

Terms of Reference

Consultant - International Climate Policy Expert

Lebanon's Green Climate Fund Readiness Project

Issued on: 22 May 2020

Background:

The Green Climate Fund (GCF) is the world's largest dedicated fund helping developing countries to act on climate change. It was established by the United Nations Framework Convention on Climate Change (UNFCCC) in 2010. By channeling climate finance to developing countries, the GCF plays a crucial role in serving the goals of the Paris Agreement on climate change, adopted in 2015.

The Ministry of Environment in Lebanon is currently leading the implementation of the "*Strengthening and enhancing Lebanon's institutional arrangements and capacity to enable and optimize access to the Green Climate Fund*" project (2020-2022) which aims at supporting Lebanon to efficiently tap into the fund. Therefore, Lebanon has to align itself with GCF requirements and expectations which entail the following:

1. National sectoral projects and policies have to clearly identify their linkages to climate change;
2. The government has to coordinate and prioritize its needs across all sectors and stakeholders (this includes CSOs, the private sector and municipalities), and incorporate those priorities and needs in a **Country Programme** for engagement with the GCF;
3. The national focal point of the fund, called the Nationally Designated Authority (NDA) (in Lebanon's case, the Ministry of Environment), has to be capacitated, both technically and legally, to coordinate Lebanon's access to the fund and to evaluate project proposals. This includes the development and implementation of a clear and institutionalized procedure (called the **No Objection Procedure**, NOP) to evaluate, select and prioritize GCF proposals from all stakeholders in line with national priorities;
4. The Ministry of Environment has to draft a **Gap Assessment Report** detailing: (1) the Government and the Ministry's strengths that facilitate alignment with GCF requirements, (2) the weaknesses and gaps that may hinder/delay alignment with GCF requirement, (3) the capacity building needs to overcome weaknesses and gaps.

Please refer to [Annex 1](#) to learn about the type of questions that will be tackled to implement the above-mentioned activities.

Objective of the consultancy:

The consultancy has 3 main lines of activities:

1. Conduct a gap assessment of the NDA's capacity in light of GCF requirements and international best practices and lessons learned. The findings are to be captured together with a capacity development plan in a gap assessment report. In relation to the gap assessment, provide also support in the Multi Stakeholder Consultation process (40%);
2. Produce a report assessing existing national strategies and related processes in order to identify relevant linkages with the Country Programme (40%);
3. Promote South-South exchange initiatives and visits and compile case studies that capture lessons learned from selected countries (20%).

General Terms:

- The Climate Policy Expert will be engaged in a fixed- price consultancy contract for a one year duration, with the possibility for continuation for the second year depending on agreement and progress with deliverables.
- The selected candidate will work under the direct supervision of the National Technical Coordinator at the Ministry of Environment and the Coordinator of the Sustainable Development Climate Change and Gender Programme at the South Centre.

Qualifications, Experience and Skills

Education:

- Advanced University Degree (Master's degree or equivalent; PhD an asset) in Environmental Science, Law, Economics, Political Science, or International Relations or related fields of study. Background in other areas may be considered based on experience and performance in previous positions.

Experience:

- A minimum of 10 years of progressively responsible relevant experience in international development, economic development and sustainable development with focus on climate policy, climate change impacts and climate finance issues;
- Demonstrate at least 7 years of experience on programming and policy design issues with national governments and international organizations on international and national development in the context of climate change and sustainable development;
- Strong background producing national, regional and global reports on climate change and related areas;
- Strong history of engagement with UN Climate Negotiations, legal issues, and MRV;
- Experience with GCF Readiness and Preparatory Support program in a technical or advisory capacity;
- Strong understanding of the climate policy and finance landscape and institutional arrangements;
- Strong experience in working on issues of environmental justice and equity with stakeholders from developing countries.

Language and Other skills:

- Fluency in both spoken and written English (working language);
- Knowledge of French and/or Arabic is an asset

Competencies:

Professionalism and technical skills:

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- Working and liaising with public administration, development partners, United Nations system NGOs, academia, and the private sector;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Functional skills and abilities:

- Experience and demonstrated ability in conducting research;
- Knowledge of institutional mandates, policies and operations in relation to Climate Change in developing countries;
- Strong analytical skills and ability to adapt to national context;
- Excellent communication and organizational skills;
- Proactive, motivated and meticulous with an ability to be flexible and adaptive;
- Strong exposure and knowledge of Microsoft office applications, mainly, Excel, Word, Power Point

Scope:

Under the supervision of the National Technical Coordinator at the Ministry of Environment and the Coordinator of the Sustainable Development Climate Change and Gender Programme at the South Centre, the consultant shall carry out the below tasks. The Project Management Unit (PMU) will provide backstopping support with necessary information and data, which it can access from different consultancy services for the project, including a national consultancy firm with legal expertise. The following tasks will be performed:

Task 1: Co-lead with the National Technical Coordinator (NTC) on the Gap Assessment process of the policy, legislative and institutional frameworks governing the Ministry of Environment's operations in Lebanon to undertake its GCF-related roles and responsibilities.

