

# **Terms of Reference for consultant to develop Ukrainian concept note for the project idea “Municipal solid waste treatment technology for mitigation of climate change in Ukraine” for submission to selected funding entity**

**Location:** Ukraine  
**Type of Contract:** Individual, Intermittent  
**Post Level:** International Consultant  
**Starting date:** 31 May 2021  
**End date:** 30 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 Ukraine the project is implemented by the United Nations Environment Programme (UNEP) and the UNEP DTU Partnership on behalf of the Global Environment Facility (GEF). To further develop the project ideas for prioritized technologies in waste management sector, the consultant will prepare a project concept note for applying to selected funding entity (SFE). The main objective of this agreement is for the consultant to prepare

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

The concept note should be prepared along the lines of SFE concept note template detailing:

- Project/programme information
- Project/programme details including its scope, activities, timeframe and outcomes
- 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, with details of opportunities for leveraging private investments, user and in country contributions, revenue generation etc.
- Gender analysis
- any other documents that may be required depending on SFE

## Scope of work

The agreement covers various tasks to be performed in coordination with UDP and support from Ministry of Environmental Protection and Natural Resources of Ukraine, 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 Ministry of Environmental Protection and Natural Resources of Ukraine. The final set of deliverable(s) is as follows:

Essential

- Concept note in the template of SFE in an acceptable quality and approved by UDP
- Location map of the project/programme
- Minutes that document is developed in the agreement with the accredited entity (UNEP, UND, FAO, etc.) or with a donor (in case no accredited entity is involved)

#### Optional

- Letter of commitment (no-objection) from focal entity for SFE in Ukraine

#### Specific Activities:

- Building on the TNA report, Technology Action Plan (TAP) and project ideas for Ukraine, the consultant will develop a project concept note for "Municipal solid waste treatment technology for mitigation of climate change in Ukraine" in 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 the activities timeframe and outcomes
- 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 mitigation of Climate Change
- Gender analysis

#### 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 mitigation, waste management, 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.
- Written and spoken fluency in Ukrainian language is preferred.

### Language

All outputs should be prepared and submitted in English language (with translation of necessary documents in Ukrainian language for country use).

### Working Arrangement

- The concept note 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 concept note consultants will be trained 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 concept note consultants will work in close contact with the TNA Consultants for mitigation who will provide background on the sector and technology (ies) included in the concept note
- The TNA consultant's engagement with relevant stakeholders including focal points (in case of a proposal to GEF, GCF, 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	
	<b>Total</b>	

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 (TNA coordinator), 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 SFE) along with supporting documents			
2a		1st draft of concept note and supporting documents	2 months	TNA

		in reporting template of SFE submitted to UDP and accredited entity (e.g., UNEP)		
2b		2nd draft of concept note	3½months	TNA
2c		<p>Final concept note for submission to focal entity of SFE in Ukraine + Minutes that document is developed in the agreement with the accredited entity (UNEP, UND, FAO, etc) or with a donor (in case no accredited entity is involved).  Concept note should include:</p> <ul style="list-style-type: none"> <li>• Location map of the project/programme</li> <li>• Financial model Including revenue sources and project financing with details of opportunities for leveraging private investments, user and in country contributions, revenue generation etc.</li> <li>• Gender analysis</li> </ul>	4 months.	TNA
3	Obtain a commitment (no-objection Letter from SFE			Post TNA
4	Submit concept note by focal entity for SFE in Ukraine			Post TNA