

ANNEX I



Empowered lives.
Resilient nations.

G H A N A

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF AN INTERNATIONAL CONSULTANT

GENERAL INFORMATION

Services/Work Description:	Development of Accredited Entity Work Programme (EWP)
Project/Program Title:	Green Climate Fund Readiness and Preparatory Support Project
Duty Station:	Home-based
Expected Places of Travel:	N/A
Duration:	20 working days (within 2 months)
Expected Start Date:	15 March 2021

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.

In line with the GCF's business model, access to their resources is through entities accredited by the GCF Board to deliver approved funded activities referred to as Accredited Entities (AE) or Direct Access Entities (DAEs). Specifically, the AE is responsible for the overall management, implementation and oversight of climate change projects and programmes in line with the GCF fiduciary principles and standards, environmental and social safeguards standards and Gender Policy (all of which are standards for GCF accreditation), and other relevant GCF policies and requirements, in accordance with the relevant legal agreements (accreditation master agreements and funded activity agreements).

In 2019, Ecobank Ghana Limited (EGH) became Ghana's first direct access entity to the GCF. As per the GCF Programming Manual (<https://www.greenclimate.fund/document/programming-manual>), AEs (including DAEs) are expected to develop entity work programmes. In the case of DAEs, the EWP can be developed by the AE and included in the country programme or as a standalone document. EWPs are intended to foster a proactive, strategic and country-owned approach to pipeline development and programming with GCF. They play an important role as a strategic tool in providing insights on project ideas and programmes being developed by DAEs, regional DAEs and IAEs which will eventually contribute towards high-quality, climate-focused funding proposals at entry.

Objective of the Assignment

The purpose of the consultancy assignment is to develop an accredited entity work programme for Ghana's first accredited entity to the GCF, Ecobank Ghana Limited. The EWP is expected to capture an overview of the envisaged partnership of EGH with GCF, areas of work and priority sectors in line with Ghana's Country Programme and country programming processes as well as GCF sectoral guidance on the eight GCF results

areas, and its experience in implementing projects and programmes across the eight GCF results areas. In addition, the EWP is expected to align with national priorities, particularly the NDCs as well as 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>) and other related board decision providing guidance on the development of EWPs.

II. SCOPE OF WORK AND EXPECTED DELIVERABLES

The Consultant will undertake this assignment with the support of a national consultant and in close consultation with Ecobank Ghana Limited, the Economic Strategy and Research Division at the Ministry of Finance (Ghana NDA) and its Technical Advisory Committee, UNDP Country Office, as well as other relevant national stakeholders in climate change policy and finance. The Consultants will also work with the various teams of consultants undertaking the revision of Ghana's NDCs and the development of Ghana's GCF Country Programme Document to ensure synergies on national climate change project/ programme priorities.

Specific Tasks

- Define strategy or approach in the development of the entity work programme, in line with best national and international practices among others, which would also be clearly outlined at the inception phase;
- Draft the entity work programme to cover (among others) the following elements:
 - i. An overview of the envisaged partnership between the EGH and GCF and the overall climate finance landscape, strategies and plans to address climate change, comparative advantages of the AE, areas of work and priority sectors of the AE, and alignment with Ghana's Country Programmes and country programming processes as well as GCF sectoral guidance on the eight GCF results areas;
 - ii. Information on the AE's experience in implementing projects and programmes across the eight GCF results areas; and
 - iii. Indicative projects/programmes as well as relevant GCF readiness and an outline of an action plan for engagement with GCF for each GCF replenishment period (covering four years), especially between the period of implementation of Ghana's NDCs.
- Submit and address comments on the draft EWP from EGH, GCF (particularly the Climate Investment Committee)
- Finalize EWP based on inputs received from the GCF, EGH, Ghana's NDA and relevant stakeholders

Deliverables

- 1. Inception Report:** The Consultants will clearly articulate how they would complete the tasks, 1 week after signing of contract.
- 2. Draft Entity Work Programme:** To be submitted to the GCF for review.
- 3. Final EWP:** reflecting inputs and comments received on the draft report (only electronic copies).
- 4. Report of relevant stakeholder workshops/meetings** (or webinar as appropriate).

No.	Deliverables / Outputs	Estimated deadline	Review and Approvals Required
1	Inception Report	One week upon signing the contract	EGH, UNDP & MoF
2	Draft EWP Document	Five weeks upon signing the contract	EGH, GCF, UNDP & MoF
3	Final EWP and consolidated stakeholder meeting report (if necessary)	Eight weeks upon signing contract	EGH, GCF, 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 (international) and one Assistant (national). UNDP will sign separate contracts with each of the two consultants.
- The Consultants will report to the UNDP Ghana's Deputy Resident Representative. On a day to day basis, they will liaise with the EGH, the GCF Readiness 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.
- UNDP will handle the organization of the physical stakeholder consultations in collaboration with EGH and the consultants. All in-person 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 20 working days between March 15, 2021 and May 15, 2021.

VI. REQUIRED QUALIFICATIONS OF THE ORGANIZATION

The EWP will be prepared by 1 international consultant, who will be the team lead for this work to be supported by a nationally recruited consultant. 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 10 years' relevant work experience in climate change adaptation or mitigation, climate change financing in developing countries;
- Prior work experience in climate change mitigation or adaptation in relation to work on NDCs or GCF country programmes or similar in developing countries
- Experience of GCF's evolving project portfolio and similar multi-year work programmes (or EWPs) for accredited entities is preferable.
- Good communication skills both written and oral (English).

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 Consultant 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 (especially professional fees and any others applicable cost). Any anticipated local travel costs will be included in the proposal of the national consultant.

The Consultant 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.

For proposals to be considered technically compliant, the average technical evaluation score must exceed the minimum as show below.

No	Description	Minimum Score required	Maximum score required
1	Technical proposal	50%	70%
2	Financial proposal	N/A	30%

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 (70%) :

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

Criteria	Weight	Max. Point
Technical Competence	70%	100
<ul style="list-style-type: none"> • Advanced Degree (Masters or a PhD) in Natural Sciences, Climate Change, Climate Policy, Natural Resource Management or any other related field (10 points) 		10
<ul style="list-style-type: none"> ▪ Minimum 10 years' relevant work experience in climate change adaptation or mitigation, climate change financing in developing countries (25 points); ▪ Prior work experience in climate change mitigation or adaptation in relation to work on NDCs or GCF country programmes or similar in developing countries (35 points) 		80

▪ Experience of GCF's developing project portfolio and similar multi-year work programmes for accredited entities is preferable (10 points)		
▪ Methodology (20 points)		20
Financial (Lower Offer/Offer)*30	30%	30%
Total Score	Technical Score + Financial Score	

VIII. PAYMENT MILESTONES AND AUTHORITY

The Consultant 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
Five weeks upon signing the contract	Draft EWP Document	Yes	40% of total contract sum
Eight weeks upon signing contract	Final EWP and related stakeholder workshop reports	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 Consultant under the assignment shall become and remain properties of UNDP.

This TOR is cleared by:

Name: Paolo Dalla Stella

Designation: Programme Specialist (Sustainable Development)

Signature: _____



24-Feb-2021

Date Signed: _____

This TOR is approved by:

Name: Silke Hollander

Designation: Deputy Resident Representative

Signature: _____



24-Feb-2021

Date Signed: _____