

## TERM OF REFERENCE (TOR) FOR THE RECRUITMENT OF NATIONAL CONSULTANT

### GENERAL INFORMATION

<b>Services Required</b>	National Consultant - Technical Expert for the Solar for Health Programme
<b>Program Title</b>	Solar for Health Programme: Enabling the provision of sustainable low-carbon energy services to public health facilities in Sub-Saharan Africa
<b>Post Title</b>	National Consultant
<b>Type of Contract</b>	Individual Consultant
<b>Duty Station</b>	Home based, stationed in Liberia
<b>Expected Places of Travel</b>	Not applicable
<b>Duration</b>	50 working days between October and December 2020
<b>Expected Start Date</b>	Immediately after concluding Contract Agreement

### I. BACKGROUND / PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF plans to fund programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation.

With the intention to seek funding from the GCF, UNDP is in the process of engaging countries and designing a climate change mitigation programme titled "Solar for Health Programme: Enabling the provision of sustainable low-carbon energy services to public health facilities in Sub-Saharan Africa". The proposed programme will have three interrelated outputs: (1) Design and implementation of Performance-Based Payment (PBP) models for solar PV solutions to provide clean, affordable and reliable energy services to health facilities; (2) Strengthening policy and regulatory environment to enable off-grid energy solutions for health facilities; and (3) Establishment of a Regional Knowledge Platform on Climate Change and Health.

In this context, UNDP is seeking a Technical Expert for the Solar for Health Programme. A national consultant is required to (i) provide technical inputs and coordinate data collection to contribute to tailoring the regional programme design to the specific country needs, (ii) coordinate stakeholder consultations/working group to ensure the relevant stakeholders and decision-makers are kept up-to-date about the programme development and seek their inputs; and (iii) support the UNDP global and country team in the formulation of the GCF programme concept note in line with UNDP guidance. UNDP will mobilize a team to support the preparation of the concept note package, including Global Technical Advisor on Energy and Finance, Technical Specialist for Climate Change, (international) Technical Expert for Solar for Health Energy Programme Formulation, Gender Specialist, Environmental and Social Safeguards Specialist, Financial and Economic Modeling Specialist, and other consultants and UNDP staff members, with which the consultant is

expected to collaborate to ensure different elements of the programme design are reflected in the concept note. S/he will report to UNDP Country Office Energy and Environment Programme Specialist.

## **II. SCOPE OF THE WORK**

The main objective of the consultancy is to review and analyse technical and policy documents related to the deployment of solar energy solutions for health facilities in Liberia; coordinate data collection at the national level to feed into the development of the Solar for Health programme; organise and closely coordinate stakeholder engagement and ensure their validation of the programme design prior to submission of the documentation to GCF as per the Country Office guidance, and (1) produce a stakeholder engagement report and minutes from all working group sessions; and a stakeholder engagement plan for the preparation of the full funding proposal as well as the implementation of the programme in Liberia (2) provide technical inputs for the elaboration of the project preparation facility request, concept note, pre-feasibility study and/or other documents for the respective country, as per the guidance from UNDP country office. The consultant is required to work in coordination with other relevant experts to prepare all the documents that fully meet GCF investment criteria, in line with UNDP accreditation (as per UNDP guidance).

The consultant's main responsibilities are as follows:

### ***Stakeholder engagement***

1. Identify relevant stakeholders for the Solar for Health Programme and coordinate their engagement needed for the successful design and implementation of the programme in the country in a close collaboration with UNDP country office;
2. Organize, coordinate and convene working group sessions (online or in-person, as the COVID-19 situation may allow) to enable exchange on the programme development, buy-in and validation by the stakeholders at the national level;
3. Take minutes from each working group meeting, ensuring circulation to the relevant stakeholders after each meeting;
4. Draft detailed stakeholder engagement report, summarizing all working group sessions and key decisions and outcomes;
5. Prepare stakeholder engagement plan for the preparation of the full funding proposal as well as the implementation of the programme in the country, building on the lessons learned from the initial working group sessions, including actors from the private sector, energy service providers, utility company/ies different types of public health facilities that might be targeted by this programme, civil societies (including those representing women, youth), government (ministry of health, energy, finance, rural energy agency and other as applicable) and others;
6. Initiate and manage communication with the country stakeholders on the programme matters, including with the GCF national designated authority, as per the guidance from UNDP country office or other UNDP staff;
7. Map out the roles and responsibilities of the different government and other stakeholders to manage the budget for and the provision of energy services to health facilities in the country;
8. Identification of potential donors/partners, outreach and sensitization of stakeholders/presentation of the programme to potential donors/partners under the guidance from UNDP country office and mapping out/capturing potential co-financing opportunities and other types of collaborations from the donor consultations.

