

IC-060-22 - International Climate Finance Specialist

Consultancy to GCF Readiness project title “NDA strengthening in Iraq for climate finance programming, governance, regional cooperation and knowledge generation”

Location	Home Based with possible travel to Iraq if occasion permits
Type of Contract	Individual Contract
Contract Start Date	1 July 2022
Contract End Date	30 December 2022
Post Type	International Consultant

1. Background

The UNDP Iraq Country Office, with funding from the GCF, is supporting the Government of Iraq through implementing the project ‘NDA strengthening in Iraq for climate finance programming, governance, regional cooperation and knowledge generation’.

The focus of the project is to strengthen the capacity of the NDA and ensuring access to GCF funds and support to national organizations seeking accreditation at GCF. The project will enable the Government of Iraq to strengthen capacities of the newly assigned NDA to institutionalize climate action coordination mechanisms; establish/build capacity of direct access entities; enhance climate finance programming for national/regional greenhouse gas mitigation measures; mainstream information on paradigm shifts/transformation into country programming; and develop capacity to identify and develop proposals on green growth investments. The beneficiaries of the readiness proposal are the NDA, related ministries/authorities, private sector, and candidates for GCF accreditation. Low engagement of the private sector in the GFC process in Iraq is one of the main barriers that will be addressed through building capacity within the NDA to support bankable green growth proposals, development strategic priorities in addition to identification and training of strong national agency candidates for GCF accreditation.

2. Scope of Work

The objective of the work of the **International Climate Finance Specialist** is to support UNDP in implementing its project ‘NDA strengthening in Iraq for climate finance programming, governance, regional cooperation and knowledge generation’ to achieve the following:

- Strengthening the capacity of the NDA to:
 1. Effectively coordinate, monitor, and access climate finance, with emphasis on low-emission development.
 2. Enhance country programming to address low emission programme/project pipeline development and gender issues within climate finance programming.
 3. Effectively characterize the costs and benefits of the priority project pipeline.
- Stakeholder engagement on adopting low emission, green growth priorities in national energy planning and country programming.

3. Key Tasks and Responsibilities

The **International Climate Finance Specialist** will act as an international expert with the following responsibilities:

1. Support the update of the Country Programme in terms of climate finance accounting and the climate finance landscape, in consultation with national stakeholders
2. Deliver training and develop documents that are required in the project, for GCF engagement in the fields of **Climate Financing, strategic management, climate policy, energy, and sectoral planning**.
3. Development of an action plan to address key accreditation gaps and a prefeasibility study of potential business models for promoting private sector engagement.
4. Drafting, and finalizing reports in consultation with the GCF Project Coordinator and UNDP GCF oversight team, project's consultancy team, and national stakeholders.

The overall consultancy will involve the development of the training materials targeting stakeholders engaged in the national GCF process in Iraq including the NDA, relevant ministries, and private sector. The training material will be used to deliver over 8 training/consultation events to selected participants from Iraqi public and private sector. Each training workshop will involve an average of two working days and develop final reports in the fields including strategic management, climate change and GCF policy and sectoral planning. **The reports should be finalized** in consultation with UNDP, including the consultation team, and national stakeholders. **The consultancy will be hired for a period of 7 months.** The assignment will be managed under the UNDP GCF Project manager and the overall EECC pillar head. The **International Climate Finance Specialist** must be able and willing to collaborate and assist other team members in training events and provision of advice.

