

REPUBLIC OF RWANDA



NATIONAL FUND FOR ENVIRONMENT (FONERWA)

SUBJECT: Recruitment of Individual Call down Consultants

1. Background:

Ministry of Environment is the lead Ministry in the implementation of one of the EDPRS 2 priorities” Pursuing green economy approach” under the Economic Transformation thematic area. To achieve this goal, requires successful integration of the cross sectoral Green Growth and Climate Resilience Strategy (GGCRS) priorities with financing enabled by the national fund for environment, FONERWA.

FONERWA, funds projects and programmes by public and private sector as well as other development support organizations that produce results contributing to national sustainable development objectives.

The fund uses the advisory services of individual call down consultants to effectively support operations including building capacity for the Secretariat.

It is to this reason that FONERWA is inviting interested individual consultants to submit their proposals in order to be put on the list of call down consultants.

The following positions/areas shall require individual consultants to work on call down basis:

- 1) Sector specialists/consultant
- 2) Green Bank Experts/Consultants
- 3) Midterm review or Final Review/evaluation services.

Detailed Terms of Reference providing information on; the purpose of each consultancy service, objectives, scope of work, Specific areas of service, terms and conditions of service, qualifications and skills and Evaluation criteria can be downloadable on FONERWA website: www.fonerwa.org

2. Selection of individual call down consultants

The expression of interest/proposal will be based on National procurement procedures and each consultant will need to submit soft copy documents in pdf form through info@fonerwa.org

To apply, please submit your expression of interest/proposal and all relevant documents such as; your updated Curriculum Vitae (CVs), copies of academic certificates, previous work done/references related to this assignment through info@fonerwa.org. The proposal should also include a section on financial proposal of the daily fee rate including DSA costs to perform the noted services. The daily fees quoted shall be the basis for contract negotiation. Please note that applications will only be accepted if they have been submitted through info@fonerwa.org by established deadline of **1st May 2018 at 4:00 pm (local time)**.

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

Done at Kigali on 16/04/2018



Hubert RUZIBIZA
Chief Executive Officer
National Fund for Environment

REPUBLIC OF RWANDA



NATIONAL FUND FOR ENVIRONMENT (FONERWA)

TITLE	TERMS OF REFERENCE FOR CALL DAWN CONSULTANTS
TYPE OF CONTRACT:	Call Down Consultancy
DATE OF ISSUE	APRIL 2018

Background and context

Ministry of Natural Resources has received funds from GoR to support one of the EDPRS 2 priorities” Pursuing green economy approach ” under the Economic Transformation thematic area that is environmentally sustainable and climate resilient which will be implemented with the support of the cross sectoral Green Growth and Climate Resilience Strategy (GGCRS) through FONERWA

The fund for environment and climate change, FONERWA, was identified as the sustainable financing facility to ensure successful implementation of the Green Growth and Climate Resilience Strategy (GGCRS) and has for mission to mobilize and manage resources for achieving environmental sustainability, climate resilience and green growth in order to promote Rwanda’s short, medium and long term sustainable development goals; to fund projects and programmes by public and private sector as well as other development support organizations that produce results contributing to these objectives.

The fund will need call down consultants as sector specialists and institutional support experts to support FONERWA in various areas which are the following:

- Capacity building in diverse technical fields including environment, climate change and natural resources; renewable energy, infrastructure, urban planning, rural development areas including agriculture, and emerging areas that respond to climate resilience and green growth.
- technical support to applicants in proposal development;
- conducting technical reviews;



