

## ***TERMS OF REFERENCE***

### **The National Technical Institution (NTI) or Consortium of Experts to support the NDC Action Project in Ghana**

#### **1. BACKGROUND**

Based on its unique national circumstances, Ghana has put forward mitigation and adaptation actions in its intended Nationally Determined Contributions (INDC). In all, 20 mitigation and 11 adaptation programmes of actions in 7 priority economic sectors are being proposed for implementation in the 10-year period (2020-2030). The implementation of the actions are expected to help attain low carbon climate resilience through effective adaptation and greenhouse gas (GHG) emission reduction.

Regarding their INDCs, Ghana's emission reduction goal is to unconditionally lower its GHG emissions by 15 percent relative to a business-as-usual (BAU) scenario emission of 73.95MtCO<sub>2</sub>e by 2030. An additional 30 percent emission reduction is attainable on condition that external support is made available to Ghana to cover the full cost of implementing the mitigation action (finance, technology transfer, capacity building). With this external support, a total emission reduction of 45% below the BAU emission levels can be achieved by 2030. Ghana also submitted an adaptation goal and priority adaptation policy actions.

To implement such an ambitious agenda, the country is using its own resources, but also counting on external support from international initiatives in order to put into practise the variety of planned activities and work with stakeholders. The project, NDC Action – Facilitating implementation of climate-resilient and low-carbon development aligned with national and global goals support efforts by 10 partner countries including Ghana, to translate the respective countries NDCs into strategies and actions that are ready for financing and implementation. It builds on three core principles: country ownership, balanced focus between adaptation and mitigation, and integration with national development and climate change priorities. Aligning with partner countries' own NDC priorities, the project will secure a multi-stakeholder and high-level engagement; provide the technical support to strengthen the capacity of institutions responsible for NDC implementation; support development of a portfolio of sectoral policies and programmes for the two prioritized sectors of Agriculture (Climate Smart Agriculture) and Clean Energy (particularly e-mobility) selected in Ghana; support development of investment plans in these sectors; and facilitate experience-sharing, both among the partner countries and with others. The envisaged long-term impact of the project is that countries implement increasingly more ambitious nationally determined adaptation and mitigation contributions that are aligned with the long-term climate change goals agreed under the UNFCCC, and that they do so in a manner that is compatible with and supports national development priorities. As such, the project will contribute to the efforts of the country for a more comprehensive, practical and effective NDC implementation at country level.

To achieve the outcome, the project will employ a two-pronged approach involving both bottom-up and top-down. This will align with the existing structures where state actors are primarily responsible for creating the enabling policy environment for implementation with non-state actions playing a critical role in tangible implementation that generates much needed data and experiences to further refine policy implementation incentives.

The end will be to inform clear investment trajectories for Ghana NDCs implementation driven through two prioritised sectors – energy and agriculture with specific actions in e-mobility and solar power irrigation.

The bottom-up will map out ongoing investment actions especially by state & non-state actors in the country in these two areas, the respective impacts achieved – environmental, social, economic, financial dividend, the capital costs, financing mechanisms among key measures, as well as challenges and opportunities. These will be gleaned from feedback of players at all levels small, medium & micro players, informal sectors players who constitute up to 80% of employment in the country as well as corporations, and will establish data sets to inform practicalities in terms of implementation actions.

The top-down will map out and establish existing government strategies and policies on agriculture and clean energy with specific focus on the chosen action areas of solar powered irrigation and e-mobility, establish implementation progress, impacts and gaps. From these, a synthesis will be undertaken towards informing implementation programmes of these policies to ensure they focus on incentivizing catalytic operational level areas that have proven lucrative at the implementation level with multiple stakeholders and by this, attract implementation investment in these areas. Through this, the project will engage high-level decision-makers and national stakeholders who lead NDC implementation and equip them to integrate and institutionalize the NDC process in public policy and development planning.