Under the overall supervision of the GCF Project Coordinator and UNDP GCF oversight team, the **International Climate Finance Specialist** shall contribute to the provision of the following deliverables:

#	Scope of work	Key deliverables
1	Develop assessment reports describing: • The types of institutions, policies and procedures necessary for the NDA and future DAEs to become ready for scaled up, transformational climate finance programming • Capacity building needs, in consultation with national institutions, with a focus on low emission project preparation	Assessment reports
2	Submitting and/or supporting the submission of the reports (in collaboration with other experts in the project) on: - Accreditation gap analysis report of Eols to assess and rank national entities according to near-term capability to meet GCF eligibility requirements. - Submission of DAE application materials for accreditation to the GCF of the nominated DAE's. - The accreditation process for the nominated entities with an emphasis on lessons learned relevant to future national entities interested in GCF accreditation. - Evaluation report of high priority and collaborative regional project/programme ideas, including lessons learned recommendations for near term collaborative efforts. - Report on innovative financial instruments for facilitating short and long-term investments in priority low-emission development strategies as the NDC, including a set of project ideas for future concept note development. - Report on stakeholder recommendations for integrating low emission, green growth priorities in long-term energy planning.	Reports

3	Development of an action plan to address identified accreditation gaps of Eols in order to assess and rank national entities according to near-term capability to meet GCF eligibility requirements	Action plan
4	Prefeasibility study of potential business models for promoting private sector engagement in low emission project investments	Prefeasibility study
5	Support the update of the Country Programme in consultation with national stakeholders on climate finance accounting for the climate finance landscape.	Update the country programme of Iraq
6	Support the following events and submit event reports that include pre- and post-events surveys to assess the impact of the training: • Consultative workshops and meetings with identified candidate DAEs to discuss GCF accreditation, requirements, processes, and standards, as well as the roles and responsibilities of the DAEs. • Capacity building workshops to build institutional capacity on GCF's fiduciary standards, environmental and social safeguards, gender-inclusive project development and implementation, proposal development, and other issues (drawn from accreditation gap assessment report). • Capacity building workshops to support the two new nominated DAEs during the preparation and submission of the GCF accreditation application form. • Consultative workshops and meetings with regional stakeholders to establish high priority and collaborative regional project ideas. • Stakeholder consultative workshops to discuss legislative and regulatory changes required to promote green growth.	- Events' reports - training materials - Surveys for training effectivity

The consultant is also required to make him/herself available to attend remote/ virtual meetings / discussions via skype/ zoom or other relevant modality for planning meetings (in person)/ feedback meetings convened by GCF Project Manager, head of the pillar, and the UNDP oversight team.

4. Timeline for deliverables

#	Deliverables	Timeline 2022	Payment terms
1	Deliverable 1	15-Jul 2022	10%
2	Deliverable 2	30-Aug 2022	25%
3	Deliverable 3	30-Sep 2022	15%
4	Deliverable 4	30-Oct 2022	15%
5	Deliverable 5	30-Nov 2022	5%
6	Deliverable 6	30-Dec 2022	30%
Total			100%

5. Duration

The contract is effective from the date of signature by UNDP Iraq and the International Consultant. Maximum number of working days is 40 days for the total mission duration: 1 July 2022 - 30 December 2022.

The consultant will have mission to **Iraq for one week** including travel days to facilitate the workshop and conduct site visit, he will be entitled DSA, travel and transportation cost. **The travel is optional based on the current situations of COVID-19.**

6. Qualification

Qualifications, skills, and professional experience of the **International Climate Finance Specialist** should include the following:

- Hold at least a master's degree in international development, economics, or a related field.
- Minimum of ten (10) years of experience preferably in the Middle East region on a combination of related fields including: climate and green growth; climate finance; trust fund management; multilateral development bank; and public or private financial institutions
- Demonstrated experience developing bankable projects for financing from various climate funds such as the GCF, GEF, and other funds.
- Demonstrated experience working with climate finance instruments, business model development, instruments to promote renewable energy technology deployment and private sector development.
- Solid knowledge of Public-Private Partnerships (PPP), Project Finance and Risk Management; of multilateral climate governance framework and global climate finance architecture.
- Experience mainstreaming mitigation measures into development interventions preferably in the MENA region.
- Proven track record on policy dialogue and cross-institutional collaboration at the highest level, including with representatives of government and non-government partners including senior government officials, donor organizations, as well as regional organizations.

