

Terms of References (TORs) for hiring Consultant/Organization for the Assessment of National Implementation Entities under GCF Readiness Support Project

Section-1: Basics about the Assignment

Objective:

To hire consultant/organization for the assessment of potential national implementation entities on GCF Standards

Duty Station:

Islamabad Pakistan

Estimated Duration:

1 Month and 15 Days (45 Days)

Starting Date:

July 15th, 2017

Section-2: Background

Pakistan was ranked number three in the 2012 assessment of the Global Climate Risk Index 2014 with over 6 billion USD losses due to climate change. Pakistan is highly vulnerable to climate change threats –in particular extreme events – and the country has witnessed climate change disasters like floods and droughts striking. In view of the growing population, urbanization and increased industrialization, the situation is likely to get worse as it is projected that the frequency and intensity of extreme weather events will increase and that agricultural productivity will decrease, with severe impacts on food security. In addition, sea level will rise and cyclonic activity increase due to higher sea surface temperatures. Pakistan is also one of the most water-stressed countries in the world.

The Government of Pakistan is strongly committed to taking adaptation and mitigation measures to reduce Pakistan’s vulnerability to climate change. Shifting the economy onto a low-carbon and climate resilient development pathway requires an investment and Pakistan has been actively pursuing both international and national action on combating climate change. The government is starting implementation of its Climate Change Policy at the provincial level and conducted the Climate Public Expenditure and Institutional Review (CPEIR) to understand the need of climate financing in the country. Attracting international climate financing on a sufficient scale is a challenge, mainly due to the constant changing landscape of climate finance and the limited institutional capacity at different levels to leverage, utilize and monitor emerging climate financing. Pakistan will need to strengthen institutional capacities to manage climate finance, including the capacity to design, implement and monitor the institutional arrangements required at various levels and a clear and inclusive strategic framework for engagement with the Fund.

Besides development of country framework on climate change priorities for engagement with the fund, stakeholder engagement, human resource development etc; assessment of potential national implementing entities (which are to work with MoCC and GCF during implementation of climate mitigation and adaptation projects) is also on the main activities part of readiness support project being implemented by NRSP. These TORs will focus on hiring of consultant/organization which will further be engagement in assessment of potential national implementation entities on GCF standards.

Section-3: Scope of the Assignment

Purpose

To carry-out the assessment of two potential National Implementation Entities to be recommended by the Ministry of Climate Change (MoCC); keeping in view the standards of GCF and following scope of work for this assignment.

Scope of Work and Anticipated Deliverables

Following are the detailed scope of work and deliverables for this assignment:

- Detailed review of guidelines of Green Climate Fund (GCF) on pre-accreditation assessment of entities and Online Access System Account of GCF; for understanding and planning purpose to undertake the assessment exercise effectively
- Share the detailed work plan to execute the assessment exercise for the potential national implementation entities (whose names/details will be shared right after the signing of the contract with NRSP)
- Prepare a detailed check list of documents to be shared by NIEs with the consultant/organization to carry out the assessment
- Give on line access to the NIEs for uploading documents mentioned in the check list; to be shared with NIEs (a deadline will also be given to NIEs for documents to be uploaded)
- Conduct atleast 5 to 7 days site visit to the NIEs; to carry out the detailed assessment exercise; this will be done after the NIEs have uploaded all the documents on the online access system and reviewed by the assessment consultant/organization
- Share the GAP Assessment Report with NIEs and NRSP; keeping in view the GCF guidelines and check list of documents to be asked from the NIEs before the assessment exercise
- After taking feedback from the NIEs on GAP Assessment Report; prepare and share the Action Plan for NIEs, with time lines to fill the identified GAPS
- Presentation on the overall assessment exercise; in any upcoming workshop/meeting to be organized by NRSP

Section-4: Timeframe

Total allocated time to accomplish the above task/s is 45 days; whose details are as follow:

Sr#	Key Outcomes	Key activities	Estimated time
1	Detailed review of guidelines of Green Climate Fund (GCF) on pre-accreditation assessment of entities and Online Access System Account of GCF; for understanding and planning purpose to undertake the assessment exercise effectively	<ul style="list-style-type: none">• Meetings with GCF and NRSP for access to information and clarity of the assignment• Review of the related documents and information	3 Day
2	Share the detailed work plan to execute the assessment exercise for the potential national implementation entities (whose names/details will be shared right after the signing of the contract with NRSP)	<ul style="list-style-type: none">• Prepare the detailed work plan of assessment exercise with NRSP• Meetings/coordination with NRSP• Information sharing about NIEs	2 Days

