



## **Terms of Reference for a consultancy firm to**

### **Develop the Concept Note and the Request for Project Preparatory Facility for Submission to the Green Climate Fund**

#### **Background**

UNDP is one of the Green Climate Fund (GCF) Accredited Entities (AEs). UNDP has been requested by the Government of Cabo Verde to support the process of developing a country proposal for submission to the GCF.

The Green Climate Fund (GCF) is an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC), which has been established in compliance with Article 11 of the Convention to contribute significantly to the collective efforts of the international community to combat climate change. It is the first multilateral fund dedicated solely to fund climate change mitigation and adaptation measures in developing countries. The GCF has now secured pledges of USD 10.3 billion to be channeled to climate friendly activities in developing countries. The GCF can be accessed directly by National Implementing Entities from developing countries and/or through international and regional Implementing Entities (IEs). The fund has agreed to allocate 50:50 between adaptation and mitigation measures. The fund will also allocate a significant amount of resources through its Private Sector Facility in order to catalyze and maximize private sector engagement in climate finance throughout developing countries.

The Green Climate Fund's vision is to support a paradigm shift to low-emission and climate-resilient development. It is driven by innovation and targets its investments for transformational impact. The Fund has identified the following 8 impact areas which will deliver major mitigation and adaptation benefits:

Shifting to low-emission sustainable development pathways through:

- 1 Low-emission energy access and power generation
- 2 Low-emission transport
- 3 Energy efficient buildings, cities and industries
- 4 Sustainable land use and forest management

Increasing climate-resilient sustainable development for:

- 5 Enhanced livelihoods of the most vulnerable people, communities, and regions
- 6 Increased health and well-being, and food and water security
- 7 Resilient infrastructure and built environment to climate change threats
- 8 Resilient ecosystems

The Government of Cabo Verde has requested UNDP to support the development of a GCF national project to strengthen its adaptive capacity and climate resilience in water resources management, building on the existing good practices in the country and opportunities to scale up.

Responding to the request, UNDP is seeking for services from a company to assist with the development of a GCF Concept Note, a pre-feasibility assessment and the preparation of a Request for a Project Preparation Facility. The two documents, along with a Request for Project Preparation Facility, will be in the required format set by GCF.

## Scope of Work

UNDP will support the Government to develop a GCF Concept Note through a fully consultative process, drawing from lessons learned and best practices from the previous relevant investments in Cabo Verde, with the following GCF Investment Criteria in mind:

- 1) Climate Impact potential
- 2) Paradigm Shift potential
- 3) Sustainable Development potential
- 4) Needs of Recipients
- 5) Country Ownership
- 6) Efficiency and Effectiveness

A clear and strong adaptation (additionality) argument must set the context and a sound Theory of Change logic must justify a proposed set of interventions, which are expected to be of transformational nature. Stakeholder consultations will be required to inform the Concept Note. The concept note should reflect and harmonize the stakeholder ideas and organize them into output-activities-subactivities of a single component project in full alignment with GCF requirements.

More specifically, consultancy firm, in close consultation with the national stakeholders and with guidance from UNDP, will have the following specific duties:

1. Develop a draft of a GCF Concept Note outlining the following in the required template:
  - a. Pre-feasibility and viability assessment of the project idea and draft a brief feasibility report for the project.
  - b. Provide background information and the context of the project with clear adaptation/additionality arguments
  - c. Develop the project description, objective, outputs (expected results), activities, sub-activities, inputs as well as indicators (at output level)
  - d. Assist the Government to determine the project's system boundaries and scope
  - e. Describe the impact of the project using a compelling Theory of Change argument (using logic structure of underlying problem, preferred normative solution, key barriers, targeted project outputs, activities, sub-activities)
  - f. Define the paradigm/transformational shift potential, sustainable development potential, coherence with the country needs, how country ownership will be ensured (in project design, and project implementation) and efficiency and effectiveness of the proposed project.
  - g. Identify indicative co-financing and baseline investments
  - h. Draft likely implementation arrangements

- i. Conduct an initial social, environment and gender screening
  - j. Identify opportunities and requirements to advance gender considerations
  - k. Identify key costs and benefits (including market and non-market benefits) of the proposal project (in consultation with UNDP's investment appraisal specialist assigned to this project)
  - l. Identify locations for proposed interventions
  - m. Identify available information and information gaps to define the details of project outcomes, outputs, activities and inputs, baseline, and financial information.
2. Support UNDP staff during the presentation of the draft Concept Note to UNDP and the national stakeholders for comments
  3. Finalize the Concept Note incorporating comments.
  4. Develop a Project Preparation Facility request in the required template.

