

# Terms of Reference for consultant to develop a concept note for Rainwater harvesting in Uganda for submission to GCF

<b>Location:</b>	<b>Kampala, Uganda</b>
<b>Type of Contract:</b>	<b>Individual, Intermittent</b>
<b>Post Level:</b>	<b>International Consultant</b>
<b>Starting date:</b>	<b>As soon as possible</b>
<b>End date:</b>	<b>30 October 2021</b>

## 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 Uganda, the project is implemented by the United Nations Environment Programme (UNEP) and the UNEP DTU Partnership (UDP) 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 Rainwater harvesting the consultant will prepare a project concept note for applying to the Green Climate Fund (GCF). The main objective of this agreement is for the consultant to prepare

- A draft concept note (in GCF concept format) along with all supporting documents using technologies prioritized in the TNA project for submission to GCF
- Working in consultation with the National Designated Authority of Uganda to obtain the letter of no-objection

The concept note should be prepared along the lines of the GCF 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 GCF 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 funding agency

### Scope of work

The agreement covers various tasks to be performed in coordination with UDP and support from the regional centre, University of Cape Town, South Africa 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.

The final set of deliverable(s) is as follows:

#### Essential

- Draft concept note in the template of GCF 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 the NDA of Uganda

### Specific Activities:

Building on the TNA report, Technology Action Plan (TAP) and project ideas for Uganda, the consultant will develop a project concept note for a project in Rainwater harvesting in the GCF 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.
- Written and spoken fluency in English is preferred.

### 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 consultant's engagement with relevant stakeholders including focal points (in the 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 the case of submission to GEF and GCF

### Consideration

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

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

### Payment

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	3½ months	TNA
2c		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)	4 months.	TNA
3	Obtain a no-objection Letter from the NDA for Uganda			Post TNA
4	Submit concept note by NDA for Uganda to GCF			Post TNA