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## PROCUREMENT NOTICE

### INTERNATIONAL INDIVIDUAL CONSULTANT

IC/UNDP/RWA/2020/023

Date: 21/05/2020

**Country:** Rwanda

**Description of the assignment:** Recruitment of as a International individual consultant to mobilize resources for NDC implementation in Rwanda.

**Period of assignment:** 174 working days in 12 calendar months

UNDP Rwanda is looking to recruit International **individual consultant to mobilize resources for NDC implementation in Rwanda**. The general objective of this assignment is to mobilize financial resources required to implement NDC in Rwanda. This consultant aims to map and conduct analytical work on global financial opportunities and tools to finance NDC and strengthening capacity of various sector on formulation and implementation of viable projects to implement NDC.

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address: UNDP Rwanda, P.O. Box 445, 12 Avenue de l'Armée, Kigali, Rwanda, and Attn: Head of Procurement Unit, Or by email address at [offers.rw@undp.org](mailto:offers.rw@undp.org) not later than **5 June 2020**, Time: 12h00 PM Kigali Rwanda local time.

**N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equally encouraged to apply.**

Yours sincerely,

Varsha Redkar-Palepu

UNDP Deputy Resident Representative



**Terms of Reference:**

**International individual consultant to mobilize resources for NDC implementation in Rwanda.**

<b>Application type:</b>	<b>International Individual Consultant</b>
<b>Job Title:</b>	<b>International Consultant to support the Ministry of Environment in Funds mobilization to implement NDC</b>
<b>Category</b>	<b>Nationally Determined Contributions (NDC), Climate Finance and Resources Mobilization</b>
<b>Duty station</b>	<b>Home based with travel to Rwanda</b>
<b>Application Deadline:</b>	
<b>Type of contract:</b>	<b>International Individual Contract</b>
<b>Expected starting date:</b>	<b>Immediately</b>
<b>Duration</b>	<b>8 months spread in a year (174 days) (12 calendar months)</b>

**I. Background**

Rwanda developed an ambitious First Nationally Determined Contribution (NDC) as a country driven climate action plan aimed at implementing the Paris agreement. The plan covers a broad range of sectors including agriculture, forestry, water resources, land-use, disaster management; renewable energy, off-grid electrification, transport, industry, and waste.

Rwanda’s NDC is aligned with national policies, including the national climate agenda that is consolidated in the Green Growth and Climate Resilience Strategy (GGCRS). The GGCRS therefore was the primary basis for the development of NDC.

To mobilize support for implementing its NDC, Rwanda joined the NDC Partnership in June 2018 and appointed focal points for NDC implementation in the Ministry of Environment (MoE) and the Ministry of Finance and Economic Planning (MINECOFIN). The following are key priorities agreed on to guide the implementation of NDC in Rwanda:

1. Institutional and regulatory framework for sector coordination of NDC relevant sector priorities (environment and climate change) strengthened;
2. Data collection/management and Measuring, Reporting and Verification systems and processes strengthened to ensure quality feasibility studies and tracking progress on NDC GHG emissions, adaptation and gender responsive targets;
3. Institutional and technical capacity strengthened to develop and implement cross sector NDC priority actions
4. Financing for national flagship projects for sector specific NDC priorities accelerated.

Lack of funds has been a major challenge for all sectors and constitute a barrier to the implementation of the NDC priorities and NDC Partnership Plan. To mobilise funds, the Ministry of Environment has initiated an exercise to develop project concept notes to implement Nationally Determined Contributions (NDC) including the flagship projects from the NDC Partnership Plan which will culminate into the development of full project proposals. Agriculture, energy, transport, urbanization and human settlement, emergency management, water sectors have developed eighteen concept notes.

In addition, Rwanda updated NDC (submitted on 19 May 2020) include mitigation and adaptation priority actions for short and long term - 2021-2025 and 2025-2030 respectively as well as *measurement, reporting and verification (MRV)* to monitor the achievements. These NDC interventions will need to be implemented through the development of specific projects to be implemented by NDC sectors.

It's in this context, that the Ministry of Environment (MoE) has received the support from United Nations Development Programme (UNDP) to hire an international consultant to support in funds mobilisation for NDC implementation.

