

ToRs FOR THE RECRUITMENT OF A CONSULTING COMPANY IN CHARGE OF DEVELOPING A CLIMATE FINANCE MONITORING TOOL FOR THE DESIGNATED NATIONAL AUTHORITY OF THE CENTRAL AFRICAN REPUBLIC

Under the responsibility of:	National Coordinator of the GCF Readiness Project
Indicative duration:	27 March 2023 to 30 September 2023
Type of contract :	International consulting company
Location:	Remote services to be provided for the Central African Republic
Deadline for submission of applications:	20 th March 2023

1. Context

The Central African Republic, a country located in the heart of the African continent with a population of about 5.4 million, is one of the countries of sub-Saharan Africa facing serious development problems. Looking at the Human Development Index, CAR ranks 188 out of a total of 189 countries. More than half of the population lives below the poverty line and struggles to afford basic social services, making them increasingly vulnerable to military-political crises and climate hazards. It must be noted, however, that this situation contrasts with the immensity of the wealth of the soil and subsoil that abounds in the country, not to mention an endowment of abundant natural resources. The country is firmly committed to low-carbon sustainable development. It has signed the Paris Agreement and has already produced its second Nationally Determined Contribution (NDC) document.

The Government's stated commitment to implementing programmes and policies under the Climate Change Convention is constrained by the limited resources at its disposal. Cash flow pressures mean that available internal resources are much more often directed to priority sectors for which the environment sector is not included. In addition, the low propensity of private sector operators prevent them from committing to environmental projects and programmes. As a result, the ideas of environmental projects and programmes are not mature enough to be proposed for financing by potential donors.

The government, through the Designated National Authority (NDA) of the Green Climate Fund (GCF), and with the support of the Global Water Partnership (GWP) as a Delivery Partner, has obtained the Green Fund's approval for a Readiness project for an amount of USD 443,130. The implementation of the project started on 16 June 2022 and the main deliverables are as follows:

- 1) Implementation of a climate finance tracker for the NDA;
- 2) Stakeholders are trained in GCF protocols and procedures and the financial structuring of GCF project proposals;
- 3) Two (2) GCF concept notes taking into account gender and social inclusion for adapted and water-focused adaptation projects are submitted to the GCF;
- 4) A gender and social inclusion assessment of CAR's portfolio of priority projects is carried out.

The NDA is an established structure hosted by the Ministry of Environment and Sustainable Development, and ensures the role of interface between climate funds and the Government. It is responsible for: validating and monitoring programs/projects developed at the national level; coordinating projects submission to the Green Climate Fund and other funds; checking the consistency

of proposals with national priorities and plans to combat climate change; issuing a Letter of No Objection (NOL) according to required templates, duly signed by the Focal Point to support country program/project proposals. Strengthening the capacities of this key structure in mobilizing and monitoring climate finance to enable it to better play its role is one of the main results expected in the framework of this readiness project for the Central African Republic. The GWP is seeking the expertise of an international consulting company to carry out the mission described below.

2. Objectives

The consulting company will work closely with the national project coordinator, CAR's NDA and GWP team at national, regional, and global level to design, develop and implement a suitable climate finance monitoring and tracking system that is responsive to the needs of the country users. The current capacity of the NDA for monitoring and evaluation has been identified as low, and the selected firm will thus have an opportunity to significantly influence the future operation of CAR's monitoring, reporting and verification of climate finance. Consequently, the selected consulting company is expected to bring significant expertise and experience around developing and implementing monitoring and evaluation systems in a developing country context.

3. Description of the tasks

The consulting company will design, develop, and implement a suitable climate finance monitoring and tracking system according to the following guiding steps. The consulting company shall however suggest any methodological adjustments deemed necessary, particularly in relation to sequencing of the training workshops with the different activities.

Step 1 : Inception

The consulting company will organize an online launching meeting with the project coordinator and the GWP team to present the findings of the literature review and the suggested methodology. The consulting company will afterwards submit an inception report that includes:

- the initial findings of the scope of work and the expected deliverables,
- the updated methodology and the organization of the team,
- the detailed workplan.

The expected deliverable of this step is an inception report.