1. In collaboration with the NTC, define structure and content of the **gap assessment report** and actively contribute to the drafting and review process. The report shall cover gender and environmental and social safeguard issues among other areas;
2. Support the PMU in planning the agenda for the **multi-stakeholder workshop**, and co-facilitate the event, considering the foreseeable issues shaped by the domestic and Covid-19 situation;
3. Based on information and analysis provided by the PMU, review assessment of and provide guidance on efficient and effective **operation of Lebanon's NDA**. This includes NDA's ability to: identify alignment of projects with national priority plans, identify duplications and inconsistencies of proposals, enforce compliance with regulations and standards, prioritize projects, evaluate M&E systems and indicators,

mobilize stakeholder engagement, and to mainstream climate change into national systems;

4. Elaborate a programmatic approach for long term human, institutional and technical **capacity development** for the NDA in the report, including guidelines on overall coordination of country programmes. This will be supported with inputs provided by the PMU that include assessments and consultations with national stakeholders;
5. Review and assess **international lessons learned** and best practices with regards to successful operationalization of NDAs and identify approaches that can be replicated and modified to suit the national circumstances;
6. In collaboration with PMU, propose **indicators** for assessment of NDA's efficient and effective operation (examples: number of project proposals received, number of GCF related meetings, quantity of funds mobilized, etc.);
7. In collaboration with PMU, co-define and review training material programs/outlines targeted to NDA staff and other stakeholders, on a range of themes that include but are not limited to: no objection procedure, monitoring and evaluation, result management and investment framework. Based on mutual agreement, participate in training sessions via webinars or missions to Lebanon as deemed necessary by PMU and consultant;
8. Based on assessments shared by PMU, produce **guidance** trees/decision trees/procedures to guide the NDA on its expected roles, including but not limited to the coordination/implementation of climate change activities of the different entities under the country programme.

Task 2: Assess existing national strategies and related processes to identify relevant linkages with the GCF Country Programme

1. Analyze national development, environment, and climate change processes, policies and plans to identify **entry points for the country programme** and propose institutional processes and mechanisms that target the development and implementation of the country programme. Capture the analysis in an assessment report;
2. Assist and guide the PMU and the NDA in identifying priority **investment areas and criteria** to inform strategic country programme planning, taking into account Lebanon's national and economic context;
3. Support and advise the NDA in reviewing and **integrating the analysis** under the technical support initiative for the preparation of the GCF Country Programme (supported by the GCF), which includes a climate and economic risk profile;
4. Guide and review the work completed by **sectoral experts** to be recruited under the project, including but not limited to project concept notes, prioritization criteria, preparation for consultations, etc. to ensure alignment with the country programme;
5. Participate in at least two **missions** to Lebanon as agreed with the PMU and as is possible during the time period (travel expenses to be covered by the project and in case of a

prolonging Covid-19 situation, virtual meetings, including semi-structured interviews may be applicable).

Task 3: Compile case studies capturing lessons learned from selected countries that could serve for the promotion of South-South exchange initiatives and visits

1. Identify countries with advanced GCF engagement and in similar development and climate context and analyze the applicability/lessons learned from their NDA operations and structure, including their country programming approach. Emphasis should also be put on the nature and extent of the private sector engagement as well as gender and ESS issues;
2. Propose approach for South-South cooperation and exchange of lessons learned that would enhance the capacities of the NDA and further inform strategic country programme planning activities. This can be facilitated through exchange visits with selected countries.

Mode of work:

- Work implies frequent interaction with the Project Management Unit (PMU). The PMU staff will have access to knowledge and analysis of a national consultancy firm and other individual local and international consultants that cover, among other areas, Climate Finance, ESS and Gender and the Private Sector;
- Work may also entail consultations with officials at Ministry of Environment, other officials, community groups and other stakeholders within Lebanon, other consultants under the project, and the staff of the South Centre;
- Missions to Lebanon including for the participation in the Multi Stakeholder Consultation workshop is foreseen – pending developments related to the COVID-19 situation (alternative scenarios such as virtual consultations/meetings may be applicable). Travel fees are to be covered by the project and not to be accounted for in the offer for this consultancy;
- The PMU at the Ministry of Environment will be heavily involved in guiding progress and communication with stakeholders;
- The PMU, including the Project Research Assistant at the NDA and the Programme Officer at the South Centre, are available to support for background research, interviews, drafting etc;
- The PMU will be responsible for organizing meetings, workshops, arranging for venues, printing material, issuing invitations and all other logistical and coordination matters needed for the implementation of the work of the consultant.

Results expected:

Task 1 (40%):

- Gap assessment report evaluating the NDA and recommendations and guidelines for capacity development;

- Co-developed indicators to track and measure performance of the NDA;
- Training materials produced for NDA and other relevant stakeholders;
- Participation in MSC workshop and preparation and moderation

Task 2 (40%)

- Assessment report elaborating national context and plans and their alignment with GCF related initiatives and country programme.

Task 3 (20%):

- Brief with compilation of suitable case studies and approach elaborated for South-South cooperation with selected countries.

