



Ministry of Environment and Energy
Republic of Maldives

Recruitment of National/International Consultant for Capacity Building of Maldives' National Designated Authority (NDA) and Preparation of Country Strategic Framework

Terms of Reference

1. BACKGROUND

The Ministry of Environment and Energy (MEE), Maldives is the National Designated Authority (NDA) of the Government of the Republic of Maldives to the Green Climate Fund. While MEE is the NDA, there is much demand in country for in-depth knowledge of the GCF and its operations and procedures. In order to disseminate key operational procedures of the fund, including its environmental and social safeguards, gender policy and no-objection procedures to all the interested actors and stakeholders, the NDA office requires strengthening its capacity as well as facilitating and institutionalizing stakeholder dialogues and consultation processes.

The project, Readiness and Preparatory Support for 'Establishing and Strengthening National Designated Authority (NDA), and Developing Strategic Framework for Engagement with the GCF in the Maldives' therefore has the objectives to i) Strengthen the NDA capacity to engage with the GCF, and ii) Facilitate engagement of stakeholders in an inclusive process in defining country programme. These objectives will be met through drafting of a series of documentation and training materials, inclusive stakeholder consultations, meetings and trainings as described in sections below.

Capacity built through this readiness and preparatory support proposal/project will contribute to effectively build a strategic framework for the Maldives to engage the GCF on Climate Change interventions.

The Ministry of Environment and Energy is seeking a qualified national/ international consultant to enhance Maldives' capacity to engage with the GCF and effectively access finance to respond to national climate change and development priorities, in a strategic, coordinated, and participatory manner.

2. OBJECTIVES OF ASSIGNMENT

The NDA serves as the core interface and/or point of communication between the country and the GCF. Its mandate and responsibilities cover a range of functions, which require it to have the requisite capacities to fulfil its functions as adopted in the GCF Board Decision GCF/B.05/061 including to recommend funding proposals in the context of national climate change strategies and plans, including through consultation processes; facilitate the communication of nominations of entities to the Fund; seek to ensure consistency of funding proposals from national, sub-national, regional and international intermediaries and implementing entities with national plans and strategies; implement the no-objection procedure; and to act as the focal point for Fund communication

The objective of this consultancy assignment is to enhance Maldives' capacity to engage with the GCF and effectively access finance to respond to national climate change and development priorities, in a strategic, coordinated, and participatory manner. The expected outcomes are, (i) strengthened capacities within the NDA to facilitate efficient planning and administration of fund-related responsibilities, and (ii) national priorities elaborated through the development and implementation of a Country Strategic Framework to the GCF and (iii) facilitate access to climate finance.

The consultant would work closely with the GCF Readiness project team established in the Climate Change Department of the Ministry of Environment and Energy of the Maldives to achieve these objectives.

3. SCOPE OF WORK

Outcome 1: Strengthened capacities within the NDA to facilitate efficient planning and administration of fund-related responsibilities

To strengthen the NDA's capacities to execute the above-mentioned roles and responsibilities, the consultant will be responsible for undertaking the following tasks under the guidance and supervision of the NDA.

- i. Development of operational guidelines for coordination between MEE and other actors involved in GCF;
- ii. Institutional and Human Resource Capacity Assessment Report to implement NDA functions, including no objection procedures;

Outcome 2: Elaborate national priorities through the development and implementation of a Country Strategic Framework to the GCF

Maldives' GCF Country Programme will be a living document that sets out the country's climate change priorities and engagement strategy with the Fund, and will include a pipeline of strong projects that the country intends to develop with the GCF. The consultant will be responsible for undertaking the following tasks and sub-activities:

- i. Development of guidance document on Maldives country programme prioritization for GCF;
 - a. Facilitate broad-based consultations on GCF engagement framework
- ii. Assessment report on identification of means to facilitate private sector contribution on implementing priority areas to address climate change issues:
 - a. Prepare outline of the engagement framework and points for discussions during the consultations
 - b. Manage the consultations and produce recommendations for integration in the draft Country Programme;
 - c. Broad-based consultation including equal representation of women conducted to validate country programme prioritization
- iii. Development of Five Year National Strategic Framework to Mobilize International Climate Finance to address Climate Change Issues in the Maldives;
 - a. Produce a first full draft of the Country Programme based on the results of the consultations;

Outcome 3: Facilitate access to climate finance

- i. Development of at least 3 concept notes on priority projects in line with Maldives Climate Change Policy Framework, NDC and other related national policies, strategies and plans as well as additional ideas derived during consultation. These project concepts will also consider gender dimension including men and women, children and elderly, and their specific vulnerabilities and adaptation measures to climate change.

