonstrated excellent research, analytical and writing skills in the domain of gender equality and at least one other key theme (i.e. climate change mitigation and/or adaptation, climate finance, including public investments) **(15 points)**

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

##### **Part 2**

#### **Financial Evaluation:**

- Financial Evaluation- 30 Marks