

Terms of Reference for consultant to develop Liberian concept note for the project idea 'Improved storage for agricultural products in Liberia' for submission to selected funding entity.

Location: Liberia

Type of Contract: Individual, Intermittent

Post Level: National Consultant

Starting date: 14 June 2021

End date: 31 October 2021

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 Liberia, 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 prioritized technologies in the agriculture sector, the consultant will prepare a project concept note for applying to selected funding agency (SFE). The main objective of this agreement is for the consultant to prepare

- A draft concept note (in SFE concept format) along with all supporting documents using technologies prioritized in the TNA project for submission to SFE
- Working in consultation with the focal entity for SFE of Liberia to obtain the letter of no-objection

The concept note should be prepared along the lines of the SFE concept note template (as attached) detailing:

- Project/programme information
- Project/programme details including its scope
- Financing/cost information (including budget estimates and in country contributions)
- Brief rationale for SFE involvement and exit strategy
- Risk Analysis
- Institutional 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
- Any other documents that may be required depending on the SFE

Scope of work

The agreement covers various tasks to be performed in coordination with UDP and support from the regional centre UCT, 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 is provided below and has been prepared by UDP and the Environmental Protection Agency of Liberia. The final set of deliverable(s) is as follows:

Essential

- Draft concept note in the template of SFE 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)

Optional

- Letter of no-objection from focal entity for SFE of Liberia

Specific Activities:

Building on the TNA report, Technology Action Plan (TAP) and project ideas for Liberia, the consultant will develop a project concept note for 'Improved storage for agricultural products in Liberia' in the SFE format. 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.)
- Detailing of activities and defining of budgets for proposal development, implementation, operation and maintenance
- Clarification of institutional arrangements for implementation clearly defining responsibilities, mandates
- 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 adaptation

Consultant's qualification and experiences

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 stakeholder consultations

Preferred

- Experience with in climate change related program/projects funded by multilateral donors;
- 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.

Language

All outputs should be prepared and submitted in English language

Working Arrangement

- The consultants or consultancy will be retained on a contract 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 TNA Consultants for adaptation who will provide background on the sector and technology(-ies) included in the concept note
- The consultants 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

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

Payment

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

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

- Inception report.
- Draft of concept note approved by UDP
- Final draft of concept note approved by UDP

Work Plan

<i>Sr. No.</i>	<i>Activity</i>	<i>Deliverable</i>	<i>Time (From contract signing)</i>	<i>Phase</i>
1	Preparation of inception report based on initial discussions with focal ministry, focal points for GEF & GCF (in case of GEF / GCF concepts), and accredited entities and key stakeholders to finalise the scope for concept note	Inception report	15 days	TNA
2	Preparation of concept note (in template of funding agency) along with supporting documents			
2a		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	TNA
2b		2nd draft of concept note	3½months	TNA
2c		<p>Final draft of concept note for submission to focal entity of funding agency 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)</p> <p>Concept note should include:</p> <ul style="list-style-type: none"> • Location map of the project/programme • Financial model Including revenue sources and project financing with details of opportunities for leveraging private investments, user and in country contributions, revenue generation etc. • Gender analysis 	4 months.	TNA
3	Obtain a no objection Letter from SFE			Post TNA
4	Submit concept note by focal entity for SFE in Liberia			Post TNA