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

GENERAL INFORMATION

Services/Work Description:	Development Ghana's GCF Country Programme Document
Project/Program Title:	Green Climate Fund Readiness and Preparatory Support Project
Duty Station:	Accra, Ghana
Expected Places of Travel:	N/A
Duration:	45 working days (Between August 30, 2020 and December 30, 2020)
Expected Start Date:	30 August 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 Fund 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). In Ghana, the Government nominated the Economic Strategy and Research Division (ESRD) at the Ministry of Finance to be its NDA.

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 Support from the GCF with focus on strengthening NDA capacity in coordinating and monitoring climate finance, stakeholder engagement, enhancing direct access and mobilizing resources from the private sector.

The NDA, as part of its mandate, is expected to approve all GCF project activities which are aligned with national climate change priorities which will be outlined in the GCF Country Programme document to be developed in Ghana. In line with this important role, a team of consultant is being sought to develop Ghana's GCF Country Programme Document (CPD).

The CPD is expected, among others, to include a pipeline of projects or programmes that Ghana would like to undertake with the GCF, aligned to GCF strategic impacts, investment criteria and operational modalities as defined by the project prioritization criteria developed by the NDA. It is expected that the selection of these projects or programmes would be done through an all-inclusive and transparent national stakeholder engagement process coordinated by the NDA.

Objective of the Assignment

The purpose of the consultancy assignment is to capture Ghana's strategy and approach towards dealing with climate threats with priority climate projects and ideas, which the nation intends to submit to GCF for accessing climate finance. This is expected to guide direct access entities and other accredited entities to develop funding

proposals in response to the identified national climate and development priorities in a strategic, coordinated and participatory manner. The specific objectives include;

- Identify strategic priority projects to be submitted to the GCF, through a transparent, inclusive and consultative process
- Prepare a country programme with strategic climate projects and ideas that outline immediate, medium and long-term priorities in line with national climate change policies and plans;

In addition to national priorities, the CPD will align with the GCF's Country Programming Guidelines and programming directions for the first replenishment period of the GCF (identified in Strategic Plan for the GCF: 2020-2023 : <https://www.greenclimate.fund/sites/default/files/document/gcf-b25-09.pdf>).

II. SCOPE OF WORK AND EXPECTED DELIVERABLES

The team of Consultants will undertake this assignment in close consultation with the Economic Strategy and Research Division at the Ministry of Finance (Ghana NDA) and its Technical Advisory Committee, UNDP Country Office, designated international technical advisors (including Climate Analytics) as well as other relevant national stakeholders in climate change policy and finance. In addition, this assignment will be conducted under the guidance of the special Technical Committee set up by the NDA to oversee the development of Ghana's GCF Country Programme. The Consultants will also work with the team undertaking the revision of Ghana's NDCs and the development of Ghana's NDC Financing Strategy to ensure synergies on national climate change project/ programme priorities.

Specific Tasks

- Define strategy or approach for project/ programme selection with the assistance of national stakeholders and guidance from the Country Programme Technical Committee and the NDA;
- Facilitate selection of national priority programmes/ projects using the revised climate change project prioritization guidelines, through national consultative processes (e.g. through organization of two technical meetings).
- Draft Ghana's GCF Country Programme document based on GCF's country programming guidelines and submit to the GCF for review. The draft will highlight the national climate change context, policy framework and plans; as well as relevant programmes/ projects, financing needs, timelines, etc.
- Finalize CPD based on inputs received from the GCF, NDA and relevant technical committees
- Support organization of national stakeholder meetings (including national validation workshop before final submission to the GCF).

Deliverables

- 1. Inception Report:** The Consultants will clearly articulate how they would complete the tasks, 1 week after signing of contract.
- 2. Technical Meeting Reports:** This would highlight the key outcomes of two (2) technical meetings with the Country Programme Technical Committee and/ or the NDA TAC meeting, to guide and decide on approach and project selection. These meetings would be organized by the consultants with guidance from the NDA and with strict adherence to all covid-19 safety protocols.
- 3. Report for stakeholder meetings:** This to select projects or shortlist sectoral-based priority projects based on strategy agreed by NDA and the relevant technical committees.
- 4. Draft Country Programme Document:** To be submitted to the GCF for review.
- 5. Final CPD:** reflecting inputs and comments received on the draft report (only electronic copies).
- 6. Report for national validation workshop** (or webinar as appropriate).

No.	Deliverables / Outputs	Estimated deadline	Review and Approvals Required
1	Inception Report	One week upon signing the contract	UNDP & MoF
2	Two (2) technical meeting reports	Seven weeks upon signing the contract	UNDP & MoF
3	Report for stakeholder meetings	Seven weeks upon signing the contract	UNDP & MoF
4	Draft Country Programme Document	Nine weeks upon signing the contract	UNDP & MoF
5	Final CPD	Twelve weeks upon signing contract	GCF, UNDP & MoF
6	Report for national validation workshop	Fourteen weeks upon signing contract	UNDP & 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.