1. CALL DOWN CONSULTANTS

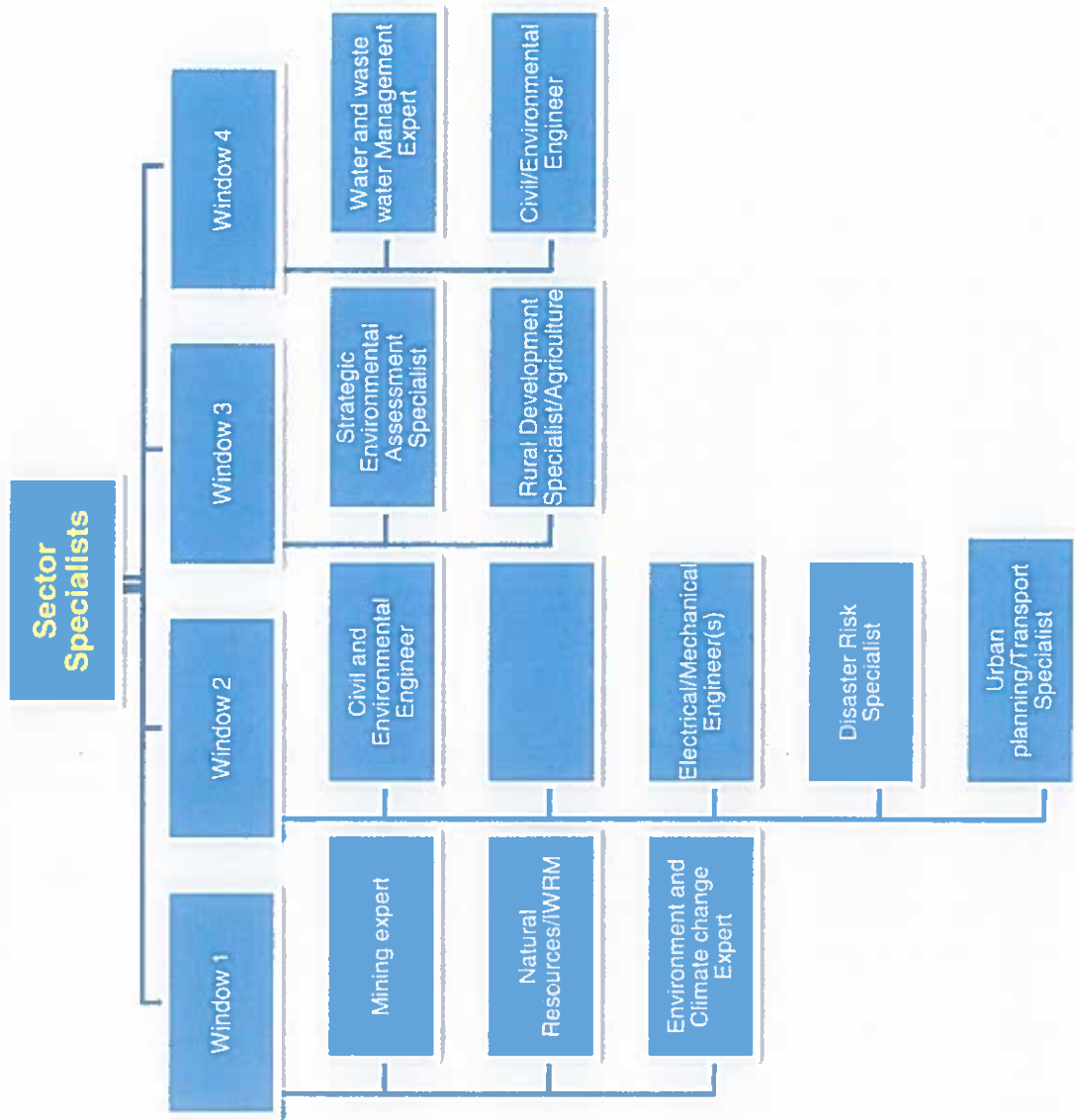
1.1. Sector specialists

The main responsibility for the sector specialists will be provision of Technical Support to proposal Development, project reviews and capacity building and development for the FONERWA Secretariat as well as the applicants to the fund. These will be required as consultants on call down basis to address on-going subject matter specific demands by projects submitted to FONERWA for funding.

The selection criteria for sector specialist will focus on the following Qualifications and Experience

- Master's degree preferred in a relevant field such as economics, Engineering, Environment/Natural Resources Management and rural development or any other related field
- Minimum 3 years work experience in related fields such as Environment and Climate change, project design, monitoring and evaluation, cost-benefit analysis and associated methodologies, and strategic planning;
- Experience in Proposal Development/Screening/Capacity Building (depending on the subject area)
- Detailed knowledge of environment and climate change in the Rwandan /developing country context, and wider international development agenda is a definite advantage;

Figure 1: Chart that maps out experts needed to support FONERWA windows.



The Purpose and Objectives of the consultancy

The purpose of the *international/Regional/National consultancy* is to:

- 1) support capacity building and skills development in project design, development, review and management through workshops, seminars, and one-to-one coaching and mentoring of stakeholders;
- 2) Provide training and deliver technical skills to the fund management team and national consultants, to focus on ensuring transfer of skills and expertise to local teams for sustainable long term capacity development to support FONERWA operations;
- 3) Support training and skills transfer in specific technical areas of expertise highlighted in Figure 1& 2 to ensure proposal development by project applicants seeking FONERWA funding are relevant to fund objectives and therefore meet criteria for FONERWA financing;
- 4) Conduct technical reviews of proposals seeking funding from FONERWA, at various approval levels of the review process.
- 5) Provide auxiliary support in communications and legal and regulatory functions to ensure FONERWA operations are successfully executed.