## II. Objective and scope of the work

The general objective of this assignment is to mobilize financial resources required to implement NDC in Rwanda. This consultant aims to map and conduct analytical work on global financial opportunities and tools to finance NDC and strengthening capacity of various sector on formulation and implementation of viable projects under NDC.

## III. Outputs/ set of deliverables

In this assignment the international consultant will work closely with the ministry of Environment, Ministry of finance and Economic Planning and Rwanda Green Fund (FONERWA). She/he will deliver the following outcomes.

Set of deliverables	Description
Set 1	Inception report including the methodology and approaches to be used by the IC to perform his/her assignment, a detailed work plan and any other relevant information
Set 2	<ul style="list-style-type: none"> <li>• Assessment report on identified global and domestic climate financing opportunities, financial instruments and modalities that Rwanda can use to access those funds in line with NDC implementation;</li> <li>• Report on gaps, needs and strategic recommendations on how to the GoR can actively promote low carbon and climate resilient investments and conduct analysis of enabling environment for such investments</li> <li>• Reports of meetings with different partners and donors in relation with fund mobilization process</li> </ul>
Set 3	<ul style="list-style-type: none"> <li>• A detailed capacity needs assessment and plan (including training</li> </ul>

	<p>and coaching plan) for ENR and NDC sector experts on development of viable/bankable project proposals;</p> <ul style="list-style-type: none"> <li>• Sixteen projects proposals from sixteen draft concept notes as developed by sectors with regard to the implementation of NDC Partnership Plan;</li> <li>• Five detailed project proposals for resources mobilization to implement the revised NDC;</li> <li>• Five Project Profile Documents to be integrated into MTEF</li> </ul>
Set 4	Final report

**IV. Duration of the contract**

The assignment is expected to take 8 calendar months (174 days) spread over a calendar year (12 months).

**V. Institution arrangement**

UNDP will contract an international consult on behalf of the Ministry of Environment (MoE) to undertake this assignment. UNDP Programme Specialist of the Sustainable Growth Unit, or any personnel delegated will supervise the consultant. She/ he will report to the Permanent Secretary and will be supervised by the Director General of Environment and Climate change in the Ministry of Environment. All deliverables should be assessed and validate by a technical team established and managed by the DG-Environmental and climate change.

The consultant will be placed for an initial period of 8 months spread across a period of one year within the department of Environment and Climate change of MoE to support resource mobilization for flagship climate projects as reflected in Rwanda’s NDC Partnership Plan and projects to implement revised NDC. S/he will be provided in collaboration with the NDC Partnership and will be recruited through the UNDP support to the Ministry of Environment. She/her tasks will include but not limited to the support of GoR in attracting international funds, advise on financial strategies and instruments to implement. The IC will work closely with MINECOFIN, Rwanda Green Fund FONERWA and she/he will use the information that MoE is building with sectors to support in resources mobilization. This work will include, but not be limited to, the following activities:

1. Work with staff in MoE, MINECOFIN, Rwanda Development Board- RDB, Rwanda Green Fund (FONERWA) and other relevant government agencies and line ministries to identify climate financing opportunities and elaborate modalities that Rwanda can use to access those funds in line with NDC implementation.
2. Support GoR to actively promote low carbon and climate resilient investments and conduct analysis of enabling environment for such investments.
3. Provide recommendations to the GoR for improving the investment environment.

4. Support existing partnership and proactively identify new potential sources of fund to finance the activities of the climate change.
5. Set clear resource mobilization targets for climate change priorities and meet the targets to ensure successful implementation.
6. Develop and implement a capacity building programme for relevant ENR sector staff and stakeholders to enhance their resource mobilization skills. Support capacity building for sector experts in salient aspects of climate finance through on-the-job training and coaching. The consultant will support sectors to develop the sixteen concepts notes into project proposal targeting specific source of funds, with focus on agriculture sector. He/she can also navigate through other proposals outside the sixteen existing concept notes as long as they are national priorities and there is an opportunity for fund mobilization.
7. Working with sector experts from Ministries and other expertise from agencies within the Government and private sector to develop green project pipeline from the revised NDC priorities, conduct initial due diligence of project proposals and assessment of bankability, prepare project concept notes, identify potential sources of finance including climate finance or blended finance windows and de-risking mechanisms, support the development of suitable funding proposals and proposals to access project preparation facilities.
8. Support integration of these projects in the Medium-Term Expenditure Framework, Public Investment Programming and National Budget through training and coaching sector staffs in developing Project Profile Documents.

