

Consultant - Climate Finance Tracking Methodology to support the Measurement, Reporting and Verification (MRV) System



Date: [15/02/2021]

Country: Sao Tome and Principe

Description of the assignment: Climate Finance Tracking in São Tomé and Príncipe.

- Draft a report on the status of the Climate Finance support received by Sao Tome and Principe (STP), for uptake into the chapter “Constraints and gaps related financial, technical and capacity needs, including a description of support needed and received” of the biennial reporting (BUR);
- Provide a revised Status of Climate Finance report based on the new Measurement, Review and Verification – system structure under the Paris Agreement;
- Draft an improved MRV methodological proposal for producing Climate Finance Tracking of São Tomé and Príncipe.

Project name: Delivering Climate Promise in Sao Tome and Principe

Period of assignment/services (if applicable): 55 days (within max. 8 months)

Proposal should be submitted by email to BidsSTP@undp.org no later than 05 of March 2021.

Any request for clarification must be sent in writing, or by standard electronic communication to the address e-mail procurement.st@undp.org . UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Sao Tome and Principe (STP) is a small island developing state consisting of two islands and several islets located in the Gulf of Guinea, with an area of 1001 km ² . With a total population of about 210,000 inhabitants, of which over 65% are below the poverty line, and around 30% have no access to electricity services. The unemployment rate in 2019 was around 13.4% and GDP growth is around 4% which is not sufficient to meet STP's major

development needs. Furthermore, over 90% of the State Investment Budget (OGE) comes from foreign aid and the debt rate is high (70% of GDP). The country can be majorly affected by the adverse impacts of climate change due its physical and socioeconomic vulnerability. Despite its high vulnerability, STP territory is an absolute sink of greenhouse gases, i.e. it contributes to the sequestration of CO₂. In September of 2015 Sao Tome and Principe communicated its Intended Nationally Determined Contributions (INDC) under the **Paris Agreement (PA)**. Under its INDC, STP prioritized equally adaptation and mitigation measures, committing itself to reach national net absorptions of 400 ktCO₂eq by 2030, meaning negative GHG emissions. In addition, as a **PA** Party, STP will need to follow its transparency requirements, i.e. engaging in international biennial cycles of reporting and reviewing of its GHG emissions, NDC implementation and support received, as well as presenting updated NDCs every 5 years. Therefore, STP participation on **PA** and the implementation of its ambition NDC measures will require financial resources, access to technology and capacity building, through external assistance.

In the absence of a National Climate Change Plan, the project “Delivering Climate Promise in Sao Tome and Principe” takes a whole-of-society approach to sustainably engage STP into **PA** framework, accelerating its NDC implementation, while strengthening its reporting & reviewing capacities. First, the project will support STP in the establishment of a **national MRV system**, to be able to cope with its **PA pledge & review obligations**, including to update its NDC on a regular basis. By fulfilling this process, the project will enhance stakeholder awareness & will build national capacity to coordinate climate action. Second, the project will support the **transformation of climate action into investment plans** aligned with SDGs, specifically targeting a) youth employment; b) women empowerment; c) financial flows enhancement; and d) private sector engagement. By adopting this path, the project will tackle the most relevant barriers in the country that prevents the creation of sustainable political and economic environment for its climate commitments implementation.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultant is to start drafting a report on the status of the Climate Finance support received by Sao Tome and Principe (STP) upon signing of the contract, the report will cover the period of time reported in the First Biennial Report to the UNFCCC. The report is to support the wider efforts of finalizing STP’s Biennial Reporting (BUR) responsibilities. By the end of 2020 the consultant is expected to identify best practices on Measurement Review and Verification (MRV) on Climate Finance & support, map the current government structures to monitor Climate Finance and Support Received, and elaborate a design draft for Climate Finance and support received for the MRV-structure as well as draft the related documents MoUs of institutional arrangements to realize the draft.