III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- Duty station: Home based
- This consultancy is meant for a team of two consultants, one Lead and one Assistant. UNDP will sign the contract with the Team Leader only. He/she will be responsible for identifying the Assistant Consultant, include his/her CV in the technical proposal and budget his/her costs in the financial proposal.
- The Consultants will report to the UNDP Ghana's Deputy Resident Representative. On a day to day basis, they will liaise with the Project Coordinator and the NDA.
- Payments will be made upon satisfactory delivery of output and acceptance and confirmation from UNDP on output delivered.

IV. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- The Consultants will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultants will be responsible for providing their own working station (i.e. laptop, internet, phone, etc.) and must have access to reliable internet connection.
- The Consultants will receive funding to organize two technical meetings involving about 25 people as part of the stakeholder engagement process. The amount will be determined prior to the signing of the contract and included in the total contract amount. UNDP will handle the organization of the large stakeholder consultations. All meetings will be organized while strictly adhering to COVID-19 safety protocols in line with national guidelines.

V. DURATION OF THE WORK

- The work requires 45 working days between August 25, 2020 and November 30, 2020 (25 days for Lead Consultant – including 5 days for quality assurance – 20 days for supporting consultant) .

VI. REQUIRED QUALIFICATIONS OF THE ORGANIZATION

A team of two consultants (1 Mitigation and 1 Adaptation expert) will carry out this assignment. The team leader is expected to meet the following qualifications:

Experience of the Lead Consultant

- Advanced Degree (Masters or a PhD) in Natural Sciences, Climate Change, Climate Policy, Natural Resource Management or any other relevant field

- Minimum 5 years' relevant work experience in climate change adaptation or mitigation or climate change financing in developing countries;
- Prior work experience in climate change mitigation or adaptation in relation to work on NDCs in developing countries
- Good knowledge and understanding in climate change (domestic and global levels), UNFCCC, adaptation assessment, GHG inventories and low carbon development, impact assessments of policies and measures.
- Knowledge and experience in developing climate change project funding or policy documents, conducting research analysis and articulating findings and recommendations
- Experience of GCF's processes including country programming is preferable.
- Good communication skills both written and oral (English).

The other expert should have similar skills to complement those of the Team Leader and very good knowledge of the Ghanaian context and have the capacity to engage local stakeholders.

UNDP will sign the contract with the Team Leader only. He/she will be responsible for identifying the Assistant Consultant, include his/her CV in the technical proposal and budget his/her costs in the financial proposal.

Functional Competencies:

- Comprehensive understanding of GCF processes and functional requirements
- 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; and
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment

VII. EVALUATION CRITERIA

The technical proposal shall demonstrate clearly how the Consultants intends to carry out the assignment. The detailed implementation plan will include an outline of the implementation strategy, conceptual framework and approach, as well as monitoring and reporting framework/format.

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, number of anticipated working days).

The Consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the qualifications, experience and competencies. A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposals prior to any price proposal being considered and compared. The Financial Proposals will be considered only for proposals that passed or attained the minimum technical score in the evaluation of the Technical Proposals. The technical proposals are evaluated on the basis of its responsiveness to the TOR.

The award of the contract shall be made to the Consultants 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:

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

Criteria	Weight	Max. Point
Technical Competence (based on Company Profile, CV, Proposal and interview (if required))	70%	100
<ul style="list-style-type: none"> • Academic qualification of lead consultant: Advanced Degree (Masters or a PhD) in Natural Sciences, Climate Change, Climate Policy, Natural Resource Management or any other relevant field (25 points) 		25
<ul style="list-style-type: none"> ▪ Relevant professional experience of lead consultant including: <ul style="list-style-type: none"> ○ Minimum 5 years' relevant work experience in climate change adaptation or mitigation or climate change financing in developing countries (15 points) ○ Prior work experience in climate change mitigation or adaptation in relation to work on NDCs in developing countries (15 points) ○ Good knowledge and understanding in climate change (domestic and global levels), UNFCCC, adaptation assessment, GHG inventories and low carbon development, impact assessments of policies and measures (15 points) ▪ Relevant professional experience of supporting consultant (20points) 		65
<ul style="list-style-type: none"> ▪ Proposed approach and understanding of assignment <ul style="list-style-type: none"> ○ Inclusion of implementation plan and approach (20 points) 		10
Financial (Lower Offer/Offer)*30	30%	30
Total Score	Technical Score + Financial Score	

VIII. PAYMENT MILESTONES AND AUTHORITY

The Consultants shall receive their 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
One week upon signing the contract	Inception Report	Yes	20% of total contract sum
Seven weeks upon signing the contract	Technical meeting reports & National stakeholder meetings reports	Yes	30% of total contract sum
Nine weeks upon signing the contract	Draft Country Programme Document	Yes	20% of total contract sum
Fourteen weeks upon signing contract	Final CPD & national validation workshop report	Yes	30% of total contract sum

IX. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consultants 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 (Sustainable Development)

Signature: _____

Date Signed: _____

This TOR is approved by:

Name: Kate Odzawo

Designation: Operations Analyst

Signature: _____

Date Signed: _____