Please note: these ToRs indicate broad areas of potential support to FONERWA and outline the overarching objectives and aims of FONERWA for general orientation to potential consultants. Actual tasks and assignments will be specifically targeted to draw down consultants as required and assignment -specific details will be developed as appropriate on a need basis.

Scope of work by sector specialists (Fig 1)

The main tasks of the consultant will include, but not be limited to, support FONERWA in achieving capacity development objectives ensuring that national capacity is built to:

- ✓ Train grant applicants in proposal development and preparation towards enhanced access to FONERWA funds;
- ✓ Providing hands-on technical support to training national counterparts including the GoR recruited secretariat, Fund Management Team (FMT), Fund Technical team (FTC), Fund Managing Committee (FMC) and other national teams that are identified to support proposal screening, technical review and ensuring that overall quality of projects meets the exceptional standards of FONERWA financing requirements;
- ✓ Preparing and delivering effective capacity building strategies to ensure national capacity is built for the long term sustainability of FONERWA operations.

Qualifications and criteria for sector specialists (Fig 1)

- ✓ Master's degree preferred in a relevant field such as economics, Engineering, Environment/Natural Resources Management and rural development or any other related field (**Refer to Figures 1**)
- ✓ Minimum 6 years work experience in related fields such as Environment and Climate change, project design, monitoring and evaluation, cost-benefit analysis and associated methodologies, and strategic planning;
- ✓ Experience in Proposal Development/Screening/Capacity Building (depending on the subject area)
- ✓ Detailed knowledge of environment and climate change in the Rwandan /developing country context, and wider international development agenda is a definite advantage;
- ✓ Practical knowledge of GoR procedures and protocols through direct experience of working with the Government would be an added advantage;
- ✓ Experience of dealing with policy makers/development partners;
- ✓ A working relationship and understanding of diverse cultures, priorities and contemporary needs of the government/private sector in the context of capacity building;
- ✓ ability and/or experience to influence change to institutional landscape and processes;
- ✓ Excellent communications skills;

2. INSTITUTIONAL SUPPORT EXPERTS

2.1. Green Bank /Expert/Consultants

Considering recent development in Green economy globally but also in Africa and particularly Rwanda's positioning with the newly established Rwanda Green Fund (FONERWA), Rwanda is exploring the setup of the Green Investment Bank in order to boost access to capital for the sector most especially the private sector capitalisation.

The creation of Green Investment Bank in Rwanda will address critical market gaps and drive public and private climate investment. The Green Investment Bank shall have purpose for financing projects dedicated to green investment in Rwanda, the East African Region and beyond.

Scope of Work:

The main responsibility for the Green Bank Expert will be to conduct a scoping work on establishment of Green Investment Bank in Rwanda for a domestic and regional approach.

Technical or expert knowledge/experience and qualification required

- ✓ At least a Master's degree in Environmental Sciences, Economics, Agronomy or other related field from a recognized university
- ✓ International Experience of at least 5 years in providing direct technical assistance to design and forming Green Banks
- ✓ The consultant should be able to create and support operations of Green Banks with local actors
- ✓ Must have experience in operations of Financial Sector in developing countries

2.2. Midterm review/evaluation experts for FONERWA funded projects

Objective and scope of the review

The objective of this mid-term review is to review and evaluate the implementation of planned project activities against actual results to date. The evaluation should review progress against milestones and assess progress made towards the delivery of outputs and achievement of objectives as well as identify corrective actions if needed. It focus on the effectiveness of delivery, timelines and efficiency of implementation, and risk management. It also present the initial lessons of project design, implementation and management. The findings have to be used to enhance implementation during the final half of the project's term and to share lessons across the FONERWA programme.

