



## **Terms of reference**

### **National Project Development Specialist to support GEF PPG project development: “Towards a Sustainable City through Energy Efficiency in Kairouan”**

#### **I- Background**

Since the ratification of the UNFCCC in 1993, Tunisia has been fulfilling its commitments to the Convention, by pursuing a strong climate change policy both on GHG mitigation and adaptation, and by complying with its national reporting commitments (national communications, biennial update reports) in addition to the elaboration of its Intended Nationally Determined Contribution (iNDC). Tunisia ratified the Paris Agreement on October 17, 2016, by unanimous vote of the members of parliament and submitted its ratification to the United Nations Framework Convention on Climate Change (UNFCCC) in February 2017. By ratifying the Paris Agreement, Tunisia has formally adopted its iNDC, submitted to UNFCCC on 16 September 2015. Tunisia's iNDC, which became NDC after Paris Agreement ratification, aims to lower the country's carbon intensity by 41% by 2030 compared to 2010's carbon intensity. Tunisia published its revised NDC in October 2021. Tunisia's updated NDC targets a 45% decrease in its carbon intensity in 2030 compared to that of 2010.

In this context, the City of Kairouan has started implementing of a city-wide sustainable development strategy, which provides an overall vision for the growth of the city until 2030 with a clear overarching focus on climate-resilient development, the creation of green jobs, and a strive for resource efficiency in all aspects of municipal planning and investments.

Within this framework, and responding to, a request from the Municipality of Kairouan and the Directorate of Sustainable Development of the Ministry of Environment to develop energy efficiency measures in new buildings and public lighting, a project identification form (PIF) has been developed to implement the project entitled “Towards a Sustainable City through Energy Efficiency in Kairouan”. As described in PIF, this project aims to promote green buildings and efficient lighting in alignment with the objectives of the enhanced Nationally Determined Contribution, the Sustainable Development Strategy of Kairouan and the National Programme for Sustainable Cities in Tunisia.

The PIF has been approved in April 2022, after which a full project document has to be developed and submitted to GEF for approval. The approved PPG proposal is structured around 3 main components and 15 outcomes as follows:

<b>Project Components</b>	<b>Project Outcomes</b>
1. Preparatory Technical Studies & Reviews	1.1 Desktop and field-based studies and data collection
	1.2 Gender Analysis
	1.3 Social and Environmental Standards: Screening and Assessments
	1.4. Identification of project sites
	1.5 Financial planning
	1.6 Stakeholder analysis
	1.7 Appraise and formulate the most appropriate project implementation and execution modality
2. Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes	2.1. Stakeholder Engagement Plan
	2.2. Gender Action Plan
	2.3. Social and Environmental Standards: Screening and Management Measures
	2.4 GEF and LDCF/SCCF Core Indicators
	2.5 Completion of the required official endorsement letters
	2.6 Mandatory Annexes:
	2.7 Project Management Arrangements
3. Validation Workshop and Report	3.1. validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high

## **II- Duties and Responsibilities:**

Under the guidance of the UNDP Team leader of climate, environment, energy and disaster risk reduction Programme (CERC), and in close cooperation with the national project partners, primarily Ministry of Environment, the consultant will support the PPG team lead expert in the preparation and development of all Preparatory Technical Studies, reviews and documentation that are determined to be needed for the preparation of the ProDoc and all other mandatory and project specific Annexes and supporting documentation. The consultant will support the PPG team lead expert during all phases of the assignment as described in the attached annex by providing him/her relevant data and information and facilitating the concertation with stakeholders. this includes but not limited to:

### **Preparatory Technical Studies and Reviews (Component A):**

- *Provide the international consultant with the necessary data/information to compile baseline/situational analysis for the Medium-size project (MSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate.*
- *Support the international consultant during the stakeholder analysis phase and conduct consultation process for data collection*
  - *Support the international consultant in the preparation of the gender analysis by providing relevant data*
  - *Support the international consultant to ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate*
  - *Support the international consultant to ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes*
  - *Lead and oversee the identification of opportunities for private sector engagement and co-financing*
  - *Support the international consultant during the consultations with partners regarding financial planning; and support him/her to ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.*

### **Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):**

By providing relevant data, information and feedback from stakeholder’s consultation, support the international consultant to:

- develop, present and articulate the project’s theory of change
- the Results Framework in line with UNDP-GEF policy
- the Monitoring and Evaluation Plan and Budget
- the comprehensive Stakeholder Engagement Plan
- the Gender Action Plan and Budget.
- the updating of the SESP based on assessments undertaken during Component A, and the development of required environmental and/or social management plan(s) as required.
- the preparation of the required GEF tracking tools (if required) and GEF Core Indicators
- Secure all co-financing letters.
- Prepare the indicative procurement plan.
- Define and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support.
- Ensure the completion of the required official endorsement letters; and
- Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates

**Validation Workshop (Component C):**

Support the international consultant during the concertation meetings/workshops and validation workshops to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans ; This includes, but not limited to:

- The preparation of the drafts of the conceptual notes and workshop agenda
- Facilitating the meeting/workshop
- Draft the meeting/workshop Report
- Support all necessary revisions that arise during the workshop, as appropriate

Tentative planning for mission implementation will be as follow:

<b>Milestone</b>	<b>Date</b>
<b>Internal submission date</b> for UNDP-GEF review and clearance	December 28, 2022
<b>First GEF Submission Deadline</b> for CEO Endorsement	February 28, 2023
<b>CEO Endorsement Deadline</b> after which the project will be cancelled if not endorsed	June 28, 2023

**III- Mission duration and terms of payments:**

The assignment will be carried out within 25 working days over 12 months to allow time for receiving and addressing UNDP and GEF comments. All documents will be reviewed by the UNDP CO, UNDP-GEF team and the implementing partners.