The Project is coordinated by UNEP's Economy Division and implemented with the UNEP DTU Partnership (UDP), providing technical and expert support. UDP will directly work with National Technical institutions (NTI) in guiding their work on the identified prioritized sectors (i.e. Agriculture and Clean Energy, particularly e-mobility) and activities and will provide technical assistance on policies and programme development. Locally, the project is conducted under the technical and political guidance of the Environmental Protection Agency (EPA) as the Lead Project Focal Government entity in Ghana, in collaboration with the Ministry of Environment, Science, Technology and Innovation (MESTI), the National Development and Planning Commission (NDPC), and the other line ministries primarily responsible for the two prioritized sectors of Agriculture (Climate Smart Agriculture) and Clean Energy (particularly e-mobility) to receive support under this project, as additional Project Focal Government entities.

Further, the project will seek to engage organizations and stakeholders considered key for accelerating Ghana NDC implementation and supporting the creation of enabling environment for increasingly ambitious NDCs.

Technical assistance delivered jointly by international experts together with national technical partners within this project will:

- i) strengthen the institutions responsible for implementing NDCs;
- ii) help engage the private sector and local financial institutions;
- iii) translate NDCs into a portfolio of policies and programmes for the two prioritized sectors (i.e. Agriculture and Clean Energy) selected by Ghana; iv) develop investment plans in these sectors;
- v) share lessons learned so NDC priorities are considered in complementarity across sectors to maximize climate and socioeconomic benefits.

The project will identify and contract National Technical institution(s) as in-country Technical Assistance partners to work on delivering the country level outputs in the identified priority sectors in close coordination with government bodies responsible for implementation of NDC actions in those sectors.

Tailored local expertise brought to the project by the National Technical Institutions will strengthen the overall technical work at country level and additionally engage with the different stakeholders in charge of contributing to implementing the country NDC and other climate policies and instruments.

In Ghana, the NTI or Consortium of Experts will contribute to the project through the provision of technical assistance requested by the project team of UDP/UNEP and implementation of annual (12 month) programmes, including a variety of activities and deliverables relevant to the project, as indicated by the country during that period.

## **2. OBJECTIVE**

The objective of this consultancy is to provide on demand specialist technical expertise towards establishing a baseline of NDC implementation investments, gaps and investment areas to build on in line with the prioritized sectors of Climate Smart Agriculture particularly on solar powered irrigation, and Clean Energy (e-mobility), and ensure that the counterpart of the project at the Government of Ghana and relevant stakeholders can access through the *NDC Action project* appropriate knowledge and skills and benefit from the expertise and experience of local and international experts by the NTI and UNEP-DTU respectively.

## **3. SCOPE OF WORK**

To help in achieving the above objective the NTI or Consortium of Experts, working in complementarity with the in-country National Project Coordinator, can expect a series of assignments each governed by a ToR specifying activities and deliverables, up to the amount of resources agreed to be spent for each assignment. These specific ToRs will be provided to the NTI or the Lead Expert in the Consortium of Experts by UDP during the period of

implementation of this consultancy agreement, including an estimation of hours required by experts to accomplish the specified activities.

Annex 1 of ToR shows outputs, work packages, and activities required to implement *Ghana's NDC Action project*. The contract is signed on an annual basis and renewed based on the budget availability and performance. However, it is important to notice that one of the initial tasks by the NTI or the Consortium of Experts is to provide a workplan for the overall duration of the project (even if that means such a workplan would be refined over time).

#### **4. SUPERVISION**

Jointly, the Environmental Protection Agency (EPA) of the Ministry of Environment, Science, Technology and Innovation and the UNEP-DTU will be in charge of supervising and approving the work of the NTI or the Consortium of Experts. Additionally, UNEP-DTU will be providing technical feedback in consultation with the Country Focal point (Environmental Protection Agency (EPA) of the Ministry of Environment, Science, Technology and Innovation) and UNEP representatives.

