

ANNEX I



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G H A N A

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

GENERAL INFORMATION

Services/Work Description: Gender and social safeguards assessment for GCF Concept Note on Hybrid Solar PV and Waste-to-energy Technologies
Project/Program Title: Green Climate Fund Readiness and Preparatory Support Project
Duty Station: Accra, Ghana
Expected Places of Travel: N/A
Duration: Between June 10, 2021 and August 31, 2021
Expected Start Date: 10 June, 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.

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.

A key deliverable under the current GCF Readiness and Preparatory Support project is to leverage private sector resources through the development of a concept note for potential funding proposal to be submitted to the GCF. It is anticipated that through the development of bankable project ideas, private sector actors would be able to use their resources to partner and develop climate change projects to help meet Ghana's obligations under the Paris Agreement.

In view of this the private sector, led by the Private Enterprises Federation is leading the development of a concept note on **hybrid solar PV and waste-to-energy (W2E) technologies** to address environmental challenges as well as augment the energy needs of organisations. Despite the abundant availability of feedstock (biowaste) for bioenergy generations in Ghana, the country is yet to develop a significant programme that will promote the dissemination of waste to energy plants on a larger scale. To support this, the Government of Ghana (GoG) has put in place the necessary policies and regulatory framework such as the renewable energy (RE) Act (Act 832) of 2011 to provide the enabling environment for the speedy adoption of RE technologies to meet the 10% target of RE penetration into the country's energy mix by 2030. The key provisions established in the act that provides private sector participation include:

- *Mandatory purchase policy* - by which distribution utilities are obliged to procure a specified percentage of total electricity purchase from renewable energy (under the Renewable Energy Purchase Obligation)
- *Mandatory connection policy* – whereby the transmission and distribution system operators are obliged to provide connection services for electricity from renewable energy;
- *Feed-in tariff system* – where electricity from renewable energy is to be purchased by distribution utilities at higher rates, which are determined by Public Utilities Regulatory Commission (PURC); the rate is guaranteed for 10 years and subsequently reviewed every 2 years;
- *Renewable Energy Fund* - which offers financial support for activities for the promotion, development and utilisation of renewable energy, such as financial incentives, feed-in-tariffs, capital subsidies, production-based subsidies and equity participation.
- The need for a solution is further supported in the Ghana's NDCs and Ghana's climate change adaptation strategy document where emissions from waste have been prioritised.

In view of the above context, leveraging international climate finance to unlock fiscal space and leverage private finance will be crucial to achieve the goals set by the Paris Agreement and all NDCs. Efforts to shift the financial system must also continue, including reporting (Task Force on Climate-Related Financial Disclosures), green taxonomies, risk management and returns. Aligning national priorities, economic and fiscal policies on these principles could help Ghana attract private sector investment and achieve its climate goals in the waste sector. For Ghana to achieve success in promoting waste to energy technologies such as biogas-solar plants, some key areas have to be critically considered including financing options, ease of doing business for both local and foreign business entities, market policies and incentives, and technology, research and development. The proposed assignment seeks to conduct a feasibility study on the hybrid solar PV and W2E technologies adoption by the private sector in Ghana and submit a concept note to the Green Climate Fund. Specifically, the project will ascertain the financial viability as well as the uptake of the technology by the private sector as a way to limit their energy burden on the national grid.

Objective of the Assignment

The purpose of the consultancy assignment is to hire a team of two (Gender Specialist and Environmental and Social Safeguards Specialist) to support the team of experts working with PEF to develop a concept note on the project idea to be submitted to the GCF. The specific objectives include;

- Conduct gender and environmental and social safeguards assessments of the project concept; and
- Assist PEF to in putting together the GCF concept note and relevant tasks as defined below.

II. SCOPE OF WORK AND EXPECTED DELIVERABLES

The team of Consultants will undertake this assignment in close consultation with the team of experts working with PEF in the development of the concept note. The team would also work with relevant stakeholders in the development of the concept note including; the designated Accredited Entity (identified by PEF for this concept), Economic Strategy and Research Division at the Ministry of Finance (Ghana NDA) and its Technical Advisory Committee and the UNDP Country Office.