<b>Deliverable</b>	<b>Estimated date</b>	<b>Terms of payment</b>
Approved detailed methodology and workplan	5 days after the signature of the contract	10%
Report on data collection process and stakeholder consultation gathered to submit the first draft of the proposal package: <ul style="list-style-type: none"><li>- GEF Project Document first draft</li><li>- CEO request for project endorsement/ approval</li><li>- Co-financing letters</li><li>- GEF checklist for audit risks review</li><li>- Gender analysis</li><li>- SESP</li></ul>	October 30, 2022	20%
Second report on complementary data collection process and stakeholder consultation gathered to update the proposal package based on UNDP-GEF review	December 10, 2022	30%
Third report on complementary data collection process and stakeholder consultation gathered to update the proposal package based on GEF secretariat review	January 20, 2023	20%
Final report on project document development process and proposal package to be submitted to CEO Endorsement	April 1 <sup>st</sup> , 2023	20%

**IV- Required qualifications**

- Master's degree or higher in a relevant field
- 10 years of demonstrable experience in the technical area of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy.
- 03 relevant references related to the development of studies and/or strategies in the field of climate change
- 01 relevant reference related to the development of project document or project identification form preferably with GEF or other donors in the field of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy
- Excellent written communication skills in French and English.
- Relevant references on global and regional issues related to UNFCCC, Paris Agreement, especially Art. 13, MRV/ETF systems, Biennial Transparency Report and National Communications reporting requirements.
- 02 relevant experiences working with international organizations, including UNDP, is an asset

**V- Evaluation criteria and best offer selection:**

The consultant will be recruited using the following selection criteria. Qualified Individual Consultants (ICs) are expected to submit both the Technical and Financial Proposals. Consultants will be evaluated based on cumulative analysis as per the following scenario:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

In this regard, the respective weight of the proposals are:

a. Technical Criteria weight is 70%.

b. Financial Criteria weight is 30%.

**Evaluation Criteria:**

Criteria	Weight	Max. Pts
Technical competencies (based on CV)	60%	60
Methodology and planning in French and English	40%	40
<b>Total</b>	<b>100%</b>	<b>100</b>

<b>Technical Competencies (based on CV)</b>	<b>60</b>
<b>Degree</b> <ul style="list-style-type: none"> <li>• Bachelor degree..... 0 pts</li> <li>• Master/engineering degree... ..05 pts</li> <li>• PhD ..... 10 pts</li> </ul>	10
<b>10 years of demonstrable experience in the technical area of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy.</b> <ul style="list-style-type: none"> <li>• Less than 10 years ..... 0 pts</li> <li>• Between 10 and 15 years ..... 10 pts</li> <li>• 16 years and more ..... 15 pts</li> </ul>	15
<b>Relevant references related to the development of studies and/or strategies in the field of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy</b>	10

<ul style="list-style-type: none"> <li>• Less than 3 Ref ..... 0 pts</li> <li>• Between 3 and 5 Ref ..... 5 pts</li> <li>• 6 Ref and more ..... 10 pts</li> </ul>	
<b>Relevant references related to the development of project document or project identification sheet preferably with GEF or other donors in in the field of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy</b> <ul style="list-style-type: none"> <li>• Less than 1 Ref ..... 0 pts</li> <li>• 1 Ref ..... 5 pts</li> <li>• 2 Ref and more ..... 10 pts</li> </ul>	10
<b>Relevant references on global and regional issues related to UNFCCC, Paris Agreement, especially Art. 13, MRV/ETF systems, Biennial Transparency Report and National Communications reporting requirements</b> <ul style="list-style-type: none"> <li>• Less than 2 Ref ..... 0 pts</li> <li>• Between 2 and 4 Ref ..... 5 pts</li> <li>• 5 Ref and more ..... 10 pts</li> </ul>	10
<b>02 relevant experiences working with international organizations, including UNDP</b> <ul style="list-style-type: none"> <li>• Less than 2 Ref ..... 0 pts</li> <li>• More than 2 Ref ..... 5 pts</li> </ul>	5
<b>Methodology and planning (in French and in English)</b>	<b>40</b>
To which extent does the consultant understand the mission to be accomplished and the content of the methodology?	20
Are the proposed sequence of activities and implementation schedule well defined, realistic and in line with the terms of reference of the assignment?	20

#### Financial offer and evaluation:

The financial offer should be submitted as follows:

	Quantity	Unit cost	Total amount
<b>Consultant fees (TD)</b>	25 W/D		

- Any offer that does not achieve the minimum technical score required (70 points) will not be considered for the financial evaluation.
- The lowest financial offer (among the selected offers) is awarded the maximum score of 30 points.
- The financial score of a tender “n” is calculated as follows:

$$NF_n = (OF_{mo} / OF_n) * 30$$

NFn = financial note of the tender

OFmo = amount of the lowest bid OFn = amount of the tender n
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**Best offer selection:**

The overall score of a tender n is calculated as follows:

<b><math>NGn = 70\% * NTn + 30\% * NFn</math></b> NGn = global score of the tender n NTn = technical score of the tender n NFn = Financial score of the tender n
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The best offer will be the one with the best overall score (NGn)

The evaluation of the financial offers will be based on the total amount of the offer before tax.