#### **5. ROLES AND RESPONSABILITIES**

**The NTI or Consortium of Experts will appoint a project lead who will be the key communication point for UDP.**

**The project Lead will:**

- (i) Work under the direct supervision of UDP's Regional Coordinator in providing all the outputs related to the project.
- (ii) Work in close coordination with the Environmental Protection Agency (EPA) of the Ministry of Environment, Science, Technology and Innovation, the other relevant government bodies responsible for selected project priority areas and finance, and the NDC Action Project National Focal Person/National Project Coordinators located within the Environmental Protection Agency, and update them regularly on progress made, lessons learned, and challenges met.
- (iii) Organize regular phone calls with UDP's Regional Coordinator, the NDC Action National Project Coordinators, and other relevant counterparts of the project as appropriate to ensure sharing all necessary information. A summary of the call with main results and action points will be prepared and distributed to the UDP's Regional Coordinator and other relevant counterparts by the project lead within three working days

**The NTI or technical expertise and general support for the implementation of the NDC Action project in the country, specifically**

- General
  - Providing necessary technical supports requested by UDP's regional coordinator.

- Responding to UDP as well as country demands in a timely manner as appropriate.
  - Based on the NDC Action project general work packages (as approved by the donor and annexed to these TORs), developing, in collaboration with the UDP's Regional Coordinator and under the guidance of EPA's NDC Action project Focal Point, a multi-year work plan tailored to the specific needs of Ghana for promoting the project and enhancing ambition for the next round of NDC. As the project advances, the work plan will be updated on a yearly basis.
  - Submitting a progress report every six months to UDP's Regional Coordinator.
  - Providing administrative and logistic support for organizing national events and meetings, liaising with the NDC Action National Project Coordinators and other relevant counterparts of the project as appropriate.
  - Assisting the project team of UDP/UNEP in preparing and arranging meetings and working sessions with government institutions and local stakeholders.
  - Organising and participating in the national training workshop.
  - Developing training materials and knowledge products as requested by UDP's regional coordinator.
  - Preparing and submitting workshop and meeting reports.
  - Preparing and submitting a final synthesis report of the technical assistance delivered as part of the NDC Action project.
  - Providing support to other ad hoc requests by the UDP's regional coordinator deemed necessary for the implementation of the project.
- Multi-year work plan and implementation support:
    - Identifying, in consultation with the National Project Coordinators, key stakeholders for NDC implementation and enhancement, and proposing when needed an engagement strategy.
    - Contributing to a project high-level launch event
    - Participating, when needed, in-project meetings called by EPA's project Focal Points or the National Project Coordinators of the NDC Action project.
    - Contributing to the strengthening of NDC multi-stakeholder consultation and coordination mechanisms in Ghana, through:
      - Review of analyses and reports drafted by the National Project Coordinators including stocktaking of NDC related activities and stakeholder mapping.
      - Review of national experiences on planning, revising, and implementing NDC.
      - Analysis of institutional arrangements and regulatory frameworks for NDC implementation including those applicable to the financial sector.
    - Assessing the institutional and human capacity of potential stakeholders for steering NDC implementation in the selected priority sectors.
    - Developing in collaboration with UDP experts targeted training programmes to address any capacity needs.
    - Organising and (co-)delivering (with UDP experts as appropriate) national training workshops, and reviewing the results to see which capacities of the relevant stakeholders are improved.
    - Supporting the organization of multi-stakeholder consultation meetings on current implementation and options for more ambitious action in future NDCs.