Step 2 : Identification of appropriate tracking metrics & development of monitoring plan

In collaboration with the NDA, identify and develop suitable indicators around climate finance and sustainable development co-benefits (including gender & social inclusion). Suitability should be based on international best practices and the viability of obtaining relevant and regular data from existing sources and from relevant stakeholders. Among other sources, the consulting company will rely on the results of the gaps assessment on climate finance monitoring, tracking, and decision-making as well as the stocktaking of all major sources of climate finance available to CAR that are being carried out as part of this readiness project. Furthermore, the international expert of the consulting company is expected to conduct a mission to CAR to organize meetings with the NDA and relevant stakeholders to help identifying the main users of system, the tracking metrics as well as assess the capacity of the NDA (human resources, institutional and material capacity).

Based on the above, the consulting company will design a suitable monitoring and evaluation system for the NDA that outlines the types of data and information to be collected (including sex-disaggregated data to ensure that the tracker is fully gender-responsive and responsive to the needs

of indigenous peoples), how such data and information is to be collected and how information is to be collated and shared. This should include approaches to information acquisition from various sectoral stakeholders for indicators tracking.

The consulting company will also develop monitoring and evaluation protocols (based on the system developed above) for the NDA (including an evaluation of the technical feasibility of tracking these indicators), outlining responsibilities, approaches, resources requirements, and others, and detailed user requirements for a climate finance tracking tool.

The consulting company will update the gap analysis report and the stocktake report on climate finance potentially available to CAR that are being developed under this readiness project.

The expected deliverable of this step are :

- a detailed design report for climate finance tracker, including baseline capacity assessment of the NDA around monitoring climate finance, monitoring plan, MRV standards and a list of appropriate tracking metrics and indicators for climate finance (including an evaluation of the technical feasibility of tracking these indicators), detailed user requirements for a climate finance tracking tool, outline monitoring and evaluation system and protocols, outlining responsibilities, approaches, resources requirements, and others,
- an updated version of the gap analysis report and the stocktake report on climate finance potentially available to CAR.

Step 3 : Development of a climate finance tracker tool, including User Guide

The consulting company is required to undertake the below tasks:

- Based on the monitoring and evaluation system and protocols and with close engagement of the NDA through ongoing consultations, develop user requirements for a climate finance tracking tool software-based, offline-capable (climate finance tracker). Based on user requirements above, develop a Minimum Viable Product (MVP) for the climate finance tracker, based on a suitable, offline-capable tracking platform that meets the current capacity requirements of the NDA
- Develop an operational manual and guidelines for the climate finance tracker.
- Collect data and populate the tracker with current climate finance data and indicators.

The focus is to design an adequate workflow that will enable the NDA to effectively track climate finance flows in a timely and cost-effective manner. The climate finance tracker, while a critical deliverable as part of this Scope of Work, should be a simple and user-friendly tool that will facilitate the functioning of the overall monitoring and evaluation system. The functionality of the tracker should be determined by the NDA needs, and an agile approach to developing this tracker would be preferred. Moreover, the firm is expected to prioritize user requirements for such a tracking tool by differentiating between 'nice-to-have' features and mission critical features.

In conjunction with the NDA, the consulting company will test the MVP of the climate finance tracker. Based on testing results, the consulting company will revise the climate finance tracker.

The expected deliverable are:

- MVP climate finance tracking tool, including collection and uploading of current climate finance data,
- functional offline tracking tool and its User Guide.

Step 4 : Trainings on the use of the climate finance tracker

The consulting company will develop training materials to train the NDA on the use and maintenance of the climate finance tracker and on best practices for M&E. The consulting company shall organize **3 in-person trainings** and cover associate costs. The trainings should be organized in the offices where the tracker is expected to be hosted after the project. Target participants are the persons who should be involved in use and maintenance of the tracker, as well as the persons who would be receiving information made available by the tracker, so that they can guide the development of the tracker and understand how it works. Number of participants is expected to be between 10 and 20 persons.

During the hands-on training, with the NDA, the consulting company will co-develop an operational plan for the climate finance tracker, along with actions, timelines, and responsibilities.

The consulting company shall specify the sequencing of these trainings with the other tasks and the rationale for this sequencing in the suggested methodology. The trainings should be used in an optimal way to either provide platforms for discussion and validation of the deliverables of the other steps (detailed design report, MVP and operational climate finance tracking tool, sustainability strategy and sustainable financing strategy) or be organised back-to-back with meetings dedicated to the presentation and validation of these deliverables. Also, the trainings should focus on learning by doing, especially in relation to the use of the climate finance tracking tool.

Three deliverables are expected from this step:

- Training materiel on the use and maintenance of the climate finance tracker,
- Climate finance tracker operational plan
- Training reports for the 3 trainings including pre-and post surveys

Step 5 : Development of a sustainability strategy for the climate finance tracker

The consulting company will develop a sustainability strategy for the climate finance tracker that outlines the continuous use and maintenance of the tool beyond the readiness project.

The consulting company should also develop a sustainable financing strategy that identifies sources of funding for maintaining the tracker beyond the readiness project.

The expected deliverable is a sustainability strategy and a sustainable finance strategy for the climate finance tracker.

N.B.: The consultancy firm should present and validate the deliverables of steps 2, 3 and 5 (detailed design report, MVP and operational climate finance tracking tool, sustainability strategy and sustainable financing strategy) either in a specific meeting or in synergy with one of the training workshops indicated in step 4 above. The consultancy company should also present the reports of these validation meetings/ sessions.

4. Expected results

The following deliverables are expected from the firm:

- An inception report, detailing the proposed approach to deliverables, timelines, potential challenges identified, roles and responsibilities, and others.

- a detailed design report for climate finance tracker, including baseline capacity assessment of the NDA around monitoring climate finance, monitoring plan, MRV standards and a list of appropriate tracking metrics and indicators for climate finance (including an evaluation of the technical feasibility of tracking these indicators), detailed user requirements for a climate finance tracking tool, outline monitoring and evaluation system and protocols, outlining responsibilities, approaches, resources requirements, and others,
- An updated version of the gap analysis report and the stocktake report on climate finance potentially available to CAR that are being developed under readiness project, based on the findings of steps 1 & 2,
- MVP climate finance tracking tool, including collection, and uploading of current climate finance data,
- Final version and functional climate finance tracker, including user's guide,
- Training materials on the use and maintenance of the climate finance tracker
- Operational plan for the climate finance tracker
- Reports of the 3 trainings including pre – and post training surveys
- Sustainability strategy and ongoing development plan for climate finance tracking in CAR and sustainable finance strategy.

N.B.: All deliverables are to be submitted in French and English. The translations costs are covered by the consulting company.

5. Duration

The consultation work will take place over the period from 27 March to 30 September 2023.

6. Available budget

The available budget for this call is 96,000 US \$ all taxes included. This budget shall include experts' fees, trainings costs, costs for any workshops, international trips needed (in addition to the 2 trips that will be covered by GWP – see below), translation costs, local travel, as well as any other cost.

GWP will cover the expenses of two international trips; each trip includes an economy flight ticket to Bangui, hotel and perdiems for 5 days. The consulting company should indicate in its proposal when these trips are planned to be used. It should indicate also any additional trips deemed necessary for the good implementation of the tasks. Additional trips will be covered by the consulting company.

The consulting company shall take in charge trainings costs and costs for any workshops, and coordinate closely with GWP their organisation of the, both technically and logistically, including the choice of hotel (if relevant) and costs related to the participation of the stakeholders.

7. Qualifications and professional experience

This activity will require the selected consulting company to make at least three staff available to undertake the abovementioned tasks. Firstly, the Team Leader is expected to be an expert in monitoring and evaluation, with experience in designing monitoring and evaluation systems and finance tracking tools for developing countries. Secondly, an expert with experience in the design and development of offline-capable tracking tools. Thirdly, a national consultant shall help liaise with stakeholders and implement activities in the country. The expected expertise may be provided by

multiple staff or associates within the proposed team. The team is expected to demonstrate experience in in West and the Central Africa Region.

- **Team Leader:**

- Master's degree or equivalent in economics, environment, climate change, development studies, or related field;
- At least 10 years of experience in the design and implementation, monitoring and evaluation of development or climate change projects;
- Demonstrated experience of climate finance analysis;
- Experience with the development of finance tracking tools is recommended, with preference to climate finance,
- Excellent communication skills both written and oral in French and English.

- **Computer Science expert**

- Advanced degree in computer science, software development, data analysis or similar;
- At least 5 years of experience in the design and development of monitoring tools on several platforms;
- Proven experience in conducting trainings and workshops;
- Excellent communication skills both written and oral in French and English.

- **National consultant**

- Master's degree or equivalent in development, environment, climate change, or other relevant fields;
- Be of Central African nationality or resident in Bangui;
- At least 3 years of experience in the development, implementation or monitoring and evaluation of projects focused on natural resources management or climate change, including at least 2 in CAR,
- Good understanding of the national development context of the CAR including the political and institutional environment around adaptation to climate change, as well as knowledge of the actors involved;
- Experience working with government and international development agencies in CAR;
- Prior contributions to GCF-related activities in CAR would be an asset;
- Excellent analytical and writing skills;
- Perfect command of written and spoken French. English skills favored.

The consulting company can provide additional expertise as deemed appropriate, for example linked to integrating gender issues and social inclusion in developing the tracker.

8. Deliverables and payment

Payment will be made as follows

	Available	Deadline	Payment
-	Inception report	15 days after the starting	15%

<p>A detailed design report that includes:</p> <ul style="list-style-type: none"> - baseline capacity assessment of the NDA around monitoring climate finance, - monitoring plan, - MRV standards and a list of appropriate tracking metrics and indicators for climate finance (including an evaluation of the technical feasibility of tracking these indicators), - detailed user requirements for a climate finance tracking tool - outline monitoring and evaluation system and protocols, outlining responsibilities, approaches, resources requirements, and others, - A report of the presentation and validation meeting/session of the detailed design report. 	<p>2 months after the start of the consultancy</p>	<p>55%</p>
<p>An updated version of the gap analysis report and the stocktake report on climate finance potentially available to CAR that are being developed under the readiness project</p>		
<ul style="list-style-type: none"> - MVP climate finance tracking tool, including collection and uploading of current climate finance data - A report of the presentation and validation meeting/session of the tracking tool 	<p>4 months after the start of the consultancy</p>	
<ul style="list-style-type: none"> - Training materiel on the use and maintenance of the climate finance tracker, - Climate finance tracker operational plan - Training reports including pre-and post the 3 training surveys 	<p>6 months after the start of the consultancy</p>	<p>30%</p>
<ul style="list-style-type: none"> - Functional offline tracking tool and its User Guide - sustainability strategy and a sustainable finance strategy for the climate finance tracker. - Report of the meeting/session to present the sustainability strategy and the sustainable finance strategy 		

These deadlines are subject to change based on start date of the service and mutual agreement.

9. Selection Criteria

The proposals are to be prepared in French and submitted in French, accompanied with an English translation. Bidders can use an automated translation tool to convert their proposals into English.

a. Evaluation of the technical proposal

The technical proposals will be ranked against the below criteria and weighting:

Evaluation Criteria	Weighting
Methodology	30
<i>Comments on the ToRs</i>	5
<i>Proposed approach, including sharing of tasks between the team</i>	15
<i>Workplan and sequencing of trainings</i>	10
Qualifications and relevant experience of the team	70

<i>Experience in climate finance analysis</i>	15
<i>Experience in the design and implementation, monitoring and evaluation of development or climate change projects</i>	10
<i>Experience in the design and development of monitoring tools on several platforms</i>	15
<i>Experience in development of finance tracking tools</i>	10
<i>Ability to consider gender & social inclusion in the tracker</i>	5
<i>Capacity to effectively work in Central Africa Republic</i>	5
<i>Experience on conducting training workshops</i>	5
<i>Experience in West and Central Africa region</i>	5
Total	100

The financial offers will only be considered for the bidders obtaining a minimal score of 70 points out of 100 on the technical proposal.

b. Evaluation of the financial offer

The Financial offers should be entered into the e-procurement platform on GWPO Bill of Quantities (BoQ) template. Attachments will not be considered.

Among the pre-selected offers, the lowest bidder will have a score of **100 points**.

Other offers will be scored using the following formula:

$$\text{Financial score of offer } x = \frac{\text{Lowest bid amount}}{\text{Amount for offer } x} \times 100$$

c. Final evaluation

The final score is a weighting of the technical and financial offer according to the following formula:

$$\text{Overall Rating} = \text{Technical Score} \times 70\% + \text{Financial Score} \times 30\%$$