The baseline for key indicators should be established from the available data and information to the extent possible. A pre-feasibility study should be conducted as part of the Concept Note development to strengthen the Concept Note. The pre-feasibility study should also give a clear indication of what must be covered in details in the full Feasibility Study during the GCF proposal development. Preliminary Social and Environmental Screening will be also conducted and attached to the Concept Note.

During the Concept Note development, a proposed set of interventions will be developed, baseline data will be collected, and end-of-project target will be proposed. All information gap to complete the GCF proposal will be identified and the required activities to fill the gap will be costed. Based on this, a request for the Project Preparation Facility (PPF) will be completed in the required template.

### Time Frame

The stakeholder consultations in Cabo Verde are expected to start by end April 2017, preceded by desk top review of relevant documents. A draft Concept Note for comments is expected in May, while supporting documents might be still under development. The Concept Note and the PPF Request expected to be finalized by end June 2017.

### Deliverables

- GCF Concept Note with all supporting documents, structured according to the guidelines of the Green Climate Fund
- PPF Request in the required template

The Firm will work with the GCF Working Group and reports to GFC Designated Authority, UNDP JO DRR and UNDP team who will assure quality and sign-off all deliverables. It is also vital that the opinions of the stakeholders be factored into the development of the Concept Note and the PPF. The GCF Working Group will assist in identifying and collaborating with relevant stakeholders.

The Consulting Firm will deliver the expected outputs, based on the following schedule:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates *indicative
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1. Desk top review of relevant documentation for gathering data for justification. Inception report.	5 days (home based)	April 24 <sup>th</sup>
2. A logical framework supporting a theory of change including: objectives, components, activities, indicators and milestones. Identified paradigm shift potential of the program by defining the degree to which the proposed activities can catalyze impact including long term financial sustainability	5 days (in country)	May 1st
3. First draft of the Concept Note	10 days (in country)	May 12th
4. A stakeholder engagement strategy. This includes consultation with key partners for the project and identifying a plan to engage in the future the stakeholder groups that are linked to the various interventions which will need to be consulted with during the full proposal development	5 days (in country)	May 19th
5. A baseline for key indicators should be established from the available data and information to the extent possible. The baseline study will need to be concise and support the theory of change. It should provide a rational and analysis clearly explaining how the proposed activities are tackling specific climate change related impacts. The best available information shall be used taking into account the uncertainties of these studies and reflected into the proposed activities	5 days (in-country)	May 26th
6. Final version of the Concept Note including comments incorporated based on the team review	5 days (in-country)	June 2nd
7. A feasibility study should provide all detailed background information and analysis that support the interventions and investments. The feasibility study should provide the financial model or reference another study justifying how these interventions are financially sustainable and include available market studies	5 days (in-country)	June 9th
8. Draft Project Preparation Facility (PPF) request	5 days (in-country)	June 15th
9. Relevant stakeholders consultations for the PPF request	5 days (in-country)	June 20th

10. Final PPF request	10 days (home-based)	June 29th

### Payment Milestones

The Consulting Firm will indicate cost of services in US Dollars when applying for this consultancy. The Firm will be paid the lumpsum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment	Deliverables	Percentage
1 <sup>st</sup> Installment	Inception Report approved	20%
2 <sup>nd</sup> Installment	Draft Concept Note approved	50%
3 <sup>rd</sup> Installment	PPF request approved	30%

### Team composition and the required competencies

The Concept Note and the PPF Request for submission to the Green Climate Fund will be undertaken by a Consultancy Firm, composed of a Team Leader and other consultants. The Team Leader will have overall responsibility for the production of the deliverables. H/she will lead and coordinate the work of the team and will also be responsible for the quality assurance of all deliverables.

The Consultancy Firm needs to have:

- International reputable experience in developing GCF proposals and/or GEF proposals in Ecosystem and Biodiversity, Climate Change and Sustainable Development
- Substantial experience in formulation of climate change related projects and programs at national level and sub-national levels, preferably in development contexts

Required qualifications of the team:

Education:

- Master's degree in areas related to climate change, water resources management, environmental or civil engineering, agriculture, forestry, natural resources management, environmental science, or other relevant disciplines.

Professional Experience:

- Demonstrated experience in programming and proposal development for medium to large scale projects in the field of environment and climate change.
- Experience in UNDP project proposal development, financed by GCF, GEF, SCCF, LDCF, Adaptation Fund, etc.

- Previous work experience in Africa in the context of development. Experience in working in Cabo Verde would be highly valued.
- Experience in working on climate change adaptation projects. Experience in designing and/or implementing climate change adaptation project related to water resources management would be highly desirable.
- A clear understanding of the GCF modality of financial support would be an asset.
- A clear understanding of the fiduciary, environmental and social safeguards standards and requirements of the Green Climate Fund and/or UNDP will be an asset.

