



**Ministry of Environment
Republic of Maldives**

Recruitment of Programme Development Expert of Enabling activities for the Capacity Building for Initiative for Transparency (CBIT) of Climate Change Mitigation and Adaptation Actions in the Maldives

Terms of Reference

1. BACKGROUND

In 2015, all the parties to the United Nations Framework Convention on Climate Change (UNFCCC) agreed to the Paris Agreement (PA). The Paris Agreement rests upon a foundation of Nationally Determined Contributions (NDCs) originally submitted by Parties to the Convention which represents the national plans and pledges individual countries have made to meet the goals of the Agreement.

The PA laid out an enhanced transparency framework for tracking and reporting the progress of existing and future country commitments, with built-in flexibility for the developing countries to report on their mitigation and adaptation action in addressing climate change. For this reason, the Capacity-building Initiative for Transparency (CBIT) was created by the Global Environment Fund (GEF) at the request of Parties to help strengthen the institutional and technical capacities of the countries to meet the enhanced transparency requirements aimed towards strengthening institutional and technical capacity for transparency-related activities in line with national priorities.

In accordance to 1/CP. 21 Paragraph 85 the Maldives being a Non-annex party to UNFCCC is eligible for CBIT Programme. Therefore, the Ministry of Environment (ME) with support from GEF seeks for service(s) of an individual consultant to develop a full GEF project document for the CBIT of climate change mitigation and adaptation actions in the Maldives.

Aim of the CBIT Project

The aim of the project is to prepare Maldives transparency reporting requirements to successfully implement the Paris Agreement's with the following aims.

- Strengthen national institutions for transparency-related activities in line with national priorities;
- Provide relevant tools, training, and assistance for meeting the provisions stipulated in Article 13 of the Agreement;
- Assist in the improvement of transparency over time

Through this project Maldives will be able to overcome the existing gaps and barriers in addressing climate change and enhance institutional, financial, human and technical capacities.

The Ministry of Environment being the executing agency is seeking a qualified short-term consultant to develop the full GEF CBIT project.

2. OBJECTIVES OF ASSIGNMENT

The primary objective of this task is to prepare UNEP/GEF compliant full-size project in accordance with the Small-Scale Funding Agreement (SSFA) for Project Preparation Grant (PPG) of the CBIT Project.

3. TASKS OF THE PROGRAMME DEVELOPMENT EXPERT

The scope of the assignment include but will not be limited to the following. Draft, review and complete the Global Environment Facility (GEF) full project proposal, including the GEF CEO Endorsement request document as well as all United Nations Environment Programme (UNEP) annexes and appendices for the Capacity Building Initiative for Transparency (CBIT) project in Maldives. Specific tasks include:

1. Undertake national stocktaking and stakeholder consultations to review work carried out under previous climate change enabling activities including but not limited to PIF development process, National Communication process and Biennial Update Report.
2. Based on approved project's information format (PIF) and information gathered, prepare a project document, in UNEP-GEF format and its annexes, including an analysis of: global benefits, local and national context, relevance based on national priorities, main risks, their causes, barriers, baselines, strategies and activities for project implementation, monitoring and evaluation strategy, resource mobilization strategy, replicability strategy, sustainability, incremental cost matrix, risk analysis matrix, budget and budget notes (ATLAS format), results framework, executive summary, terms of reference for technical expertise to besought, structure for decision making, work plan and relevant annexes, detailed budget in GEF-UNEP template among others.
3. Prepare a draft of the full GEF proposal and annexes in consultation with UNEP and the country;
4. Prepare stakeholders consultation report and stakeholder project validation workshop report, which is integral part of the GEF-UNEP full proposal documentation process.
5. Manage the review of the draft proposal with project leads and substantive teams as well as the GEF coordinators inside UNEP;
6. Review on a timely basis, all assigned projects documents for submission to internal UNEP review processes (including the Project Review Committee – PRC) and to the GEF Secretariat;
7. Review all comments on project documents, propose responses and ensure review sheets are developed with high quality.
8. Ensure timely development of all elements consider the new GEF policy of need of project endorsement in less than one year after PIF approval.
9. Identify stakeholder organizations and institutions related to the project's objectives and facilitate the elaboration of agreements for their involvement in the implementation phase of the programme, through letters of co-financing and partnership agreements on resource mobilization.

10. Support the organization of work from technical and management point of view to satisfy UNEP's project management and administrative requirements.

11. Develop necessary detailed plans, schedules, TORs, budgetary plans, GEF CEO Endorsement request documents required for the implementation of UNEP.

4. KEY DELIVERABLES

The authors shall provide the following deliverables:

| Deliverables | Delivery Date* |
|---|-----------------------|
| Baseline and project background analysis | 10 |
| Project Results Framework | 20 |
| Budget and Work plan | 40 |
| Institutional arrangement for implementation | 50 |
| Monitoring and evaluation plan and TOR for key project personnel and technical experts to be sought and GEF CEO Endorsement request documents | 55 |
| Draft and final project implementation plan | 60 |

**from the date of contract signing*

5. QUALIFICATION CRITERIA

The Consultant(s) should have knowledge, skills and previous experience as follows:

1. Post-graduate degree or equivalent education in environment, sustainable development, project management or related field, with preferably 3 or more years of demonstrated experience in project development;
2. Well versed with current UN/GEF formalities and project development requirements;
3. Understanding and experience UNFCCC process;
4. Familiarity of GEF/UNFCCC program development and reporting guidelines
5. Experience and skills in facilitation of multi-stakeholder workshops and broad-based consultative processes;
6. Sound knowledge of global environmental issues and preferably of key national environmental issues, particularly related to climate change;
7. Previous experience of working with International Organizations on the development of GEF environment projects will be distinct advantages;

8. Excellent analytical skills;
9. Excellent verbal and written communication skills in English;
10. Excellent inter-personal skills, good leadership in managing a team of experts and the ability to work with a multitude of stakeholders;
11. Sound understanding of existing development concerns in Maldives, the effect of climate change on development, and good understanding of climate change issues in Maldives;
12. Proven track record of project management experience working with government(s), NGOs, and other key stakeholders.

6. REPORTING

The consultant is expected to work closely with the Climate Change Department of the Ministry of Environment and will report directly to person designated to the task during the assignment.

7. CONTRACT DURATION

The contract duration will be **2 calendar months** from the commencement of the assignment.

8. PAYMENT

| Deliverable | Allocation (%) |
|--|-----------------------|
| Baseline and project background analysis | 20 |
| Project Results Framework | 40 |
| Budget and Work plan | |
| Institutional arrangement for implementation | 20 |
| Monitoring and evaluation plan and TOR for key project personnel | |
| Draft and final project implementation plan | 20 |

9. SELECTION CRITERIA

The applicants will be selected based on the following criteria with reference to the qualifications criteria mentioned under section 5. Final score of the applications will be based on a combination of technical and financial proposals as mentioned below.

The proposals which pass the minimum technical score of **70%** in the technical evaluation will be considered in the final scoring. Financial proposal will be evaluated as follows.

The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) will be computed according to the following formula:

$Sf = 100 \times Fq / F$, in where Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

Proposals will be ranked according to the combined Technical Score (St) and Financial Score (Sf) using the weights (T = the weight given to the Technical Proposal; P = the Weight given to the Financial Proposal; T+P = 1) and will be computed according to the following formulae. $S = St \times T\% + Sf \times P\%$, in which S is the combined score, Where T% = 60% and P% is 40%

| Technical Criterion | Max points |
|---|-------------------|
| Academic qualifications <i>(Post grad degree=30, undergrad=10)</i> | 30 points |
| Experience in development of UN/GEF project documents <i>(More than or equal to 3 docs=30, otherwise=10 per doc)</i> | 30 points |
| Familiarity with GEF/UNFCCC guidelines in program development <i>(More than or equal to 3 years=20, otherwise=5 per year)</i> | 20 points |
| Experience in working with UNFCCC/GEF Process and reporting guidelines <i>(More than or equal to 3 years=20, otherwise=5 per year)</i> | 20 points |

10. APPLICATIONS

Interested applicants may submit the expressions of interest by email indicating the following.

Cover Letter

- Curriculum Vitae (CV) of the applicants indicating the previous experiences on similar works performed in the past with referees;
- Academic Qualifications documents;
- Copy of National Identification Card (or Passport)
- Financial proposal with a lump sum amount for the entire scope of work, indicative of the per day rate.

11. SUBMISSION

Interested applicants may submit their proposals on or **before 1300 hrs 19th July 2020**, to the following address.

procurement@environment.gov.mv

Procurement Section

Ministry of Environment

Ameenee Magu, Maafannu

Male', 20392

Republic of Maldives