

Terms of Reference

Contract	
Project	GCF Readiness - Mobilizing the Vanuatu Private Sector Towards Climate Change Action
Expertise	
Category	Consultant
Location	
Duty Station	Vanuatu – Port Vila
Contract Length	
Start Date	1 September 2019
End Date	31 October 2019
Part-time/Full-time	Full Time
Contract Value	
Daily Rate	US\$400
Days Estimated	40 day
Total Fees	US\$ 16,000
Specifics of Recruitment	
<p>Introduction:</p> <p>Vanuatu’s private sector is increasingly looking for ways where they can contribute towards CCDRR initiatives and increase the resilience of the country. The linkage between the economic and social resilience of local communities to the increasing impacts of climate change and the well-being of local markets is not yet fully understood by local businesses. Following Tropical Cyclone Pam in March 2015, the private sector worked in close collaboration with government and civil society partners to respond to the humanitarian crisis. Recent examples of private sector collaboration in CCDRR initiatives include the recent formation of the VBRC under the VCCI and the hosting of the region’s first Climate Finance Tradeshow. The private sector’s significant involvement in CCDRR development initiatives and humanitarian response show the commitment of local businesses in supporting the country’s resilience building efforts.</p> <p>Increasingly companies in Vanuatu are taking up the challenge of advancing environmental protection and displaying an ever-stronger commitment to corporate sustainability in high climate risk areas. The investment community has enormous potential to drive inclusive growth and support the Pacific’s development goals. The unique expertise of Vanuatu’s private sector, its capacity to innovate and produce new technologies for climate change adaptation and mitigation, and its financial leverage can form an important part of the multi-sectoral action that is required among governmental, private and non-governmental actors to address the global threat of climate change.</p> <p>The local businesses help communities and organizations across the country mitigate risks, increase resilience and contribute to disaster response, rehabilitation and reconstruction efforts (e.g. TC Pam in 2015, TC Donna in 2017). Strong interest has been shown by local MSMEs in receiving business continuity and contingency planning training, help accessing grants and concessional financing, and the formation of a ‘one-stop shop’ for climate finance resources. MSMEs in particular have demonstrated the need to identify more affordable sources of lending, as well as assistance navigating the architecture of international climate finance, subject matter that is unfamiliar to many business owners.</p>	
<p>Objectives/Purpose of the Assignment:</p> <p>To set-up a private sector climate change Project Preparation Unit (PPU) including preparing TOR for PPU; developing the framework for engagement with clients for TA provision, and alignment with NDA/GCF</p>	

priorities; and, in consultation with local businesses, VCCI and VBRC and Gov. This task will involve the consultant to examine similar project screening committee of the Vanuatu National Advisory Board and further provide supporting information for private sector on the existing NAB concept note templates. This will ensure alignment with the countries priorities and ensure consistence on use of templates for key sectors and consultants to use in the future. The TA should be based in Vanuatu and is familiar with climate finance in building resilience (e.g. “one-stop shop” tailored to Vanuatu’s private sector and closely aligned with Vanuatu GCF/ NDA priorities and GCF Country Program). This framework will be the guiding principle for how the VBRC/VCCI assists business to understand if a concept may qualify for some form of climate finance and assist in the preparation of an initial project concept note.

Scope of Work:

Under the guidance of the Program Coordinator and VBRC/VCCI the Consultant will deliver the tasks below.

- Preparing TOR for PPU
- Developing the framework for engagement with clients for TA provision, and alignment with NDA/GCF priorities
- In consultation with local businesses, VCCI and GOV, provide guidance on the existing concept note template of the NAB on climate finance project pre-concept and concept notes
- Provide initial limited guidance to applicants and consultants in preparing concept notes

Output/Reporting Requirements/Deliverables:

- **Deliverable 1:** Inception report detailing the consultant understanding of the task and methodology to be employed to complete task
- **Deliverable 2:** Provide a draft TOR for the PPU and a draft framework for engagement with clients for TA provision, and alignment with NDA/GCF priorities
- **Deliverable 3:** Provide a draft list of consultants/firms plus cost/day for they engagement with PPU
- **Deliverable 4:** Provide a draft templates on climate finance project pre-concept and concept notes in line with the existing NAB templates and appropriate guidance on NAB approval processes and how to fill out the template
- **Deliverable 5:** Final TOR for PPU
- **Deliverable 6:**Final framework for engagement with clients for TA provision, and alignment with NDA/GCF priorities
- **Deliverable 7:** Final list of consultants/firms plus cost/day for they engagement with PPU
- **Deliverable 8:** Final Templates / guidance on climate finance project pre-concept and concept notes
- **Deliverable 9:** Two hr. workshop with key VCCI/VBRC stakeholders providing an overview of the final framework and concept notes

Qualifications/Experience/Expertise

- At least 3 years of professional experience in climate finance concept development
- Ability to carry out mapping and feasibility exercises
- Demonstrable relationship management and networking experience.
- Demonstrate ability of analytical and report drafting work
- Excellent communication skills in English (oral and written).
- Excellent command of Word, Excel and PowerPoint
- Workshop logistics and management experience
- Experience in climate change and/or disaster risk management projects would be an advantage.

- Understanding of the climate change sector, including how climate change impacts Vanuatu and mitigation and adaptations options would be an advantage
- Previous experience in similar work in Vanuatu would be an advantage.

Payment Modalities

The consultant shall be paid the consultancy fee upon completion of the following milestones

- 10% upon acceptance of Inception Report.
- 50% after completion, submission and acceptance of :
 - draft TOR for the PPU
 - draft framework for engagement with clients for TA provision, and alignment with NDA/GCF priorities
 - draft list of consultants/firms plus cost/day for they engagement with PPU
 - draft templates on climate finance project pre-concept and concept notes
- 40% submission:
 - Final TOR for PPU
 - Final framework for engagement with clients for TA provision, and alignment with NDA/GCF priorities
 - Final list of consultants/firms plus cost/day for they engagement with PPU
 - Final Template on climate finance project pre-concept and concept notes