#### Functional Competencies:

- Strong analytical, writing, and presentation skills.
- Excellent stakeholder engagement and communication skills.
- Proven capacity to meet deadlines and work under pressure.
- Results-driven.
- Knowledge and experience of UNFCCC negotiations, GCF guidelines and policies will be an asset.
- Good background in challenges and opportunities related to climate change in the context of Cabo Verde and response strategies.

#### Language and other skills:

- Excellent oral and written communication skills in English required.
- Fluency in Portuguese (oral and written) is required for at least one member of the team. Fluency or working knowledge of other members of the team will be an asset.

#### Compliance of the UN Core Values:

- Demonstrated integrity by modelling 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 zero tolerance for sexual harassment.

### Key Personnel

The completion of this work is dependent on qualifications of the team. As such, the prospective Consultancy Firm must name every individual expected to work on the contract. JO will not accept any proposal that lists an expert "as to be determined". JO considers all team members named in the proposal as "key", and must provide express written authorization for replacement of named personnel.

### Location of Work

The Firm team shall work from its base of operations and in Cabo Verde.

### The Bid

An interested firm should submit a bid consisting of a Technical proposal and a Financial Proposal following the instructions below:

- Technical Proposal and Financial Proposal must be submitted as separate files with the clearly indicative file names.
- The Technical proposal should include a brief motivation (no more than 1 page), understanding of the task (no more than 2 pages) and a proposed approach to the task (no more than 3 pages). A detailed CV(s) should be attached to the Technical Proposal, with clear indication of the level of involvement of each expert.
- Legal registration evidence should be presented
- The Financial Proposal should provide detailed budget of carrying out the assignment.
- The consultancy is all inclusive, lump-sum, including travel costs.
- Domestic flights for consultants as well as costs associated with stakeholder workshops in the country will be paid separately from this consultancy.

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization submitting Proposal	20%	200
2.	Proposed Work Plan and Approach/Methodology	20%	200
3.	Management Structure and Qualification of Key Personnel	30%	300
<b>Total</b>			<b>700</b>

Technical Proposal Evaluation Form 1		Points obtainable
<b>Expertise of Firm / Organization submitting Proposal</b>		
1.1	General Organizational Capability which is likely to affect implementation - Quality Assurance Procedure - Financial stability	30
1.2	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills).	15
	Expertise in developing GCF proposals and/or GEF proposals in Ecosystem and Biodiversity, Climate Change and Sustainable Development. Expertise in formulation of climate change related projects and programs at national level and sub-national levels, preferably in development contexts	150
1.4	Organizational Commitment to Sustainability • Organization is compliant with ISO 14001 or equivalent – 2 points • Organization demonstrates significant commitment to sustainability through some other means – 3 points	5
		200

Technical Proposal Evaluation Form 2		Points Obtainable
<b>Proposed Work Plan and Approach/Methodology</b>		
2.1	Have the important aspects of the task been addressed in sufficient detail?	50
2.2	Innovation and relevance of the proposed methodology, including specialist contributions and working plan	30
2.3	Is the conceptual framework adopted appropriate for the task?	30
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
2.5	What actions to ensure sustainability and continuation of results have been incorporated into the proposal?	40
		200



Technical Proposal Evaluation Form 3			Points Obtainable
<b>Management Structure and Qualification of Key Personnel</b>			
3.1	<b>Team Leader (Key Expert)</b>		150
		Sub-Score	
	Academic Qualification	40	
	Team Leader/coordination experience	20	
	Professional experience in the relevant area	40	
	Language Qualification	50	
		150	
3.2	<b>Additional Team Members</b> (experts: climate change, water resources management, natural resources management, environmental science) <b>For the evaluation purposes the average score of CVs will be applied.</b>		150
		Sub-Score	
	Academic Qualification	50	
	Professional experience in the relevant area	50	
	Language Qualification	50	
		150	
	Total Part 3		300

Only candidate obtaining a minimum of **490 points out of 700 points** at the technical evaluation will be considered for the financial evaluation.

Rating the Technical Proposal (TP):

**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100


Rating the Financial Proposal (FP):

**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

$$\frac{(TP \text{ Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (FP \text{ Rating}) \times (\text{Weight of FP, e.g., 30\%})}{\text{Total Combined and Final Rating of the Proposal}}$$

This TOR is approved by: Ilaria Carnevali

Signature   
Name and Designation Deputy Resident Representative  
Date of Signing 12/04/2017