

TERMS OF REFERENCE – CONSULTANTS & INDIVIDUAL CONTRACTORS

Consultant Job Title:	National consultant for developing GCF procedure and manual for issuance of no-objection letter and NDA responsibilities & Country Programme document in Myanmar	National Expert Consultant
General Expertise:	Environmental affairs	
Category:	Policies and strategies	
Work location:	Environmental Conservation Department, Office No. (53), Nay Pyi Taw, Myanmar	
Requesting Unit	Environmental Conservation Department	
Application Deadline	28.5.2020	

I. Background:

With the appointment of the NDA to the Green Climate Fund (GCF), the Government of Myanmar has a growing need to gain in-depth knowledge of the GCF and its operations and procedures. In order to disseminate key operational procedures of the GCF, including its environmental and social safeguards, gender policy and no-objection procedures to all the interested actors and stakeholders, the NDA requires strengthening its capacity as well as facilitating and institutionalizing stakeholder dialogues and consultation processes. The project, “Establishing and Strengthening National Designated Authority (NDA), and Developing Strategic Framework for Engagement with the GCF in Myanmar (Myanmar classic readiness project),” aims to build the capacity of the Government of Myanmar by encouraging national institutions to directly access the Fund, with the goal to enhance country ownership and to access and allocate the fund’s resources effectively.

II. Objective:

The key objectives of this consultancy is to develop procedures and manuals for no-objection and NDA roles and responsibilities as well as to build a foundation towards a GCF country programme document in collaboration with respective international experts. In order to develop these documents, the consultant will support delivery of the expected outcomes and outputs of the “Myanmar GCF classic readiness project” in a timely manner and in accordance with the GCF Funding Proposal and the Project Cooperation Agreement signed between the Environmental Conservation Department (ECD) and UNEP. The National Expert Consultant (NEC) will liaise with the Project steering Committee, relevant International Experts who are in their home based countries, and UNEP Programme Officer (PO) regarding project transactions, reporting the necessary information as well as required documents.

3. Work Assignments & Outputs

I. Development an NDA manual for Myanmar

a. Review of the existing mechanism

- Review the current mechanism, structure, mandate used for issuing no-objection letters for comparable funding proposals by other donors (e.g. Global Environment Facility)
- Review the existing roles and responsibilities of a no-objection issuance procedure of the NDA including a work flow of the no objection procedure
- Identify areas of adjustment required in the context of developing a GCF-specific NDA manual, including any proposed revisions on a No-Objection Procedure (NOP) Assessment Form, signing of No-Objection Letters (NOLs), and roles and responsibilities of the NDA.

b. Input solicitation to valid the review and assessment for a draft NDA manual

- Carry out one on one consultation with all relevant ministries and agencies to present assessment outcomes on the existing no objection mechanisms
- Solicit input on areas of adjustment needed on the current mechanism to improve the no objection procedures and a possible set of recommendations.
- Develop a draft NDA manual specific to the GCF including relevant establishment of a technical evaluation committee and GCF project proposal evaluation criteria.

c. Presentation of the final manual in stakeholder workshops etc.

- Organize a validation workshop for the draft NDA manual and incorporate input from relevant stakeholders.
- Develop a final version of the NDA manual.
- Provide a training workshop to support institutionalisation of the final NDA manual and build capacity of the relevant government officials in implementing the NDA manual.

II. Development of a country programme document

a. Review of the existing policies, strategies and programmes

- Review existing national climate policies, programmes, strategies and projects to identify gaps and opportunities for effective GCF engagement.
- Assess gaps in sectoral policies, regulatory frameworks, and investment environments to develop a set of criteria for prioritisation.
- Identify areas for meeting the NDC goals and objectives for mitigation and adaptation in a holistic and integrated manner.

b. Develop a country programme document

- Propose suitable institutional arrangements for enhancing the country engagement with the GCF
- Define specific roles and responsibilities of key stakeholders in implementing a coherent country programming under the GCF
- Identify country priorities for the GCF, including a full list of all relevant projects in the pipeline for building a robust GCF country portfolio.

Outputs	Deliverables	Delivery date
Review the current mechanism, structure, mandate, and roles and responsibilities of a no objection issuance procedure of the NDA and identify areas of adjustment required in the context of developing a GCF-specific NDA manual including no objection procedures.	• An assessment report	15/07/2020
Carry out one on one consultation with all relevant ministries and agencies and present the assessment report including areas of adjustment required and solicit ideas on improving the no objection procedures and a possible set of recommendations.	• Consultation report • Draft NDA manual	30/09/2020
Develop a final version of the NDA manual including a set of recommendations for the government to consider which will validate the draft NDA manual, and present the prepared NDA manual to the government including in a workshop.	• Final NDA manual	15/12/2020
Review existing policies, strategies, plans and programmes including national climate change frameworks, regional engagement and access to finance, and develop a review report on gaps and opportunities.	• A review report	15/1/2020
Based on the review report (gaps and opportunities), develop a draft country programme including institutional arrangements, roles and responsibilities of key stakeholders, identification of country priorities for the GCF, and a country portfolio of GCF projects pipeline.	• Country Programme Document	15/02/2021

4. Performance indicators for evaluation of outputs.

Efficient completion of the deliverables as per stipulated and evaluated by UNEP for completeness and quality.

5. Other Reports

Interim Progress Report, Portfolio Review Report and Final Report which should be submitted to UNEP as per Project Cooperation Agreement in a timely and an accurate manner.

III. Qualifications Required**ACADEMIC:**

A postgraduate degree in natural sciences (environment, forestry, agriculture, or climate change) or development studies/ management (with combination of relevant thematic experience).

EXPERIENCE:

At least 6 years of relevant professional work experience related to national and sector gender-sensitive policy development and analysis and institutional assessment and capacity building in relation to environment and natural resources and sustainable development, preferably in areas related to climate change adaptation.

Solid computer skills.

Ability to work under pressure, with short lead times.

LANGUAGE:

Excellent communication skills in written and oral English.

Working knowledge of Myanmar would be an asset.

IV. Time for completion

The assignment of above-mentioned reports and project and transactions will commence from July 2020 and will end in 30th March 2021. The remaining activities, such as revision of report (Draft) and presentation to stakeholders in respective workshops, meetings as well as trainings should be carried out until the project completion (30th March 2021).

V. Application procedure

Interested National Export Consultants must apply on the e-tendering system: hlamaungthein.env@gmail.com and planningstatsgiseed@gmail.com and they should submit the following documents/information to demonstrate their qualification.

- Motivation/ Cover letter: Brief description of why the Offeror considers her/himself the most suitable for the assignment ;
- Personal CV, indicating all past experience from similar projects and specifying the relevant assignment period (from/to), as well as the email and telephone contacts of supervisors and at least one professional reference.