Specific Tasks

- Conduct an initial environmental, social and gender related scoping or screening exercise for the project idea as required and in line with GCF requirements;
- Conduct relevant environmental, social and gender-related due diligence and propose relevant actions to be taken forward in the funding proposal in line with GCF requirements;
- Support related stakeholder engagements in the development of the concept note;
- Support the team of experts working with PEF to complete final concept note and any associated pre-feasibility report and submit 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. Draft Concept Note and Stakeholder Engagement:** Work with PEF to submit a draft concept note report with comprehensive environmental, social and gender assessments and proposed actions for the funding proposal as well as compilation of relevant stakeholder engagements and submit for feedback;
- 3. Final CPD:** Work with PEF and its team of experts to reflecting inputs and comments received on the draft report and finalize for submission to the GCF (only electronic copies).

No.	Deliverables / Outputs	Estimated deadline	Review and Approvals Required
1	Inception Report	One week upon signing the contract	UNDP, PEF & MOF
2	Draft Country Programme Document	Six weeks upon signing the contract	UNDP, PEF & MOF
3	Final CPD	Nine weeks upon signing the contract	UNDP, PEF & 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 Consultant (Gender Specialist) and one Supporting Consultant (Environment and Safeguards Specialist). UNDP will sign the contract with the Team Leader only. He/she will be responsible for identifying the Supporting Consultant, include CVs of the team in the technical proposal and budget for their 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 GCF Readiness Project Coordinator, PEF 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 relevant stakeholder meetings as part of the stakeholder engagement process. 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 man days between June 10, 2021 and August 31, 2021 (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 team consultants (1 Gender Specialist and 1 Environmental and Social Safeguards) will carry out this assignment. The team leader is expected to meet the following qualifications:

1. Experience of the Lead Consultant (Gender Specialist)

Education:

- Master's Degree in social science (especially gender studies), development studies or relevant discipline

Experience:

- At least seven (7) years of increasingly responsible professional experience in the substantive area (gender equality, mainstreaming, etc.)
- Experience working with a variety of stakeholders and partners related to gender equality and women's empowerment, including UN agencies, Governments and civil society organizations, in a development context
- Demonstrated experience with gender integration or mainstreaming projects;
- Substantial experience in design, or monitoring and evaluation of climate change and gender projects;

Language:

- Fluency in English language, including excellent drafting and presentation skills.

2. Experience of the Supporting Consultant (Environment and Social Safeguards Specialist)

Education:

- Masters degree or advanced degree in Environmental Studies or Environmental Economics or Natural Resource Management or relevant field is required.

Experience:

- At least five (5) years of increasingly responsible professional experience in the substantive area (environmental safeguards);
- Substantial experience in design, or assessments of environmental/climate change projects
- Experience working with a variety of stakeholders and partners related to environmental safeguards including UN agencies, Governments and civil society organizations, in a development context

Language:

- Fluency in English language, including excellent drafting and presentation skills.

UNDP will sign the contract with the Team Leader only. He/she will be responsible for identifying the Supporting 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 for proposal development 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.

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 (based on Company Profile, CV, Proposal and interview (if required))	70%	100 points
<ul style="list-style-type: none"> • Academic qualification of lead consultant: Master's Degree in social science (especially gender studies), development studies or relevant discipline - 20 points 		20 points
<ul style="list-style-type: none"> ▪ Relevant professional experience of lead consultant including: At least seven (7) years of increasingly responsible professional experience the substantive area (gender equality, mainstreaming, etc.) - 30 points ▪ Relevant professional experience of supporting consultant: At least five (5) years of increasingly responsible professional experience in the substantive area (environmental safeguards) – 30 points 		60 points

<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) 		20 points
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	30% of total contract sum
Six weeks upon signing the contract	Draft Concept Note	Yes	30% of total contract sum
Nine weeks upon signing contract	Final Concept Note	Yes	40% 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:  _____

25-May-2021

Date Signed: _____

This TOR is approved by:

Name: Silke Hollander

Designation: Deputy Resident Representative

Signature:  _____

25-May-2021

Date Signed: _____