- Preparing analytical reports on policies and programmes that will drive NDC implementation in the agreed priority sectors, including prerequisites, potential barriers, and means of overcoming barriers.
- Developing an initial portfolio of policies and programmes based on gap assessment. This portfolio should be updated on a yearly basis.
- Defining conditions necessary for an enabling environment for more ambitious NDC and help to build its implementation.
- Assessing the engagement level of private sector for the implementation of the NDC and suggesting how to enhance it.
- Raising awareness among private sector actors about the opportunities they could seize by getting involved in / developing climate projects contributing to NDC implementation.
- Assessing financial institutions 'level of engagement in the implementation of the NDC and in climate finance activities overall.
- Supporting the design of climate-friendly investment plans:
  - Identify and analyse financial instruments that support and/or accelerate sector specific NDC implementation
  - Facilitate and provide input to the development of government-led climate-friendly investment plans.
- Facilitating the development of draft proposals for climate funds:
  - Conduct trainings for, and facilitate consultations among, national and/or local governments, national financial institutions, companies and Civil Society Organizations (CSOs) most active in the selected priority sectors, and project developers
  - Support project developers in drafting and submitting proposals to national, regional, and/or global financial institutions and/or funding mechanisms.
- Reaching out to and engaging international and national financial institutions, including commercial banks, community level cooperatives, and microfinance institutions, to design innovative climate finance mechanisms, market climate finance products, and commit climate investments at national and community levels.
- Sharing lessons of project outputs and implementation with other institutions of the NTI's network across the Africa continent.
- Engage ground actors in the two selected sectors to ensure mobilisation of empirical data for feedback to inform practical NDC implementation investment policies and trajectories
- Supporting EPA to distil relevant knowledge and lessons learned from the project and feed it into the global stocktaking process with the aim of encouraging the global community to enhance ambition in future NDCs.
- Responding to any other request from the UDP's Regional Coordinator deemed relevant to the project implementation.

## **6. SPECIFICATION OF THE TEAM**

The tenderer must be Ghanaian organization. The tenderer must present CVs for a Project Lead and a pool of specialists drawn from internal resources to accomplish the activities and deliverables defined, alongside the number of hours indicating each specialist availability for the project to develop and achieve the different elements of the annual programme.

### **a) Project lead**

#### General Qualifications:

- Higher academic degree in engineering, science, environment, economics, climate or a related field;
- At least 5 years of expertise in: Climate Mitigation; or Climate Adaptation. However, expertise in both Climate Mitigation and Adaptation is preferable.

#### Adequacy for the Assignment:

- A profile with significant technical assistance, capacity development and project management experience, including management of short-term specialist inputs on a demand basis;
- Experience in monitoring projects, results-based management, and reporting;
- Professional experience with one or more of the areas outlined in Annex 1 of these ToR;
- Deep familiarity with international and Ghana experience in these areas, in particular the area of finance applied to mitigation and adaptation and implementation of climate projects.

#### b) Pool of Experts in the NTIs or Experts in the Consortium

The work by NTI or Consortium of Experts in the project would be performance oriented or results based. Furthermore, the qualifications, skill sets and experience in the NTI or the Consortium of Experts should reflect all the themes and competencies described under each area of expertise per Annex 1. The NTI or Consortium of Experts should possess strong knowledge and expertise on the subject matter pertaining to the prioritized sectors of Agriculture (Climate Smart Agriculture) and Clean Energy for Ghana.

In undertaking the task, the tenderer is free to engage with sub-contractors including local consultants, research institutions and others - provided full responsibility is maintained by the NTI or by the Consortium of Experts. It is expected that the tenderer will include rudimentary explanation describing how they plan to undertake and accomplish the technical aspects of the work as defined in the annual programme (per Annex 1 below).

#### **Language Proficiency required for the NTI or Consortium of Experts:**

- Full Proficiency in local Ghanaian languages (with NTI or the Consortium of Experts, preferably comprising of local Ghanaian experts who additionally have with proficiency in the major local languages in the country).
- Proficiency in spoken and written English, by all members in the NTI or the Consortium of Experts.

## **7. LENGTH OF THE CONTRACT**

Up to 12 months initial contract with possibility of extension subject to performance by NTI or the Consortium of Experts and budget availability.