After an estimated period of max. four months, and depending on and in coordination with the MRV system work going on in parallel, the consultant is expected to provide a revised draft report on the status of the Climate Finance support received by the country based on the new MRV structure.

The consultant will be supported by an experienced Technical Advisor who will also review all deliverables in cooperation with UNDP who is providing quality assurance services for the project.

The deliverables are as follows, the work starting upon signing of the contract:

Product 1 - Draft report on the Status of the Climate Finance support received by STP, following the requirements of such specific chapter of the BUR presented in the Decision 2/CP.17 of the UNFCCC. This product needs to be aligned with the period reported in STPs first BUR (13 days)

Product 2 - Status of best practices on MRV of Climate Finance & support received by developing countries as well as by developed countries to identify potential contradictions and convergences (7 days)

Product 3 - Mapping the current STP Government structure to monitor the Climate Finance and support Received. In this product it will be needed to present a critical analysis to support the understanding of actual informational and decision-making flows with regards to support received by STP (i.e. financial, technology and capacity building) (5 days)

Product 4 - Elaboration of concept of support received (financial, technological and capacity development) to be officially adopted by STP climate change reports – this will account also for any state allocated resources relevant to STP Climate Finance purposes; Elaboration of Tabular Template proposal to be followed in the future BURs reports; Design Draft MRV Methodology structure to track Climate Finance and Support Received. The proposal needs to be aligned with the UNFCCC reporting requirements present in the Decision 2/CP.17, as well as to cover all efforts to avoid double counting and efficient allocation of resources. (5 days)

Product 5 - Draft MoUs of institutional arrangements to implement the draft Climate Finance & support received MRV structure (5 days)

Product 6 - Revised draft report on the status of the Climate Finance support received by STP and any state allocated resources relevant to Climate Finance. The report will be based on the new proposed structure of the MRV as well as of the concept structure STP's support received including state allocated resources (20 days)

Note: the consultant will need to provide UNDP with a monthly report on the implementation and the results under the present consultancy (cut-off date: end of reporting month, report due: day 7 of following month).

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

A Bachelor's degree (minimum academic requirement) in the field of engineering, law, management, climate change, development, or another field related to the consultancy.

II. Years of experience & competencies:

At least 3 years of combined work experience in climate change policy & finance, international finance sector, and/or work with climate change issues within the public sector are mandatory.

Professional experience in the field of financial monitoring preferably experience in developing financial monitoring systems and with climate finance and skills in analyzing data and turning it in to easily communicable form.

Experience in facilitating multilateral cooperation and competence in drafting official agreements.

Previous professional experience within the public sector, international financial institutions and international organizations will be considered a strong asset.

Competence in monitoring and evaluation.

Strong written and oral communication capabilities in Portuguese, working knowledge of English will be considered an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical proposal:

- (i) Letter to UNDP confirming interest and availability (Annex 1)
- (ii) Personal CV using UN P11 template including past experience in similar projects and at least 3 references
- (iii) Methodology on how the work will be approached and a complete workplan

2. Financial proposal in STD (Annex 2) by component and deliverables

5. FINANCIAL PROPOSAL

Lump sum contract

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 installments 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, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an

economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
Experience in climate change policy & finance, international finance sector, and/or work with climate change issues within the public sector	15	15
Experience in the field of monitoring and evaluation, preferably experience in developing financial monitoring systems and with climate finance	17	17

Proven capacity in analyzing data and turning it in to easily communicable form	8	8
Experience in facilitating multilateral cooperation and competence in drafting official agreements, including experience in cooperation between international actors and public sector	10	10
Quality of suggested approach to work (methodology and complete workplan)	20	20
<u>Financial</u>	30%	30

ANNEX

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

ANNEX 1
OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

Katarzyna Wawiernia
United Nations Development Programme
São Tomé, São Tomé and Príncipe

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

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L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B) Cost Breakdown per Deliverable*

Interested parties are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of services.

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*