Timeframe of service delivery:

Deliverable	Deadline	Remuneration
Outputs related to task 1	July 2020	40%
Outputs related to task 2	January 2021	40%
Outputs related to task 3	May 2021	20%

Contract type and Remuneration:

The International Climate Policy Expert will be engaged in a fixed- price consultancy contract for a one-year duration, with the possibility for continuation for the second year depending on agreement and progress with deliverables.

Selection Process:

Application should be sent in English at applications@southcentre.int (stating ‘Gap Assessment – Lebanon’ in the subject) no later than CET 24.00 hrs. on **5 June 2020**.

Application should include:

- A Curriculum Vitae describing previously accomplished work related to institutional arrangements and/or analysis of environmental processes in the Global South;
- Cover letter with indication of availability;
- Detailed financial proposal.

Copies of qualifications, previous employment certificates, publications etc. should not be sent with the application. These may be requested at later stage.

Only short listed candidates would appear for an interview. Only successful candidate shall be contacted and thus candidates are kindly requested to refrain from enquiring about progress of their application.

The selected candidate is expected to take up the assignment by 15 June 2020.

About the South Centre:

The South Centre is the inter-governmental policy research institution of developing countries, with currently 54 developing country member States from Africa, Asia and the Pacific, and Latin America and the Caribbean. The South Centre promotes more effective South-South

cooperation and coordination, supports developing countries in participating in and voicing their development interests and priorities more effectively in various multilateral and regional development policy-related issues and fora, and provides policy advice and technical assistance to governments on their national development-related policies.

The main activities of the Centre are policy research and analysis, convening of meetings and conferences for developing countries to share views and experiences, and technical assistance and capacity building activities. The issues taken up by the Centre include international and regional trade policy, global macroeconomic and finance issues, global public health, innovation and intellectual property policy, climate change, environment and sustainable development, international economic issues including tax policy, external debt and international investment policy; human rights policy; global governance for and North-South relations, South-South cooperation, and global governance for development. The South Centre has three major institutional pillars: The Council of Representatives in which the Member States are represented; the Board comprising a Chairperson and members who act in their individual capacities and provide guidance to the Secretariat; and the Secretariat headed by the Executive Director which implements the activities of the South Centre. The Secretariat is accountable to and works under the guidance of the Board and the Council.

Annex 1:

The key questions that should drive the Capacity and Gap Assessment are:

- What is the present state of the NDA (human, financial, technical capacities, expertise, mandates, network, visibility, location and ability to influence or drive its mandate vis-à-vis line-ministries, cabinet, parliament, other multilateral climate funders, finance ministry, the private sector etc.)
- What factors inhibit or support the institutionalization of the NDA and its development?
- What are the nature of and constraints around convening authority of the NDA
- What is the level of respectability afforded to the NDA secretariat?
- What is the ability of the NDA to respond to demands (coming from and with regard to GCF funding)?
- Which procedures are in place or missing that affect the NDA's mandate?
- What is the scope, opportunities and challenges for the NDA building strong effective partnership with the private sector, sectoral experts etc.
- What are the capacities of the NDA (and how can these be strengthened and enhance) vis-à-vis:
 1. Policy: identify and elaborate on and ensure alignment with National development plans, sector plans, understanding of relevant areas of public goods, fiscal incentives and tax breaks etc. relative to its mandate, de-risking instruments
 2. Regulation: ensure awareness and knowledge with regards to compliances with national laws and regulatory standards
 3. Technical: M&E and Monitoring, Reporting, Verification (MRV)
 4. Finance: knowledge and comfortability with de-risking CF instruments, CF framework, risk management
 5. Project management
 6. ESS
 7. Gender
- What are the strengths, weakness, opportunities and challenges (and recommendations to mitigate or enhance these facing the NDA, institutionally) in terms of:
 1. **Communication:** in relation to coordinating readiness and funding programme, NOP, nominations of (national) implementing entities, stakeholders, dissemination of documents in multiple languages, M&E/MRV; and production of knowledge tools on GCF programme and nomination appraisals.
 2. **Strategic Country Programme planning & oversight:** inclusive of knowledge of national development plans, climate change and sector plans such as LEDs or NAMA and coordination with line-ministries and focal points of other multilateral funds, on issues that are relevant to the development of national priorities and strategic plans.
 3. **Nomination of NIEs:** capacity to assess proposals, run competitive consultation process for enabling and ensuring EDA (Enhance direct access), oversight of NIEs and project implementation.
 4. **NOP:** unique national NOP process for Lebanon with the capacity to: look into how, when and where NIE/IEs submit funding proposals; evaluate their

capacities in terms of ESS & Gender; map proposals with GCF investment criteria; involve stakeholders; undertake technical/financial/strategic analysis, inclusive of political risk; do a cost benefit analysis

5. **Capacity to identify and mobilize external/additional financial support** by e.g. internally e.g. line-ministries, private sector or other international funders
6. **Capacity to address and monitor issues** related to auditor general and auditing climate projects
7. **Capacity to offer advisory services**, if deemed desirable, to stakeholders such as NIEs, private sector, ministry of environment etc.
8. **Capacity and awareness of how to address or overcome bottlenecks** within government system which relate to the NDA's mandate and scope of work