

TERMS OF REFERENCE

National consultant for the development of climate finance tracking Standard operation manual for the government of Ghana

Title:	National consultant to develop climate finance tracking Standard operation manual for the government of ghana.
Duty Station:	Ghana
Category:	Individual Consultant
Duration of Contract:	40 working days
Estimated starting date	1 June 2021

1.1 Background

Over the past years Ghana's economic progress has been on a positive trajectory, underscoring its huge potential to achieve the level of development required to not only lift millions of its citizens out of poverty but also improve their general welfare. However, these positive developments are met by challenges such as climate change, which not only threaten the achievement of sustainable development and poverty reduction but also could potentially reverse the gains made so far towards attaining the Sustainable Development Goals (SDGs). To address the climate change threats, the Government of Ghana has over the years consistently worked on providing an enabling environment with policy formulation, mobilization of resources, facilitation of engagement and above all, coordination of multiple efforts by different actors with the aim to achieve climate resilient, low carbon and sustainable development. In the 10-year period of its post-2020 enhanced climate action plan, Ghana has estimated that up to US\$22.6 billion in investment from domestic and international public and private sources are needed to finance its climate adaptation and mitigation ambition. The current COVID-19 pandemic is additionally highlighting the required financial investment needed to economic recovery , ensure green growth, inclusive and equitable sustainable development is critical.

The mobilization of these resources is fundamental to the Implementation of Ghana's commitments under the Paris Agreement. Prior to the ratification of the Paris Agreement by Ghana, the Ministry of Finance commissioned the first ever CPEIR study in Ghana in 2015. The first CPEIR study led to a good to the development of various tools to enhance effective and efficient climate finance data management in Ghana. For example, since 2015, Government has adopted and implemented a number of mechanisms and approaches such as the climate change budget tracking tools, the Integrated National Financing Framework, the National Voluntary Review report on the implementation of the 2030 Agenda, all aimed at providing a more proactive and collaborative SDGs, and in particular climate change integrated, budgeting process within and among Ministries, Department and Agencies(MDAs).

In the context of the Integrated MRV-Climate Finance for tracking and reporting climate finance inflows of relevant stakeholders, Government has also initiated steps to operationalize an effective

and efficient electronic management of climate finance inflows. When fully operational, the System will, among others, strengthen the link between the National Development Policy Framework by the National Development Planning Commission, Integrated MRV-Climate Finance for Ghana and the national budgetary process to improve efficiency in capital expenditure and mobilizing of climate finance resources. To enhance the operationalization of the climate finance reporting system at MoF, the Government has commissioned a comprehensive second CPEIR Study that is expected to inform the development of a dashboard by the end of December 2021. In spite of the ongoing efforts, there is need for the development of Standard Operating Procedure Manual for climate finance reporting, to facilitate compliance of Ministries, Departments and Agencies (MDAs), Private sector (including CSOs) as well as Metropolitan, Municipal and District Assemblies (MMDAs) for effective reporting of climate finance expenditures to stakeholders.

In furtherance of this objective, MoF is seeking the services of a qualified consultant to develop standard operating procedure manual to be used by public officials to, among others, generate periodic report and assess economic, financial, social, and environmental costs, benefits and risks of climate investment projects in Ghana..

1.2 Objective of the assignment

The main objective of this assignment is to support the Ministry of Finance to develop standard operating procedure manual for generating and reporting on climate expenditure to relevant stakeholders.

The main assignment will cover the development of the Standard Operating Procedure manual, specifically:

- a. Standard Operating Procedure Manual: Operating manual should be as comprehensive as possible and provide step by step elaboration (how-to) of the climate finance reporting system at the various Divisions at MoF will be; processes and procedures; and methods and tools for preparing and analysing economic, financial, technical, legal and environmental/social benefits to the investment projects/programmes. The Guidelines are expected to elaborate the operations guiding principles and provide instructions to key stakeholders (MoF, NDPC, MDAs, MMDAs, and Private Sector (including CSOs)) on each stage of the climate finance reporting process to ensure effective delivery of climate finance reports.
- b. Provide training for Functional Technical Committee on the use of the standard operating procedure manual

1.3 Scope of the Assignment:

The scope of the assignment shall include the development of Standard operating manual for climate finance tracking and reporting . In particular, the consultant will be expected to comprehensively review any existing or similar Standard Operation manuals related to climate finance tracking. While, there has been significant progress in establishing the necessary arrangements in addressing climate change finance tracking inflows and reporting, the manual is expected to state clearly what has been institutionalized in the various sectors in terms of reporting of climate finance inflows by the Public and Private sector (including CSOs), and exist in Ghana and what proper coordination mechanism can be institutionalized for effective and efficient management, tracking and reporting of climate inflows.

