

**REPUBLIC OF RWANDA**



**GREEN  
CLIMATE  
FUND**

**NATIONAL FUND FOR ENVIRONMENT (FONERWA)**

<b>TITLE</b>	<b>Terms of Reference (ToRs) for National Individual consultant to support the National Designated Authority (NDA) activities for Rwanda's Engagement with GCF</b>
<b>REFERENCE NUMBER:</b>	<b>N<sup>o</sup> 001/S/2017-2018/FONERWA-GCF</b>
<b>TYPE OF CONTRACT:</b>	<b>National Individual consultant</b>
<b>DATE OF ISSUE</b>	<b>January 2018</b>

**1. Background and context**

The Green Climate Fund readiness grant program aims to develop the capacity of the National Designated Authority to engage with regional, national & sub national governments, civil society and private sector stakeholders with regard to the priorities of the Fund, taking a gender sensitive

approach (readiness area 1). Furthermore, it aims to develop a strategic framework for national engagement with the Fund, as well as a country programme, building on existing strategies & plans (readiness area 2). The implementation of the two components of the readiness programme is projected to generate national interest in the GCF opportunities and to strengthen Rwanda's access to climate finance through the preparation of the country programme. The strategic framework & country programme for engagement with the GCF will ensure that programmes/project proposals to GCF will increasingly meet integration of national priorities across sectors of the national economy and therefore, promote climate relevant transformational development.

## **2. Scope**

The National Consultant will enhance the capacity of Rwanda Environment Management Authority, REMA the National Designated Authority (NDA) for the Green Climate Fund (GCF) and will conduct consultations with a wide range of stakeholders in order to engage meaningfully with the GCF in accordance with the needs of the Country. The National Consultant will also be responsible of updating GCF country programme where necessary including country priorities.

## **3. Specific tasks**

Key specific detailed tasks will include:

- i) Reviewing the achievements of the activities already executed for the GCF engagement;
- ii) Reviewing the available documentation and consulting with a wide range of stakeholders for readiness support to enhance capacity of Rwanda Environment Management Authority, REMA, the national Designated Authority (NDA);
- iii) To facilitate strategic planning and stakeholder engagement. The inception report provides more details on the activities and expected outcomes and outputs that the consultant will provide.
- iv) NDA capacity strengthening. This activity will support Rwanda's NDA to carry out its functions in an effective and timely manner by boosting its staff capacity, raising awareness of the opportunities the GCF presents for Rwanda, and ensuring effective engagement and broad buy-in of relevant stakeholders.
- v) The Consultant will be responsible for the following:
  - i. Liaising with relevant government agencies and other stakeholders as needed, and providing information on GCF including board decisions and other GCF international engagements/commitments to stakeholders on an ongoing basis through appropriate channels;
  - ii. Organizing 1 stakeholder information/consultation workshop to facilitate a shared understanding of the Fund, how it can be accessed and existing opportunities for the different sectors;
  - iii. Providing information to stakeholders on an ongoing basis through appropriate channels;

- iv. Follow up the redesigning, development and support of the online climate change portal and update on regular basis of its content to enable stakeholders to access accurate information;
- v. Follow up the creation of online data sheets form on Rwanda Climate portal to allow NDA to provide online the no-objection approval to the submitted projected and approved national priority sectors for GCF engagement.
- vi. Leading the development of content for awareness-raising and communications material, working in close coordination with the communications department of FONERWA;
- vii. Engaging with implementing entities and executing entities on projects development;
- viii. Provide orientation, training and regular briefings to NDA staff, in order to transfer the necessary knowledge and expertise required by the NDA to effectively perform its functions, including post readiness meeting as a follow-up, continuous update and regular assessment of progress;
- ix. Providing technical training to the NDA staff in order to be able to effectively perform its functions beyond the readiness period;
- x. Conducting climate Finance Capacity Assessment of NDA (REMA) and facilitate the update of NDA and NIE staff's capacity in climate finance;
- xi. Develop and disseminate content for awareness and communications material to create public awareness of the Fund GCF and the opportunities that it offers for Rwanda. This will include developing content for TV and radio programmes, social media, educational material for schools, and other material, building on existing platforms and programmes;
- xii. Enabling lesson-learning from other institutions that have been through similar accreditation processes;
- xiii. Conduct NDA Permanent Secretariat and private sector meetings and organize regular meetings of NCT to guide the national engagement with the Fund;
- xiv. Update the country programme and assist the NIE to update its Entity Work Programme (EWP);
- xv. Development and submission of next Readiness proposal;
- xvi. Other responsibilities as needed.