4. KEY DELIVERABLES

The consultant should provide the following deliverables:

| Deliverable | Due Date * |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. Development of operational guidelines for coordination between MEE and other actors involved in GCF; | 8 weeks |
| 2. Institutional and Human Resource Capacity Assessment Report to implement NDA functions, including no objection procedures; | 10 weeks |
| 3. Development of guidance document on Maldives country programme prioritization for GCF and facilitation of broad-based consultations on GCF engagement framework | 16 weeks |
| <p>4. Assessment report on identification of means to facilitate private sector contribution on implementing priority areas to address climate change issues:</p> <ul style="list-style-type: none"> • Prepare outline of the engagement framework and points for discussions during the consultations • Produce recommendations for integration in the draft Country Programme; • Manage broad-based consultation including equal representation of women conducted to validate country programme prioritization and produce a report | 26 weeks |
| 5. Development of Five Year National Strategic | 37 weeks |

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| <p>Framework to Mobilize International Climate Finance to address Climate Change Issues in the Maldives;</p> <ul style="list-style-type: none"> • Produce a first full draft of the Country Programme based on the results of the consultations; | |
| <p>6. Develop at least five concept notes on priority projects in line with Maldives Climate Change Policy Framework, NDC and other related policies, strategies and plans as well as additional ideas derived during consultation. These project concepts will also consider gender dimension including men and women, children and elderly, and their specific vulnerabilities and adaptation measures to climate change.</p> | <p>43 weeks</p> |

* From the date of contract signing

** Logistical and financial arrangements for consultations (venue, catering and invitations) will be supported by the Readiness Project. Proponents should NOT include this cost in the financial proposal

5. QUALIFICATION CRITERIA

- Educational background in environment, development, economics or related field (minimum Master’s degree)
- Demonstrated experience of minimum 10 years working as an expert and advisor on climate or environment finance
- Expert knowledge of Green Climate Fund policies and procedures
- Demonstrated experience on GCF Readiness including NDA strengthening, country programming and project concept development, with experience in the context of Small Island Developing States.
- Excellent English Language skills
- Excellent interpersonal skills and demonstrated ability to communicate with stakeholders.

6. REPORTING

The consultant is expected to work closely with the GCF Readiness project management unit, and the consultant will report directly to the Programme Coordinator (PC).

The consultant shall update the PC on the progress via email or Skype on monthly basis. The consultant will be required to be present in person for the following:

- **Stakeholder Consultations, Workshops and Meetings**

For meetings held under this consultancy, the minutes of meetings must be provided to the GCF Readiness PMU within two days of the meeting.

7. CONTRACT DURATION

The contract duration will be a maximum of **10 months** from the commencement of the assignment.

8. PAYMENT

Payment would be made in accordance with the schedule specified below:

| Deliverable | Allocation |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Submission and acceptance of (i) operational guidelines for coordination between MEE and other actors involved in GCF and (ii) Institutional and Human Resource Capacity Assessment Report to implement NDA functions, including no objection procedures; | 20% |
| Submission and acceptance of guidance document on Maldives country programme prioritization for GCF; | 10% |
| Submission and acceptance of Assessment report on identification of means to facilitate private sector contribution on implementing priority areas to address climate change issues | 10% |
| Submission and acceptance of report on consultations to validate country programme prioritization | 20% |

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| Submission and acceptance of Five Year National Strategic Framework to Mobilize International Climate Finance to address Climate Change Issues in the Maldives | 20% |
| Submission and acceptance of at least five concept notes on priority projects in line with Maldives Climate Change Policy Framework, NDC and other related policies, strategies and plans as well as additional ideas derived during consultation. | 20% |

9. SELECTION CRITERIA

The consultants will be selected based on the following criteria.

| Criterion | Weightage |
|-----------------------------------------------|-----------|
| Academic Qualifications | 10 points |
| Professional Experience in prescribed sector | 20 points |
| Experience in similar consultancy assignments | 30 points |
| Financial Proposal | 40 points |

10. APPLICATIONS

Interested consultants may submit the expressions of interest indicating the following.

- CV of the consultant
- Valid reference letters from the clients for the relevant assignments carried out in the past
- Attested copies of educational qualifications
- Proposed methodology of work
- Total cost of the assignment with cost breakdowns for all assignments as indicated in the deliverables

11. ADDITIONAL INFORMATION

- The GCF Readiness PMU of MEE has overall responsibility for the management of the contract and contractual reporting obligations
- Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.
- All outputs and materials produced as part of this ToR shall be handed over to the GCF Readiness PMU at the end of the contract and will become the sole property of MEE
- Obtaining any necessary visa and documents are the responsibility of the consultant. MEE will only provide a visa facilitation letter if necessary
- For the Stakeholder Consultation: invitation, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

12. SUBMISSION

Proposals must be delivered in sealed envelopes titled ‘Do not Open Before 8 November 2018 11:00 hrs. – Recruitment of National/International Consultants for Capacity Building of Maldives’ National Designated Authority (NDA) and Preparation of Country Strategic Framework’ together with the submitting party’s name and address, to the address below, on or before 1100hrs on 8 November 2018 local time. Electronic submission is not permitted. Late proposals will be rejected. Proposals will be opened in the presence of the proponents’ representatives who choose to be present at the address below at the time of proposal opening.

Procurement Section

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Republic of Maldives