# **Annex 1: Outputs, work packages, and activities**

(as approved by the donor, BMU Germany)

## **1. First Annual Programme and Deliverables**

Each annual programme includes a variety of work packages to be conducted and activities to be prepared within the consultancy agreement. In this annual programme, these have been clustered into 4 typologies as follows:

1. Preparation of technical documents
2. Multi-stakeholder and high-level engagement
3. Support the development of a portfolio of sectoral policies and programs and climate-friendly investment plans for the two priority sectors.
4. Support drafting a funding proposal to submit potential funders/investors.

### **Output 1: Partner institutions are leading NDC implementation and driving more ambitious NDCs with the engagement and support of relevant national stakeholders**

#### **Work Package 1.1: Securing support for project concept and implementation from relevant national stakeholders**

Activity 1.1.1: Organize a high-level launch event for government officials and relevant stakeholders

Activity 1.1.2: Hold meetings with officials to get a high-level endorsement for the project in Ghana.

#### **Work Package 1.2: Establishment and/or strengthening of a multi-stakeholder consultation mechanism and process**

Activity 1.2.1: Map stakeholders and organize exchange/collaboration fora to exchange ideas and share experiences relevant for NDC implementation in Ghana.

Activity 1.2.2: Establish or reform a multi-stakeholder consultation mechanism and process to facilitate decision-makings in Ghana.

#### **Work Package 1.3: Capacities of relevant stakeholders for steering NDC implementation and the ambition cycle are increased**

Activity 1.3.1: Assess the institutional and human capacity of potential stakeholders for steering NDC implementation in the selected priority sectors

Activity 1.3.2: Develop targeted training programmes to address any capacity needs

Activity 1.3.3: Hold training and workshops to enhance capacities of relevant stakeholders

#### **Work Package 1.4: Creation of an enabling environment for increasingly ambitious NDCs**

Activity 1.4.1: Organize multi-stakeholder consultation meetings on current implementation and options for more ambitious action in future NDCs

Activity 1.4.2: Support broader national awareness raising activities on the urgency of climate change and the need for more ambitious action

### **Output 2: Relevant actors have the knowledge on policies and programmes at hand needed to drive NDC implementation in the priority mitigation and/or adaptation sectors**

#### **Work Package 2.1: Selection of priority sectors is facilitated**

Activity 2.1.1: Convene multi-stakeholder meetings to obtain agreement on priority sectors



Activity 2.1.2: Confirm selected priority sectors with partner governments

**Work Package 2.2: Preparation of a portfolio of policies and programmes in the selected priority sectors that will drive NDC implementation**

Activity 2.2.1: Prepare analytical reports on policies and programmes that will drive NDC implementation in the agreed priority sectors, including prerequisites, potential barriers, and means of overcoming barriers

Activity 2.2.2: Secure agreement of the identified policies and programmes through multi-stakeholder consultation meetings

**Output 3: Financial institutions at the national (and possibly regional, and global) levels are engaged in the development of climate-friendly investment plans led by governments, and show commitment to make climate investments that support NDC implementation**

**Work Package 3.1: Development of investment plans is supported**

Activity 3.1.1: Identify and analyse financial instruments that support and/or accelerate sector-specific NDC implementation

Activity 3.1.2: Facilitate and provide input to the development of government-led climate-friendly investment plans

**Work Package 3.2: Development of draft proposals for climate funds is facilitated**

Activity 3.2.1: Conduct trainings for, and facilitate consultations among, national and/or local governments, national financial institutions, companies and Civil Society Organizations (CSOs) most active in the selected priority sectors, and project developers

Activity 3.2.2: Support project developers in drafting and submitting proposals to national, regional, and/or global financial institutions and/or funding mechanisms

**Output 4: Experiences and lessons learned are shared among partner countries (including Ghana) and beyond, creating a foundation for enhanced ambition**

**Work Package 4.1: Sharing of knowledge and best practices is supported**

Activity 4.1.1: Develop and implement a knowledge-sharing and outreach strategy that supports better information flow

Activity 4.1.2: Share any knowledge generated and lessons learned through both on- and off-line means

**Work Package 4.2: Providing knowledge and lessons learned into the Global Stocktake is facilitated**

Activity 4.2.1: Determine with partner countries the best approaches to feed the knowledge and lessons from the project into the Global Stocktake

Activity 4.2.2: Support partner countries to distil relevant knowledge and lessons learned from the project and feed it into the global stocktaking process with the aim of encouraging the global community to enhance ambition in future NDCs.