The focus will be on the following questions:

- ✓ What are the stated goals of the Project? To what extent are these goals shared by stakeholders? What are the primary activities of the project and expected output? Will these activities achieve the planned output? Do all stakeholders share this view?
- ✓ How was the Project site selected? What has been the main focus of implementation of this Project to date?
- ✓ How the Project beneficiaries were identified and selected and to what extend was the process gender sensitive? What is the current men /women proportions and what are the justifications for the balance?
- ✓ Are the project management mechanisms and the institutional arrangements adequate, effective and timely to coordinate project activities?
- ✓ Has the establishment of baseline information been appropriate and sufficient?
- ✓ Has the project monitoring and evaluation been designed and implemented in such a way that the results will effectively contribute to the monitoring of potential environmental impacts?

- ✓ Are the stakeholders adequately involved in the development and implementation of project activities?
- ✓ Will the project facilitate long-term sustainability after the completion of project activities, particularly at the intervention site level and for the areas of influence?
- ✓ Are there clear reasons for the changes made to the original project work plan (if applicable)? Are the changes relevant?

The review will assess the following, among other things:

- **Delivered outputs:** Assessment of the project's success in producing each of the programmed outputs to date, both in quantity and quality as well as usefulness and timeliness.
- **Project outcomes and impact:** Evaluation of the project's success so far in achieving its outcomes.
- **Sustainability:** Analysis of the risks that are likely to affect the persistence of project outcomes in the short, medium and long term.
- **Execution performance:** Determination of effectiveness and efficiency of project management and supervision of project activities. The sustainability assessment should address financial sustainability, socio-political risks, and stakeholder ownership, national institutional framework and governance, and environmental risks. At this point in the implementation of the project, it is not expected that any of the project activities have been integrated, progressed and replicated. However, the extent of synergies created and potential for creating additional synergies with similar activities should be discussed.

In addition to evaluating the status of project implementation, recommendations should be made in support of improving project implementation, particularly, but not limited to, the following areas:

- The structure and operational modalities of project coordination, especially at the institutional level, which should have stakeholder representation from both the public and private sector. Is the structure sustainable and how can it ensure active involvement and facilitate information flow among all stakeholders?
- Sustainability of the project. How can positive impacts of the projects be sustained? Can the intervention site impacts be up-graded to cover other areas?

The evaluation should also give consideration to the processes that have affected the attainment of project results to date, such as:

- Was the project properly prepared? Were objectives and components clear and Feasible?
- Has the project involved the relevant stakeholders through consultation or Information-sharing during its preparation?

- Were structural problems of the project adequately identified by the executing institution, were modifications proposed?
- Has the project done appropriate financial planning and reporting? Has there been diligence in the management of funds and reporting? Has the co-financial contribution from the different project partners been at the expected level?
- What were the reasons of delays in the implementation of the project and its components? What are the consequences? Have efforts been made to overcome these constraints?

Furthermore, the evaluation should highlight lessons learnt where possible, both positive as well as negative, from the standpoint of the design and implementation of the project and specific measures to improve the management of the project. The evaluator will identify lessons learnt from the project, from the following perspectives:

- Mechanisms to establish coordination at the institution level, promoting key stakeholders participation from public and private sectors.
- The engagement of beneficiaries, and how to change their attitudes and behaviour taking into consideration environmental and health impacts related with the project outputs.
- Assessment of strategies developed by the implementing partner to analyse and disseminate the project information for improved decision making.

Analysis of risks

1. What were the initial risks identified on the project and to what extent have the identified risks been mitigated?
2. What are the other risks that have emerged in the course of implementation and have the risks been assessed and mitigation measures instituted?
3. Does the project have in place reliable mechanisms for risk analysis to inform effective measures for improving results and impacts?

Evaluation report format

The evaluation report shall be a detailed report of no more than 50 pages (excluding annexes), written in English, and should include:

- i) An Executive Summary (no more than 3 pages)
- ii) Introduction and background
- iii) Objective, scope and methodology
- iv) Project Performance
- v) Conclusions and rating of project implementation success
- vi) Lessons learnt
- vii) Recommendations
- viii) Annexes

Required Qualifications

Therefore, the lead consultant or individual consultant will have the following key competencies:

- ✓ At least a Master's degree in Environmental Sciences, Economics, Agronomy or other related field from a recognized university
- ✓ Proven thematic expertise in at least one of the following: Environment Protection, Agricultural Enterprise for at least 8 years.
- ✓ Experience in designing and carrying out program baselines and evaluations.
- ✓ Experience in qualitative methods and analysis and participatory research.
- ✓ Superior data tabulation and analysis skills (using various ways)
- ✓ Excellent skill in report writing and data interpretation
- ✓ Prior experience in working with ENR sector