Sr#	Key Outcomes	Key activities	Estimated time
3	Prepare a detailed check list of documents to be shared by NIEs with the consultant/organization to carry out the assessment	<ul style="list-style-type: none"> Preparation of check list keeping in view the GCF guidelines for assessing an entity Sharing of check list with NIEs for and guidance on how to provide the documents Meetings/ coordination with NRSP 	10 days
4	Give on line access to the NIEs for uploading documents mentioned in the check list; to be shared with NIEs (a deadline will also be given to NIEs for documents to be uploaded)	<ul style="list-style-type: none"> Giving access for online access system to NIEs and guiding them on how to manage the online access system Meetings/ coordination with NRSP 	1 days
5	Conduct atleast 5 to 7 days site visit to the NIEs; to carry out the detailed assessment exercise; this will be done after the NIEs have uploaded all the documents on the online access system and reviewed by the assessment consultant/ organization	<ul style="list-style-type: none"> Intimate NRSP and NIEs on exact dates for site visit to NIEs for detailed assessment Conduction of site visit to NIEs Meetings/ coordination with NRSP 	8 days
6	Share the GAP Assessment Report with NIEs and NRSP; keeping in view the GCF guidelines and check list of documents to be asked from the NIEs before the assessment exercise	<ul style="list-style-type: none"> Review of shared documents by NIEs via online access system and site visit Finalization and sharing of GAP Assessment Report with NIEs and NRSP Meetings/coordination with NRSP 	15
7	After taking feedback from the NIEs on GAP Assessment Report; prepare and share the Action Plan for NIEs, with time lines to fill the identified GAPS	<ul style="list-style-type: none"> Take feedback from the NIEs on the GAP Assessment Report Finalize the Action Plan and share with NIEs and NRSP; keeping in view the feedback taken from NIEs Meetings/coordination with NRSP 	6

Section-5: Consultant/Organizational Experience

- At least 7 years of working experience on institutional assessment of national and development organizations in Pakistan (share the institutional assessment of two national entities done in Pakistan in past 7 years)
- Have carried out institutional assessment of entities assigned by Green Climate Fund (GCF) in past 2 years (share the GAP assessment report prepared for any entities recommended by GCF or any other evidence in this regards)
- Registered under the laws of Government of Pakistan (share the registration certificate)
- Registered under Federal Bureau of Revenue-FBR (is the registered tax payer). Share the tax certificate
- Share the details about any awards and certificate of appreciations (this will be a plus point for selection)

Section-6: Corporate Competencies:

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability Treats all people fairly without favoritism

Section-7: Functional Competencies:

- Management and Leadership
- Consistently approaches work with energy and a positive, constructive attitude Demonstrates openness to change and ability to manage complexities
- Ability to lead effectively, 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

Section-8: Budget and Payments

Total payment of PKR 1,430,000 will be made to the Consultant/Organization via three installments. This amount includes all applicable government taxes and complete cost of the assignment.

- 20% of the agreed total amount (1st installment) will be made after submission/sharing of the detailed work plan to carry out the assessment exercise
- 60% of the agreed total amount (2nd installment) will be made after submission and approval of the GAP Assessment Reports
- 20% of the agreed total amount (last installment) will be made after submission and approval of Action Plan for the entities

Section-9: Logistics

The proposed consultant/organization will be contracted by the National Rural Support Programme (NRSP) and will be supervised by the Project Coordinator (to whom the Consultant will report directly). All work will be done in Islamabad Pakistan (or visits will be made if offices of selected NIEs are outside Islamabad).

Section-10: Hiring and Selection

TORs will be uploaded on NRSP's website. Interested Consultant/Organization can apply for this assignment by submitting:

- 1 to 2 paper document showing interest, willingness and capacity of the Consultant/Organization to undertake the task as per the TORs and keeping in view the time frame and other important aspects
- Information asked in Section-5 of these TORs
- Detailed budget of the assignment (20% weightage of scoring is allocated for budget)

After receiving the above documents; NRSP will start the evaluation process and select one who will be offered the assignment on the basis of above TORs and following scoring method will be used:

Sr#	Indicators	Scores
1	At least 7 years of working experience on institutional assessment of national and development organizations in Pakistan (share the	50

Sr#	Indicators	Scores
	institutional assessment of two national entities done in Pakistan in past 7 years)	
2	Have carried out institutional assessment of entities assigned by Green Climate Fund (GCF) in past 2 years (share the GAP assessment report prepared for any entities recommended by GCF or any other evidence in this regards)	25
3	Registered under the laws of Government of Pakistan (share the registration certificate)	10
4	Registered under Federal Bureau of Revenue-FBR (is the registered tax payer). Share the tax certificate	05
5	Share the details about any awards and certificate of appreciations (this will be a plus point for selection)	10
Total		100

Consultant/Organization scoring the highest marks in the above table provided that their offered cost is within the budget would be shortlisted for this assignment.

Sealed proposal should reach on the below mentioned address latest by **22nd June, 2017 till 11:00am.** The bidder can send their complaints or grievances in connection with this TOR and its shortlisting/finalizations to complaints@nrsp.org.pk.

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