<b>Workpackages of the Annual Programme</b>	<b>Associated Deliverables</b>	<b>Delivery Date</b>
<b>1) Output 1</b>		<b>31.03.2021</b>

1.1. Securing support for project concept and implementation from relevant national stakeholders	Organize a high-level launch event for government officials and relevant stakeholders	1Q 2021
	Hold meetings with officials to get a high-level endorsement for the country Ghana	1Q 2021
1.2. Establishment and/or strengthening of a multi-stakeholder consultation mechanism and process	Map stakeholders and organize exchange/collaboration fora to exchange ideas and share experiences relevant for NDC implementation in Ghana	1Q 2021
	Establish or reform a multi-stakeholder consultation mechanism and process to facilitate decision-makings in Ghana	1Q 2021
1.3. Capacities of relevant stakeholders for steering NDC implementation and the ambition cycle are increased	Assess the institutional and human capacity of potential stakeholders for steering NDC implementation in the selected priority sectors	1Q 2021
	Develop targeted training programmes to address any capacity needs	1Q 2021
	Hold training and workshops to enhance capacities of relevant stakeholders	1Q 2021
1.4. Creation of an enabling environment for increasingly ambitious NDCs	Organize multi-stakeholder/decision makers consultation meetings on current implementation and deliberate options that supports increased NDC ambitions (in support of Outputs 2.2 and 3.1 below)	1Q 2021
	Support broader national awareness raising activities on the urgency of climate change and the need for more ambitious action	1Q 2021

<b>2) Output 2</b>		<b>30.06.2021</b>
2.1. Selection of priority sectors is facilitated	Convene multi-stakeholder meetings to obtain agreement on priority sectors. In the case that sectors have already been prioritized this activity will focus then on validation of the prioritized sectors via multi-stakeholder engagement.	2Q 2020
	Convene multi-stakeholder meetings as inputs to develop detailed workplan on the prioritized sectors.	2Q 2020
2.2. Preparation of a portfolio of policies and programmes in the selected priority sectors that will drive NDC implementation	Prepare analytical reports on policies and programmes that will drive NDC implementation in the agreed priority sectors, including prerequisites, potential barriers, and means of overcoming barriers.	2Q 2020
	Secure agreement of the identified policies and programmes through multi-stakeholder consultation meetings	2Q 2020
<b>3) Output</b>		<b>30.09.2021</b>
3.1. Development of investment plans is supported	Identify and analyse financial instruments that support and/or accelerate sector specific NDC implementation	3Q 2021
	Facilitate and provide input to the development of government-led climate-friendly investment plans	3Q 2021
3.2. Development of draft proposals for climate funds is facilitated	Conduct trainings for, and facilitate consultations among, national and/or local governments, national financial institutions, companies and Civil Society Organizations (CSOs) most active in	3Q 2021

	the selected priority sectors, and project developers	
	Support project developers in drafting and submitting proposals to national, regional, and/or global financial institutions and/or funding mechanisms	3Q 2021
<b>4) Output 4</b>		<b>31.12.2021</b>
4.1. Sharing of knowledge and best practices is supported	Develop and implement a knowledge-sharing and outreach strategy that supports better information flow	4Q 2021
	Share any knowledge generated and lessons learned through both on- and off-line means	4Q 2021
4.2. Support broader national awareness raising activities on the urgency of climate change and the need for more ambitious action	Determine with partner countries the best approaches to feed the knowledge and lessons from the project into the Global Stocktake	4Q 2021
	Support partner countries to distil relevant knowledge and lessons learned from the project and feed it into the global stocktaking process with the aim of encouraging the global community to enhance ambition in future NDCs	4Q 2021