### ***Provide and coordinate technical inputs for the development of the programme***

1. Conduct and coordinate technical analysis, review of existing documentation in dialogue with

UNDP and experts on the topics related to the deployment of solar energy solutions for health facilities, including undertaking an options analysis, collecting and compiling country specific data and information on the existing health and solar energy activities, availability, supply and demand of the targeted populations and year-round solar energy solutions for the targeted sites as per the UNDP staff guidance;

2. Draft the implementation arrangements (in a form of a diagram) for the programme implementation specifically in the targeted country, outlining the (legal) relations between all involved relations and the fund flow;
3. Compile and refine relevant project documentation, as per the guidance from UNDP staff;
4. Ensure that the design of project concept takes into account GCF investment criteria at the country level such as *impact potential; paradigm shift potential; sustainable development potential; country needs; country ownership and cost-effectiveness*;
5. Ensure that all documentation prepared at the country level is evidence-based and has all the necessary references to establish proof of concept and feasibility;
6. Ensure environmental and social safeguard principles and gender mainstreaming elements are considered
7. Support organisation of missions or site visits for experts, if applicable.

### III. EXPECTED OUTPUTS AND DELIVERABLES

The expected deliverable are as follows<sup>1</sup>:

1. Stakeholder engagement report, including the mapping of potential donors and partners at the country level (45 days from the start of the contract)
2. Stakeholder engagement plan (25 days from the start of the contract)
3. Technical analysis compilation (40 days from the start of the contract)
4. Map of government and other stakeholders' roles and responsibilities with respect to provision of energy services to health facilities in the country and draft preliminary implementation arrangements for the programme in the country (35 days from the start of the contract)

The tentative timeline for deliverables will be as follows:

Deliverables / Outputs	Estimated Duration to Complete (non-consecutive working days)	Target due date	Review and Approvals Required
Stakeholder engagement report, including a potential donor map	15	(45 work days from the start of the contract)	CO Taskforce
Stakeholder engagement plan	5	(25 work days from the start of the contract)	CO Taskforce
<b>Technical analysis compilation</b>	15	(40 work days from the start of the contract)	CO Taskforce
<b>Draft implementation arrangements and stakeholder roles and responsibilities map</b>	15	(35 work days from the start of the contract)	CO Taskforce

<sup>1</sup> Note that the deliverable days run concomitantly.

#### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will report only to the UNDP, primarily to the Energy and Environment Programme Specialist.

The Consultant will closely interact with the other consultants hired as part of the programme preparation team and UNDP staff members, including at regional and global level. The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment.

#### V DURATION OF THE WORK

The duration of the consultancy service will be 50 working days until end of 2020.

#### VI. QUALIFICATION, EXPERIENCE AND COMPETENCIES

##### A. Qualifications and Experience

1. At least a master degree in renewable energy, environment, climate change, health, or related disciplines.
2. Minimum 10 years of experience in renewable energy, health sector and research activities.
3. Minimum 5 years of experiences in project development and technical analysis in the field of renewable energy (especially solar energy).
4. Proven experience working with international organizations, and/or development financial institutions in the development of renewable energy and/or health programmes.
5. Proven experience in stakeholder engagement processes.
6. Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings.
7. Excellent understanding of the renewable energy market and developments in the country.

##### B. Corporate and Functional Competencies:

- Corporate:
  - 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;
  - Ability to work with a multi-cultural and diverse team.
- Functional:
  - Excellent report writing skills;
  - Good inter-personal communication skills, flexibility;
  - Demonstrated strong coordination and facilitation skills;
  - Strong interpersonal skills;
  - Demonstrated ability to work independently and deliver high quality outputs in a timely manner.
- Professionalism:
  - Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
  - Excellent analytical and organizational skills;

- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.
- Teamwork:
  - Works well in a team;
  - Projects a positive image and is ready to take on a wide range of tasks;
  - Focuses on results for the client;
  - Welcomes constructive feedback.

**C. Language and other skills:**

- Fluency in English both written and oral;
- Fluency in at least one official language spoken in the country, if not English.

**D. Compliance with UN Core Values:**

- Demonstrates integrity by modelling 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;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

## **VII PAYMENT MILESTONES AND AUTHORITY**

Payment to the individual contractor will be made based on the actual number of days worked, deliverables accepted and upon certification of satisfactory completion by the manager.