The assignment shall also provide clarity and detail analysis of:

- the Institutional role and arrangement for reporting climate change finance inflows in the country and to which extent these reporting standards are coherent with the National Development Planning Commission and UNFCCC reporting system.
- Integration of climate change reporting system within the Ministry of Finance, specifically the Budget preparation cycle by MDAs/ MMDAs, and Private Sector (including CSOs);

The consultant is also expected to work with the Natural Resources, Environment and Climate Change Unit and CPEIR Functional Committee mandated to review and assist in the enactment process of the operations manual and guidelines. The consultant will support the NREC Unit to ensure that their responsibilities are executed in accordance with the Operations Manual and guidelines developed and also work closely across Government/ MDAs (MESTI, EPA, FC, MOTI, etc.) providing advice and guidance on the manual.

2. Expected outputs, deliverables, and payment terms

No.	Deliverables	Timelines	Payments
1	An inception report detailing methodology, work plan, timeline, a list of national government institutions, private sector and other stakeholders to be consulted.	Within a week after contract signing	10 % upon submission and clearance of the inception report
2	Submission and acceptance of the First Draft Standard operational manual Report	Within 25 working days after contract signing	30 % upon submission and clearance of the first Standard operational manual Report
3	Final Standard operational manual and guidelines document taking into consideration inputs from all stakeholders and editorial inputs	Within 35 days after contract signing	40% upon submission and clearance of Final operations manual and guidelines taking into consideration inputs from all stakeholders and editorial inputs
4	Lessons learned, training and stakeholder consultation report	Within 40 days after contract signing	20% upon submission and acceptance of Lessons learned, training and stakeholder consultation report

3. Composition of the Team:

One National expert on public finance management and climate finance landscape in Ghana.

4. Duration of the work

The consultancy is expected to start on 1 June 2021 and will require 40 working days within 2 months. It is therefore expected to be completed by 20 August 2021

5. Duty Station, Travel and Institutional Arrangement:

- Duty station: Home based- Ghana;
- The consultant will be supported with relevant information necessary for execution of the tasks under this assignment;
- The consultant will be responsible for providing her/his own working station (i.e. secretariat, laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- The consultant is expected to be available for consultations for a set number of hours that align with Government/UNDP business hours;
- The consultant will carry out its tasks under the overall guidance of Study Validation Team from the Economic Strategy and Research Division (ESRD) of the Ministry of Finance (MoF) and UNDP Team Ghana/Regional Service Centre; and
- The consultant will report via email, Skype / Zoom/webex/Microsoft teams/google meet calls to the Task Managers (UNDP and MoF); Payments will be made based on the agreed financial proposal (contract is based on daily fee) and released upon submission of a certificate of payment request, indicating deliverables achieved and days worked to be verified and cleared for payment by the Head of Programme of UNDP and the Project Coordinator at MoF.

6. Minimum required qualifications and competencies for the consultancy

The consultant should be a Public Investment Management Expert with in-depth experience in preparing manuals and guidelines in the area of climate Change financing.

Specifically, the successful consultant is expected to have the following qualifications:

- Minimum of master's degree in any of the following: Economics, Social Science, Accounting, Business Administration (Finance option), Public Administration, Financial Management, Public Policy, International Development or any other relevant field. An interdisciplinary background will be an advantage.
- Minimum of 10 years of experience in advisory services in fields related to public investment, public finance and project management at a senior level.
- Must have been involved in at least two assignments on the development of Public Investment Management Regulations, Operations Manual, Guidelines and Templates.
- Extensive knowledge of Public Investment Management processes including planning, project preparation and appraisal, project selection and budgeting, project execution as well as monitoring and evaluation.
- Appreciable knowledge in climate change and finance
- Demonstrated ability to work with government / public sector decision-makers and development partners.
- Knowledge of international practices in Public Investment Management processes and systems.
- Excellent communication skills with ability to express ideas clearly, concisely and effectively, both orally and in writing.
- Fluency in English.

Other Considerations

UNDP may request samples of past publications from applicants as part of the evaluation process.

7. Criteria for Selection of the Best Offer:

Only those candidates who 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 (possibly including the review of writing samples) to select the shortlisted candidates. The technical evaluation may also include interviews with shortlisted candidate(s).

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the technical evaluation (desk review and interview) 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 points rating shall be based on how well the Offeror meets the minimum qualifications/competencies described above.

The **technical evaluation** will be based on the following criteria with the corresponding points (out of a total 70 points):

- Brief methodology on how the consultants will approach the work, collaborate etc. (10 points)
- At least 10 years relevant Experience in Public Finance Management, Planning, Budgeting and Analysis, preferably related to SGDs and climate action (20 points)
- Experience in the development of standard operating manuals with particular reference to climate finance and the SDGs- 30 points
- Proven understanding of the National Climate Finance landscape and procedures (10 points)

Only a consultant that in the technical evaluation obtains a minimum score of 49 will be considered for the **Financial Evaluation**.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$$p = y (\mu/z), \text{ where}$$

p = points for the financial proposal being evaluated
y = maximum number of points for the financial proposal
 μ = price of the lowest priced proposal
z = price of the proposal being evaluated

The team receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

8. Application process.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.


Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

TOR prepared by:
Stephen Kansuk
Climate Change Specialist



TOR cleared by:
Paolo Dalla Stella
Programme Specialist



TOR approved by:
Silke Hollander 
Deputy Resident Representative