TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO DEVELOP
GCF FUNDING PROPOSAL AND
ENVIRONMENTAL, SOCIAL AND ECONOMIC CO-BENEFITS,
INCLUDING GENDER-SENSITIVE DEVELOPMENT IMPACT
IN THE AREAS OF
LOW-CARBON DISTRICT HEATING SYSTEMS IN MONGOLIA

Project Title: Green Climate Fund project “Scaling-up of Implementation of Low-Carbon District Heating Systems in Mongolia”

Implemented by: The Ministry of Energy of Mongolia, UN Environment and UNEP DTU Partnership

Type of Contract: Individual consultant’s service

Application deadline: 17:00 PM (Copenhagen time), 05 July 2019

Positions:
1. Consultant for the: Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact;

1. Background

The Ministry of Energy of Mongolia and the UN Environment have been implementing the Green Climate Fund (GCF) support to develop a project “Scaling up implementation of the low carbon district heating system in Mongolia”.

The Green Climate Fund was established by Parties to the UNFCCC at its meeting in Cancún in December 2010, and formally launched in 2011 when the Governing Instrument of the GCF was adopted and approved. The GCF is set to become a main international financial institution for the delivery of climate finance in support of mitigation and adaptation activities in developing countries. The GCF is governed and supervised by a Board that has full responsibility for funding decisions. The GCF has a Secretariat with responsibility for the executive management and operations of the Fund. The GCF also has a Trustee in charge of the management of the Fund’s financial assets and financial reporting thereof. In the GCF’s proposal approval process (decision B.07/03), entities accredited to the GCF submits funding proposals to the Secretariat for consideration, with a no-objection from the relevant national designated authority. The Secretariat review the funding proposals from accredited entities on a rolling basis and perform second-level due diligence on the proposals.

The proposed interventions will directly contribute to achieving the targets specified in the INDC, and also align with the recently developed Mongolian Energy Conservation Law and Mongolia Sustainable Development Vision 2030 document as it will contribute to implementing the law and vision document’s targets.

Following the above presented information UNEP DTU Partnership is advertising consultancy to identify a Consultant to develop a GCF Full Funding proposal and a Consultant to conduct the ESG Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact and Action Plan.
The Consultant able to perform only one of above described consultancy services can apply for one of described consultancy services and the Consultant able to perform both consultancy services can apply for both Consultants positions at the same time.

2. Objective
2.1. Objective for the Consultant of the GCF Full Funding Proposal preparation:

To be able to seek GCF board approval of a GCF financial support to a Low-Carbon District Heating Systems in Mongolia project. This requires a a solid well-consolidated and well consulted full-fledged Funding Proposal ready for GCF approval, prepared in line with GCF requirements for Full Funding Proposal. The GCF Full Funding Proposal have to include:

A. Project/programme summary
B. Project/programme information
C. Financing information
D. Expected performance against investment criteria
E. Logical framework
F. Risk assessment and management
G. GCF policies and standards
H. Annexes in line with GCF funding proposal requirements
I. Any other information to be in line with GCF requirements for full funding proposal.

2.2. Objective for the Consultant of the Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact and Action Plan:

To be able to seek GCF board approval of a GCF financial support to a Low-Carbon District Heating Systems in Mongolia project. The objective requires from the Consultant to provide a solid well-consolidated and well consulted full-fledged Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact Assessment and Action Plan, prepared in line with GCF requirements for Funding Proposal, including:

A. Environmental and social risk assessment.
B. Describe any potential impacts on indigenous peoples and the measures to address these impacts including the development of an Indigenous Peoples Plan and the process for meaningful consultation leading to free, prior and informed consent, pursuant to the GCF Indigenous Peoples Policy.
C. Attach the appropriate assessment and management instruments or other applicable studies, depending on the environmental and social risk category as Annex.
D. Gender assessment and action plan.
E. Provide the full gender assessment and project-level gender action plan as Annex.
F. To provide any other services and information to be in line with GCF requirements for Funding Proposal on a scope of Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact Assessment and Action Plan.
3. Output
3.1. Output for the Consultant of the GCF Full Funding Proposal preparation:
   A solid well-consolidated and well consulted full-fledged Full Funding Proposal for GCF approval, prepared in line with valid GCF requirements. The GCF Full Funding Proposal have to include:
   A. Project/programme summary
   B. Project/programme information
   C. Financing information
   D. Expected performance against investment criteria
   E. Logical framework
   F. Risk assessment and management
   G. GCF policies and standards
   H. Annexes in line with GCF funding proposal requirements
   I. Any other information to be in line with GCF requirements for full funding proposal.

   The Consultant has to provide a Draft version of services in MS Word electronic format to Romanas Savickas, UNEP DTU Partnership by the email: romasa@dtu.dk. UNEP DTU Partnership will review it and will provide comments. The Consultant has to take into consideration provided comments, to make necessary updates or improvements and submit to UNEP DTU Partnership for the approval. UNEP DTU Partnership will review it and will provide comments as many times as the services will fulfill necessary requirements. Then there will not be left more comments then UNEP DTU Partnership approves a final version of provided services.

   All the documents have to be presented to UNEP DTU Partnership in MS Word electronic format and also have to be presented a printed and signed copy.

3.2. Output for the Consultant of the Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact and Action Plan:

   The output requires a solid well-consolidated and well consulted full-fledged Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact Assessment and Action Plan, prepared in line with GCF requirements for Funding Proposal, including:
   A. Environmental and social risk assessment.
   B. Describe any potential impacts on indigenous peoples and the measures to address these impacts including the development of an Indigenous Peoples Plan and the process for meaningful consultation leading to free, prior and informed consent, pursuant to the GCF Indigenous Peoples Policy.
   C. Attach the appropriate assessment and management instruments or other applicable studies, depending on the environmental and social risk category as Annex.
   D. Gender assessment and action plan.
   E. Provide the full gender assessment and project-level gender action plan as Annex.
   F. To provide any other services and information to be in line with GCF requirements for Funding Proposal on a scope of Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact Assessment and Action Plan.
The Consultant have to provide a Draft version of services in MS Word electronic format to Romanas Savickas, UNEP DTU Partnership by the email: romasa@dtu.dk. UNEP DTU Partnership will review it and will provide comments. The Consultant has to take into consideration provided comments, to make necessary updates or improvements and submit to UNEP DTU Partnership for the approval. UNEP DTU Partnership will review it and will provide comments as many times as the services will fulfill necessary requirements. Then there will not be left more comments then UNEP DTU Partnership approves a final version of provided services.

All the documents have to be presented to UNEP DTU Partnership in MS Word electronic format. A final version have to be presented in MS Word electronic format and printed and signed copy.

4. **Scope of work**

The objective of this consultancy is to develop a funding proposal (with associated ESG) for scaling up the use of energy efficient district heating systems in Mongolia, and potential alternate heat energy production possibilities in ‘Ger’ areas by the help of District Heating Systems with potential private sector participation to reduce its emissions from energy production and decrease the air pollution. The specific activities of the GCF funding proposal to be developed by the Ministry of Energy of Mongolia, UN Environment and UNEP DTU Partnership are anticipated to include:

a) Rapid assessment of potential areas in Ulaanbaatar and other Aimag centres to select one potential analysis area for the DHS expansion and increase of renewable energy sources share for heating purposes. Situational assessment related to existing district heating system and energy demand in selected area.

   This activity will be developed by the Ministry of Energy of Mongolia, UN Environment and UNEP DTU Partnership and necessary information will be provided for the Consultant.

b) Feasibility study related to existing district heating system expansion and increase of share of renewable energy sources, identification of appropriate business and financial models within the enabling environment for implementation of DHS with private sector investment.

   This activity will be developed by the Ministry of Energy of Mongolia, UN Environment and UNEP DTU Partnership and necessary information will be provided for the Consultant.

c) Development of implementation plan and investment proposal for enhancing the district heating supply systems and potential renewable energy sources use to reduce emissions and air pollution level to be submitted to GCF.

5. **Institutional Arrangements**

The consultant will collaborate with the following institutions and persons:

- The UN Environment and UNEP DTU Partnership -Copenhagen Center for Energy Efficiency will provide comments, will oversee the Consultants work, if necessary will facilitate communication with stakeholders, and if necessary will provide organizational support for site visits, meetings.
6. Duration of the Work

Contract signature: Per 1 week after the Consultant will be selected.
Consultancy services start date: As soon as possible counting from the date the Contract due to a Consultancy services will be signed;
Duration of Consultancy services: 3 months from the date the Contract due to a Consultancy services will be signed.
Required date for full delivery of service: 01 October 2019.

7. Duty Station

The Consultants will be expected to work either on-site or remotely. The tasks will be performed at the consultant’s premises.

8. Price and Schedule of Payments

The price for the service will depend on the qualifications of the expert. Payment scheme will be as below:
- After delivered 50% of consultancy services: 30% of the total payment;
- After delivered 100% of consultancy services: 40% of the total payment;
- After all agreed work is completed and accepted: 30% of the total payment.

9. Required competencies and skills:

9.1. Consultant for the GCF Full Funding Proposal Preparation:
- Interested individuals must have prior experience developing, reviewing and/or evaluating GCF Full Funding Proposals. The list of performed GCF Funding Proposals should be presented. Experience with the supervision and oversight of project/programme implementation is desirable.
- Applicants must also demonstrate recognized technical capacity and expertise, supported by at least 7 years of relevant professional experience preferably in an international environment, in at least one of the following technical specialties:
  - (a) Experience with financial analysis on a project/programme level;
  - (b) Experience with economic analysis on a project/programme level;
  - (c) Risk analysis of projects/programmes, particularly for the management of financial and operational risks;
  - (d) Experience with fiduciary and procurement processes, particularly as they apply to national and/or international institutions;
  - (e) Implementation and oversight of environmental and social safeguards and policies, including gender policies; and/or
  - (f) Design and implementation of results management frameworks for the monitoring and evaluation of projects and programmes.
ToR for the consultancy services to develop GCF Funding Proposal in the areas of Low-Carbon District Heating Systems in Mongolia

- (g) Extensive operational experience in some of the Fund’s result areas:
  - (h) Reduced emissions from:
    - • Energy access and power generation
    - • Low emission transport
    - • Buildings, cities, industries, and appliances
    - • Forests and land use
  - (i) Increased resilience of:
    - • Livelihoods of people, communities, and regions
    - • Health and well-being, and food and water security
    - • Infrastructure and the built environment
    - • Ecosystems and ecosystem services;
  - (j) Professional experience in the financing, development, and implementation of public and/or private sector projects in developing countries;
  - (k) Working knowledge of the project management cycle, including origination, implementation, and activity oversight; and/or
  - Familiarity with United Nations Framework Convention on Climate Change, the Intergovernmental Panel on Climate Change, and other relevant processes is desirable.
  - The experience and good understanding of Mongolia's heating and renewable energy sector is a plus.
  - In addition to the above, interested individuals must demonstrate an unquestionable personal reputation, integrity, and ethical behavior throughout his or her professional career.
  - The working language is English. Fluency in another language, particularly an official language of the United Nations, is a plus. The understanding of Mongolian language is a plus.
  - Demonstrated expertise in stakeholder consultation and participatory approaches to project development with excellent interpersonal and facilitation skills;
  - Proven technical expertise in data collection (surveys, interviews, desk research), qualitative and quantitative analysis;
  - Excellent interpersonal skills, teamwork, and competency to work under time pressure and accomplish multiple tasks.

9.2. Consultant for the: Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact:

- Interested individuals must have prior experience developing, reviewing and/or evaluating Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact and Action Plan for the GCF Full Funding Proposals. The list of performed Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact and Action Plan for the GCF Funding Proposals should be presented. Experience with the supervision and oversight of project/programme implementation is desirable.
- Applicants must also demonstrate recognized technical capacity and expertise, supported by at least 7 years of relevant professional experience preferably in an international environment, in Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact and Action Plan for the GCF Full Funding Proposals area.
- Familiarity with United Nations Framework Convention on Climate Change, the Intergovernmental Panel on Climate Change, and other relevant processes is desirable.
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- The experience and good understanding of Mongolia's heating and renewable energy sector is a plus.
- In addition to the above, interested individuals must demonstrate an unquestionable personal reputation, integrity, and ethical behavior throughout his or her professional career.
- The working language is English. Fluency in another language, particularly an official language of the United Nations, is a plus. The understanding of Mongolian language is a plus.
- Demonstrated expertise in stakeholder consultation and participatory approaches to project development with excellent interpersonal and facilitation skills;
- Proven technical expertise in data collection (surveys, interviews, desk research), qualitative and quantitative analysis;
- Excellent interpersonal skills, teamwork, and competency to work under time pressure and accomplish multiple tasks.

10. Submission of interest
Candidates, interested in the above-mentioned positions, are requested to send their cover letter, national identity and CV’s to Romanas Savickas, Senior Advisor, UNEP DTU Partnership, Copenhagen via email by 17:00 PM (Copenhagen time), 05 July 2019.

Email: romasa@dtu.dk

The subject line of the email message should follow the following format:

Subject: Expression of interest to develop GCF funding Proposal for Mongolia – [FIRST NAME] [FAMILY NAME]

The file containing the curriculum vitae should be named “CV [FIRST NAME FAMILY NAME]” (e.g. CV JOHN SMITH), and similarly, the file containing the cover letter should be named “Cover letter [FIRST NAME FAMILY NAME]” (e.g. Cover letter JOHN SMITH).

Only the following formats will be accepted: MS Word, PDF.

Developed by: Romanas Savickas, Senior Advisor, UNEP DTU Partnership, Copenhagen

Reviewed and approved by: Dr. Sudhir Sharma, Task manager for GCF and GEF, UN Environment, Asia & Pacific Office
Julia Stanfield, Consultant, Climate Change Unit, UN Environment, Asia & Pacific Office
Annex No. 1
To the Terms of reference
For consultancy services to develop GCF funding Proposal in the areas of
Low-Carbon District Heating Systems in Mongolia

SERVICES PROVIDED BY THE CONSULTANT FOR THE
GCF FULL FUNDING PROPOSAL PREPARATION

Consultant Title: Consultant for the: GCF Full Funding Proposal preparation

Description of the Objectives for the Consultant: To prepare a solid well-consolidated and well consulted full-fledged Funding Proposal ready for GCF approval, prepared in line with GCF requirements for Full Funding Proposal. The GCF Full Funding Proposal have to include:

A. PROJECT/PROGRAMME SUMMARY
   A.1. Project or programme
   A.2. Public or private sector
   A.3. Request for Proposals (RFP)
   A.4. Result area(s)
   A.5. Expected mitigation impact
   A.6. Expected adaptation impact
   A.7. Total financing (GCF + co-finance)
   A.8. Total GCF funding requested
   A.9. Project size
   A.10. Financial instrument(s) requested for the GCF funding
   A.11. Implementation period
   A.12. Total lifespan
   A.13. Expected date of AE internal approval
   A.14. ESS category
   A.15. Has this FP been submitted as a CN before
   A.16. Has Readiness or PPF support been used to prepare this FP
   A.17. Is this FP included in the entity work programme
   A.18. Is this FP included in the country programme
   A.19. Complementarity and coherence
   A.20. Executing Entity information
   A.21. Executive summary
       A.22. Strategic Context (if applicable).
       A.23. Project Objective against Baseline (if applicable).
       A.24. Project Description (if applicable).
       A.25. Background Information on Project Sponsor (Executing Entity) (if applicable).
       A.26. Market Overview (if applicable).
       A.27. Regulation, Taxation and Insurance (if applicable).
       A.28. Institutional / Implementation Arrangements (if applicable).
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A.29. Timetable of programme implementation (if applicable).
A.30. Milestone.
A.31. Other information to be in line with GCF requirements for Full Funding Proposal.

B. PROJECT/PROGRAMME INFORMATION
B.1. Climate rationale and context
B.2. Theory of change
B.3. Project/programme description
B.4. Implementation arrangements
B.5. Justification for GCF funding request
B.6. Exit strategy and sustainability
B.7. Value Added for GCF Involvement (if applicable).
B.8. Other information to be in line with GCF requirements for Full Funding Proposal.

C. FINANCING INFORMATION
C.1. Total financing
C.2. Financing by component
C.3 Capacity building and technology development/transfer
C.4. Description of Financial Elements of the Project (if applicable).
C.5. Project Financing Information (if applicable).
C.7. Cost-effectiveness and efficiency (if applicable).
C.8. Co-financing, leveraging and mobilized long-term investments (mitigation only) (if applicable).
C.10. Application of best practices (if applicable).
C.11. Key efficiency and effectiveness indicators (if applicable).
C.15. Other information to be in line with GCF requirements for Full Funding Proposal.

D. EXPECTED PERFORMANCE AGAINST INVESTMENT CRITERIA
D.1. Impact potential
D.1.1. Mitigation / adaptation impact potential (if applicable).
D.1.2. Key impact potential indicator (if applicable).
D.1.3 Potential of the programme to contribute to the achievement of the Fund’s objectives and result areas (if applicable).
D.1.4. Other information to be in line with GCF requirements for Full Funding Proposal.
D.2. Paradigm shift potential
D.2.1. Potential for scaling up and replication (Provide a numerical multiple and supporting rationale) (if applicable).
D.2.2. Potential for knowledge and learning (if applicable).
D.2.3. Contribution to the creation of an enabling environment (if applicable).
D.2.4. Contribution to regulatory framework and policies (if applicable).
D.2.5. Other information to be in line with GCF requirements for Full Funding Proposal.
D.3. Sustainable development
D.3.1. Environmental, social and economic co-benefits, including gender-sensitive development impact.
D.3.2. Other information to be in line with GCF requirements for Full Funding Proposal.
D.4. Needs of recipient
   D.4.1. Vulnerability and financing needs of the beneficiary country and population.
   D.4.2. Financial, economic, social and institutional needs.
D.4.3. Other information to be in line with GCF requirements for Full Funding Proposal.
D.5. Country ownership
   D.5.1. Existence of a national climate strategy and coherence with existing plans and policies, including NAMAs, NAPAs and NAPs.
   D.5.2. Capacity of accredited entities and executing entities to deliver.
   D.5.3. Engagement with NDAs, civil society organizations and other relevant stakeholders.
D.5.4. Other information to be in line with GCF requirements for Full Funding Proposal.
D.6. Efficiency and effectiveness
   D.6.1. Economic and, if appropriate, financial soundness of the programme.
   D.6.2. Other information to be in line with GCF requirements for Full Funding Proposal.

E. LOGICAL FRAMEWORK
   E.1. Paradigm shift objectives
   E.2. Core indicator targets
   E.3. Fund-level impacts
   E.4. Fund-level outcomes
   E.5. Project/programme performance indicators
   E.6. Activities
   E.7. Monitoring, reporting and evaluation arrangements
   E.8. Other information to be in line with GCF requirements for Full Funding Proposal.

F. RISK ASSESSMENT AND MANAGEMENT
   F.1. Risk factors and mitigations measures
   F.2. Other information to be in line with GCF requirements for Full Funding Proposal.

G. GCF POLICIES AND STANDARDS
   G.1. Environmental and social risk assessment
   G.2. Gender assessment and action plan
   G.3. Financial management and procurement
   G.4. Disclosure of funding proposal
   G.5. Other information to be in line with GCF requirements for Full Funding Proposal.

H. ANNEXES in line with GCF Funding Proposal requirements

I. ANY OTHER INFORMATION TO BE IN LINE WITH GCF REQUIREMENTS FOR FULL FUNDING PROPOSAL.
Annex No. 2
To the Terms of reference
For consultancy services to develop GCF funding Proposal in the areas of Low-Carbon District Heating Systems in Mongolia

SERVICES PROVIDED BY THE CONSULTANT FOR THE ENVIRONMENTAL, SOCIAL AND ECONOMIC CO-BENEFITS, INCLUDING GENDER-SENSITIVE DEVELOPMENT IMPACT

Consultant Title: Consultant for the Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact.

Description of the Objectives for the Consultant: To prepare a solid well-consolidated and well consulted full-fledged Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact Assessment and Action Plan, prepared in line with GCF requirements for Full Funding Proposal, including:

Environmental and social risk assessment. Provide the environmental and social risk category assigned to the proposal as a result of screening and the rationale for assigning such category. Present also the environmental and social assessment and management instruments developed for the proposal (for example, ESIA, ESMP, ESMF, ESMS, environmental and social audits, etc.). Provide a summary of the main outcomes of these instruments. Present the key environmental and social risks and impacts and the measures on how the project/programme will avoid, minimize and mitigate negative impacts at each stage (e.g. preparation, implementation and operation), in accordance with GCF’s ESS standards. If the proposed project or programme involves investments through financial intermediations, describe the due diligence and management plans by the Executing Entities (EEs) and the oversight and supervision arrangements. Describe the capacity of the EEs to implement the ESMP and ESMF and arrangements for compliance monitoring, supervision and reporting. Include a description of the project/programme-level grievance redress mechanism, a summary of the extent of multi-stakeholder consultations undertaken for the project/programme, the plan of the Accredited Entity (AE) and EEs to continue to engage the stakeholders throughout project implementation, and the manner and timing of disclosure of the applicable safeguards reports following the requirements of the GCF Information Disclosure Policy and Environmental and Social Policy.

Describe any potential impacts on indigenous peoples and the measures to address these impacts including the development of an Indigenous Peoples Plan and the process for meaningful consultation leading to free, prior and informed consent, pursuant to the GCF Indigenous Peoples Policy.

Attach the appropriate assessment and management instruments or other applicable studies, depending on the environmental and social risk category as annex.

Gender assessment and action plan. Provide a summary of the gender assessment and project/programme-level gender action plan that is aligned with the objectives of GCF’s Gender Policy. Confirm a gender assessment and action plan exists describing the process used to develop both documents. Provide information on the key findings (who is vulnerable and why) and key recommendations (how to address the vulnerability identified) of the gender assessment. Indicate if
stakeholder consultations have taken place and describe the key inputs integrated into the action plan, including: how addressing the vulnerability will ensure equal participation and benefits from funds investment; key gender-related results to be expected from the project/programme with targets; implementation arrangements that the AE has put in place to ensure activities are implemented and expected outcomes will be achieved, monitored and evaluated.

Provide the full gender assessment and project-level gender action plan as Annex.

To provide any other services and information to be in line with GCF requirements for Full Funding Proposal on a scope of Environmental, Social and Economic Co-benefits, including Gender-Sensitive Development Impact Assessment and Action Plan.