#### **4. Qualification and experience**

- The individual consultant will have at least a Bachelor degree in Environmental Sciences; Environmental Planning and/or Climate change.
- Good knowledge of International Development Administration, international cooperation and Global climate change context;
- Good understanding of global climate finance. Having a good understanding of Green Climate Fund (GCF) funding mechanisms will be an added advantage;

- Previous experience with other relevant multilateral, bilateral, regional and global funding; mechanisms and institutions and institutions working in the country;
- At least 5 years of experience working in climate change related projects in developing countries;
- Demonstrated ability to develop relevant national priorities, strategies and plans and multilateral finance;
- Experience/demonstrated ability in developing a country work programme that identifies priorities for how the country will engage with the GCF;
- Familiarity with climate change mitigation and adaptation efforts and needs;
- Familiarity with relevant institutions and stakeholders to the DNA-including potential candidate implementing entities/intermediaries and the private sector;
- Ability to monitor and evaluate funded programmes in accordance with relevant guidelines;
- Strong analytical writing and presentation skills in English and working knowledge of French;
- Ability to build on existing strategies, policies, climate change response efforts and needs assessment;
- Experience in programming priorities including mitigation, adaptation integrated approaches and needs;
- Ability to prepare , moderate and report on national stakeholder workshops;
- Experience in coordinating strategic communication.

## 5. Deliverables

Within one week of contract, the consultants will present a detailed plan (maximum 5 pages) in a technical inception report outlining the proposed approach and draft work plan including the proposed interview/consultation schedule. The contract duration for the Consultant is three (3) months.

The consultants will be expected to **provide weekly notes on the progress and monthly reports** to the Director General of REMA and to the Chief Executive Officer of FONERWA. A final report with recommendations for the future of GoR engagements with GCF will be expected to be provided to Director General of REMA and to the Chief Executive Officer of FONERWA within seven (7) working days before the end of the contract.

## 6. Evaluation Criteria

The Evaluation Criteria and Weightings that will be applied to these terms of reference are as follows:

S/N	Description	Weighting
1	Qualifications of individual consultant and his/her availability	35

2	Adherence to ToR's specifications and related requirements: Clear understanding of required deliverables	30
3	Experience of similar work (including experience in working in Rwanda/the region)	35
	<b>Overall Total</b>	<b>100</b>

**NOTE:** The qualifying points shall be 80 points and above and the consultant with the highest points shall be invited for price negotiation

### **Application procedure**

To apply, please submit your proposal in hard copy to FONERWA procurement office by **5<sup>th</sup> February 2018 at 10:00 am (local time)**. Your proposal shall be submitted in two separate envelopes 1) Technical proposals (with detailed methodology and work plan, your updated Curriculum Vitae (CV), copies of academic certificates and references of previous work done) 2) Financial proposal (your financial proposal should indicate daily rate charges and must be expressed in Rwandan francs inclusive of local taxes)

For more information, you may visit FONERWA website on [www.fonerwa.org](http://www.fonerwa.org) and for more enquiries please contact us on [info@fonerwa.org](mailto:info@fonerwa.org) or telephone (+250) 252580769

Done at Kigali on 19/01/2018

**Hubert RUZIBIZA**  
Chief Executive Officer