7. Evaluation/Selection criteria

Individual consultants will be evaluated based on the following methodology:

- Cumulative analysis
- When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:
 - a) Responsive/compliant/acceptable, and
 - b) Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation:
 - Technical Criteria weight; [70]
 - Financial Criteria weight; [30]

	Criteria	Points	Weight
Technical	Hold at least a master's degree in international development, economics, or a related field.	10 points	70%
	Minimum of ten (10) years of experience preferably in the Middle East region on a combination of related fields including: climate and green growth; climate finance; trust fund management; multilateral development bank; and public or private financial institutions	20 points	
	Demonstrated experience developing bankable projects for financing from various climate funds such as the GCF, GEF, and other funds.	15 points	
	Demonstrated experience working with climate finance instruments, business model development, instruments to promote renewable energy technology deployment and private sector development.	15 points	
	Solid knowledge of Public-Private Partnerships (PPP), Project Finance and Risk Management; of multilateral climate governance framework and global climate finance architecture.	10 points	
	Experience mainstreaming mitigation measures into development interventions preferably in the MENA region.	10 points	
	Proven track record on policy dialogue and cross-institutional collaboration at the highest level, including with representatives of government and non-government partners including senior government officials, donor organizations, as well as regional organizations.	10 points	
	Experience in researching and drafting the technical content of proposals to climate funds or similar multilateral funds.	5 points	
	Excellent oral and written command of the English language	5 points	
	Total Technical	100 points	
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3) Only candidates obtaining a minimum of 70 points of the 100 points in the Technical Evaluation will be considered for the Financial Evaluation.			

8. Payment

The consultant must send a financial proposal for a total contract duration. The proposed fee shall quote an all-inclusive budget for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the International Consultant in successfully completing the assignment/ consultancy. Payment will be made as lumpsum on deliverable upon completion of the service and acceptance of the Project.

9. Presence required on duty station/UNDP Country Office

The consultant will have mission to **Iraq for one week** including travel days to facilitate the workshop and conduct site visit, he will be entitled DSA, travel and transportation cost. The travel is optional based on the current situations of COVID-19.

10. Application

The application should contain:

- Proposal Submission Form
- Offeror's letter to UNDP confirming interest and availability and Financial Proposal
- Updated CV to include qualifications/competencies and relevant past experience in similar projects and contact details of 2 professional referees who can certify the candidate's competencies, professionalism, quality of presentation and overall suitability for this assignment. _

The Offeror's letter and CV should be grouped together into one (1) single PDF document as the application system only allows to upload maximum one document.

****Failure to submit the above-mentioned documents shall result in disqualification**

The short-listed candidates may be contacted, and the successful candidate will be notified.

Proposal Submission form

Dear Sir/Madam,

Having examined the TOR, the receipt of which is hereby duly acknowledged, I undersigned, offer to provide Individual Consulting to _____,

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of _____ days from the date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that UNDP is not bound to accept any proposal you may receive.

Dated this day/month of year

Signature

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3
- E)
- F) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
- An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- G) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- H) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures.
- I) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- J) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;

- K) If I am selected for this assignment, I shall *[please check the appropriate box]*:
- Sign an Individual Contract with UNDP;
 - Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- L) I hereby confirm that *[check all that applies]*:

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/ Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- M) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- N) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- O) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Methodology - a brief description of Approach to Work (if required by the TOR)

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A) Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		100	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfare to/from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total Amount			

Home-Base location (city/country): _____

B. Breakdown of Cost by Deliverables¹

#	Deliverables	Quoted Price	Payment terms
1	Deliverable 1		10%
2	Deliverable 2		25%

¹ Basis for payment tranches (deliverable based)

3	Deliverable 3		15%
4	Deliverable 4		15%
5	Deliverable 5		5%
6	Deliverable 6		30%
Total			100%

Name of Consultant:
