**Terms of Reference for consultant to develop concept note for Jamaica for the project idea *‘Building Climate-Resilience in Coastal Resource Sector in Jamaica’* for submission to the Green Climate Fund (GCF).**

**Location: Kingston, Jamaica**

**Type of Contract: Individual, Intermittent**

**Post Level: International Consultant**

**Starting date: As soon as possible (by the 14th of June)**

**End date: 30 October, 2021**

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*Background:*

The Technology Needs Assessment (TNA) project assists developing country Parties to the UNFCCC determine their technology priorities for the mitigation of greenhouse gas emissions and adaptation to climate change. In Jamaica, the project is implemented by the United Nations Environment Programme (UNEP) and the UNEP DTU Partnership on behalf of the Global Environment Facility (GEF) and Climate Technology Centre and Network (CTCN).

To further develop the project ideas for Coastal Resource Sector in Jamaica’s TNA (<https://tech-action.unepdtu.org/country/jamaica/>), the UNEP DTU Partnership, in collaboration with UWI is seeking an Individual Consultant to prepare a project concept note for submission to an international climate fund. The main objective of this agreement is for the consultant to:

* Prepare a draft concept note (in the appropriate templates or formats) along with all supporting documents for submission to the Green Climate Fund (GCF)
* Work in consultation with the Climate Change Division, Ministry of Housing, Urban Renewal, Environment and Climate Change of Jamaica to obtain the letter of no-objection

*Scope of work*

The agreement covers various tasks to be performed in coordination with UNEP DTU Partnership and support from the regional centre, University of the West Indies, and any other sources such as experts organized by UDP and UN Environment. The specific activities to be carried out by the consultant are described below. A detailed work plan including relevant description, deliverables and budget has been prepared by UDP and University of the West Indies & the Climate Change Division and is provided below. The final set of deliverable(s) is as follows:

Essential

* Draft concept note in the template of *the Green Climate Fund (GCF)* in an acceptable quality and approved by UDP
* Minutes that document the agreement with the accredited entity (UNEP, UND, FAO, etc) or with a donor (in case no accredited entity is involved)
* Letter of no-objection from the Climate Change Division of Jamaica

The concept note should be prepared in keeping with the requirements of the Green Climate Fund (GCF) concept note template (as attached) and detailing:

* Project/programme information
* Project/programme details including its scope
* Financing/cost information (including budget estimates and in country contributions)
* Brief rationale for the Green Climate Fund (GCF) involvement and exit strategy
* Risk Analysis
* Institutional/Implementation arrangement
* Multi-Stakeholder engagement
* Status of project/programme
* Remarks (Any other comments/information)

Supporting documentation to accompany the concept note should include:

* Location map of the project/programme
* Financial model (Including revenue sources and project financing)
* Pre-feasibility study, and
* any other information that may be required depending on the Green Climate Fund (GCF)

*Specific Activities:*

Building on the TNA report, Technology Action Plan (TAP) and project ideas for Jamaica, the consultant will develop a project concept note for “Building Climate-Resilience in the Coastal Resource Sector in Jamaica” using the application template of the selected international climate fund. The content of the concept note should include but not be limited to:

* Detailing of the project boundaries and geographic scope of implementation
* Mapping of the enabling framework (for example, regulations, subsidy policy, etc.) and complementary activities
* Detailing of activities and defining of budgets for proposal development, implementation, operation and maintenance
* Clarification of institutional arrangements for implementation clearly defining roles, responsibilities, Illustrating the transformational impact of the project activities i.e., how the project would lead to a wider national policy or expand its geographic scope (using theory of change diagram or logical framework as per funder requirement)
* Financial models with details of opportunities for leveraging private investments, user and in country contributions, revenue generation etc.
* Socio economic impact assessments based on existing data or preliminary surveys
* Details on how the project would contribute towards climate action in Jamaica, including adaptation and mitigation

*Qualification and experience*

**Essential**

* Advanced degree (PhD or Master's) in economics, agriculture, social sciences, environmental science, climate finance, engineering, natural sciences or related disciplines with 10 years’ experience, or equivalent combination of education and experience.
* Experience in climate change adaptation, environmental and public policy.
* Experience in climate finance and developing financial models.
* Experience in estimation of socio economic impacts
* Written and spoken fluency in English is preferred.
* Experience in project management and facilitating stakeholder consultations

**Preferred**

* Experience in the formulation of climate change project proposals in particularly for multilateral climate funds (GCF, AF, GEF)
* Experience in country Technology Needs Assessment (TNA) programmes is preferred
* Prior experience with one of the United Nations institutions or another international organization, would be a considerable asset;
* Previous experience in providing technical assistance to government institutions is an asset.
* Work experience in Jamaica, the Caribbean and/or Small Island and Developing States

*Language*

All outputs should be prepared and submitted in English language

*Working Arrangement*

* The consultant or consultancy will be retained on a contract (by UNEP DTU Partnership) based on deliverable output. They would be required to be available for the timely delivery of milestones over the duration of the project
* The consultants will be provided training in different concept relevant (financing instruments, financial analysis, transformational change, logical frameworks, gender analysis) for development of project concept notes in a regional workshop.
* The consultants will work in close contact with the Adaptation TNA Consultants who will provide background on the sector and technology(ies) included in the concept note
* The consultant’s engagement with relevant stakeholders including focal points (in case of a proposal to GEF, GCF, Adaptation Fund) will be facilitated by the National TNA Coordinator. They will also coordinate with the accredited entity (e.g., UNEP) in case of submission to GEF and GCF

*Consideration*

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| *Sr. No.* | *Component* | *Budget (USD)* |
| 1 | Staff hours |  |
| 2 | Travel / Meetings |  |
| 3 | Contingency & Miscellaneous |  |
|  | **Total** |  |

The project has an approximate budget of USD 20, 000. The consultant is required to provide a budget as per the format provided below

*Payment schedule*

Payment of fees will be based on submission of deliverables defined below

Inception Report, inclusive of work plan that also considers time for review by stakeholders, validation of concept note etc

Draft concept note (approved by UNEP DTU Partnership)– inclusive of minutes from stakeholder meetings

Validation Meeting – presentation of concept note to stakeholders + UDP+ CCD

Final concept note (approved by UNEP DTU Partnership) for submission

*Work Plan*

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| *Sr. No.* | *Activity* | *Deliverable* | *Time (From contract signing)* |
| 1 | Preparation of inception report based on initial discussions with focal ministry, focal points for GEF, AF & GCF (in case of GEF / GCF/ AF concepts), and accredited entities and key stakeholders to finalise the scope for concept note | Inception report | 15 days |
| 2 | Preparation of concept note (in template of the Green Climate Fund (GCF)) along with supporting documents |  |  |
| 2a | Submission of concept note | 1st draft of concept note and supporting documents in reporting template of funding entity submitted to UDP and accredited entity (e.g., UNEP) | 2 months |
| 2b | Validation of concept note with Key Stakeholders | Validation Report | 3½months |
| 2c | Submission of Final draft, taking into consideration feedback from Key stakeholders, including CCD. | Final draft of concept note for submission to focal entity of the Green Climate Fund (GCF) of the country + Minutes that document the agreement with the accredited entity (UNEP, UND, FAO, etc) or with a donor (in case no accredited entity is involved) | 4 months. |
| 3 | Obtain a no objection Letter from the Climate Change Division |  |  |
| 4 | Submit concept note by focal entity for the Green Climate Fund (GCF) in the country |  |  |