## VI. Duty station

The duty station is Kigali Rwanda. However, the consultant will work from home for a period of 2 months and will have to travel and stay in Rwanda for 6 months. The cost of travel to and from Rwanda should be included in the financial proposal of the consultant.

## VII. Methodology

The IC will submit a comprehensive methodology of how he/she will perform the assignment including approaches and timeline/work plan. The best methodology should take into consideration the current situation of the global pandemic of COVID 19.

## VIII. Required Expertise and experience

### **Education:**

- Advanced degree (Master's or PhD) in climate finance, Environment Economics, finance, natural resources, livelihoods and/or environment, Project Management.
- Being a Certified International Investment Analyst would be of added value

## Experience:

- Experience of 10 years with the international development and climate policy context, particularly global climate finance; the evolving agenda of multilateral development banks and bilateral development finance institutions; and the variety of funds and initiatives that exist to help developing countries finance their low-carbon transitions;
- Demonstrated international experience of 5 years in the mobilization of climate finance from both public (e.g. working with global funds such as CIFs, GCF, GEF, etc.); and private sources
- Substantial relevant experience in the design and implementation of climate change mitigation and adaptation projects and experience in NDC implementation.
- Substantial experience in business development, capital raising, and/or developing public-private partnerships with a successful track record in climate finance related activities across multiple contexts in a multi-cultural environment.
- Familiarity and experience with developing country operating and investment environments
- Excellent writing, presentation, and interpersonal communication skills across a range of stakeholders, including senior financial institution or governmental leadership.
- Experience working with government stakeholders in national and/or regional policy development and implementation in climate change activities.
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## Competencies in Management and Leadership

- Build strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Ability to lead effectively, coaching and mentoring as well as conflict resolution skills
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Proven networking, team-building, organizational and communication skills

## IX. Payment modality

Item	Description
20 Percent	After submission and approval of the Set1
20 percent	After submission and approval of the set 2
30 Percent	After submission and approval of the set 3
30 Percent	After submission and approval of the set 4

## X. Evaluation Criteria

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

Criteria	Weight	Max. point
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Advanced degree (Master's or PhD) in climate finance, Environment Economics, finance, natural resources, livelihoods and/or environment, Project Management.	10	10
Being a Certified International Investment Analyst would be of added value	10	10
Experience of 10 years with the international development and climate policy context, particularly global climate finance; the evolving agenda of multilateral development banks and bilateral development finance institutions; and the variety of funds and initiatives that exist to help developing countries finance their low-carbon transitions	10	10
Excellent proposed methodology for accomplishing the assignment	25	25
Demonstrated international experience of 5 years in the mobilization of climate finance from both public (e.g. working with global funds such as CIFs, GCF, GEF, etc.); and private sources	10	10
Experience working with government stakeholders in national and/or regional policy development and implementation in climate change activities.	10	10
Substantial relevant experience in the design and implementation of climate change mitigation and adaptation projects and experience in NDC implementation.	10	10
Substantial experience in business development, capital raising, and/or developing public-private partnerships with a successful track record in climate finance related activities across multiple contexts in a multi-cultural environment.	10	10
Excellent writing, editing, and oral communication skills in English knowledge of French	5	5
<b>Total</b>	100%	100

## **XI. Application procedures**

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a detailed methodology, on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, to be provided by the UNDP procurement.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence**

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

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

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 or Personal History Form (P11) 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 [*delete this item if the TOR does not require submission of this document*];
- e) I hereby propose to complete the services based on the following payment rate : [*pls. 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.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) 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;

- h) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- i) 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*];
- j) If I am selected for this assignment, I shall [*pls. 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:
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- k) 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

- l) 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.
- m) **If you are a former staff member of the United Nations recently separated, pls. 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.
- n) 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.

Full Name and Signature:

Date Signed :

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**Annexes** *[pls. check all that applies]:*

- CV or Duly signed P11 Form
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- 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
<b>Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price</b> <b>(Weight for payment)</b>	<b>Amount</b>
Deliverable 1		
Deliverable 2		
....		
<b>Total</b>	100%	USD .....

*\*Basis for payment tranches*