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TERMS OF REFERENCE (TOR)

Title: Technical guidance and support to conduct a technology needs assessment and a technology action plan for Gabon

CTCN request reference number: 2019000033
UNIDO Request for Proposal (RfP) No. 7000004230
Country: Gabon

1 BACKGROUND INFORMATION

The Climate Technology Centre and Network (CTCN) is the operational arm of the United Nations Framework Convention on Climate Change (UNFCCC) Technology Mechanism and hosted by the United Nations Environment Programme (UNEP) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by 11 partner institutions with expertise in climate technologies. The mission of the CTCN is to promote accelerated deployment and transfer of climate technologies at the request of developing countries for energy-efficient, low-carbon and climate-resilient development.

These requests for Technical Assistance (TA) are being submitted to the CTCN by the National Designated Entity (NDE) of the respective country. The scope of services under these Terms of Reference shall be executed based on a restricted solicitation process. By mandate, only accepted Members of the CTC Network are eligible to submit proposals and execute the required services to implement the response.

In case you are not a CTCN network member yet, you may bid for implementation of the technical assistance, subject to the condition that you submit your completed application for CTC Network membership before the bid closure and the same is acknowledged by the CTCN. Furthermore, the contract award – should your bid be selected – is conditional to your network membership application having been successfully approved by the Director of CTCN. Should the bidder partner with another institution to deliver the services described in these Terms of Reference, it is expected that the partner institution also joins the CTC Network.

The budget for this contract is USD 248,450 (Total Outcome Budget + Audit Fee) and needs to be in line with the detailed budget breakdown provided in the GCF readiness proposal annexed to the TOR. A maximum 10% variation will be allowed among budget lines within outputs. Budget variation between outputs is not allowed. The bidders are free to add on activities beyond what is mentioned in the TOR to enhance the quality of the deliverables and outputs, as long as the budget lines remains the same.

It is mandatory for the implementer(s) to allocate at least 1% of the budget to integrate a gender-approach to the activities. Please refer to the CTCN Gender Mainstreaming Tool for Response Plan Development for guidance at <https://www.ctc-n.org/technologies/ctcn-gender-mainstreaming-tool-response-plan-development>.

Should the bidder be interested in the execution of other Technology Needs Assessments (TNA)-related technical assistances, UNIDO and CTCN encourage them to participate in the bidding process for the



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implementation of the TNA and technology action plan formulation in Equatorial Guinea, Nigeria, Democratic Republic of the Congo, Cameroon, Syria and Iraq, also available in the UNGM (<https://www.ungm.org>) and the UNIDO Procurement page (<https://www.unido.org/resources-procurement/notices>).

2 CONTEXT OF THE ASSIGNMENT

Environmental conscience in Gabon has evolved into a strong sustainable development strategy, which has allowed the integration of climate issues within the economic development strategy. Therefore, after COP19 in Copenhagen, Gabon decided to prepare a Climate National Plan to include the climate dimension into the strategy for the country's development (Plan Stratégique Gabon Emergent, PSGE 2010-2025). This document was the basis for the main climate measures taken and climate commitments made by the country.

In its Intended Nationally Determined Contributions (INDC), Gabon intends to reduce the carbon footprint of its development without slowing its growth, by favouring mitigation options with high co-benefits, strengthening the country's resilience to climate change, bringing coherence to its sectorial policies and strengthening its implementation mechanism and tools to facilitate the achievement of these objectives, and to mobilize for this purpose all relevant means: financing, technology transfer and capacity building.

The INDC commits Gabon to reduce its GHG emissions by at least 50% compared to a baseline scenario for the target year (2025) and conditional on international support in the form of financing, capacity building actions and transfer of technologies in specifically the sectors of forest, hydrocarbons and energy. The main GHG emitters are forests due to land use and forestry (63%), followed by the hydrocarbons sector (gas flaring) (23%) and the energy sector (9%) due to the use of fossil fuels. Other smaller sectors are the agriculture and emissions from waste treatment and industrial processes (5%).

In a bid to fully address the challenge to development in the country posed by climate change while also aligning itself to climate finance mechanisms, Gabon plans to conduct its Technology Needs Assessment (TNA) with a Technology Action Plan (TAP) in view of the implementation of its INDC. Gabon has never initiated the process of carrying out this assessment before the development of its INDC, which is one of the new operational requirements to accelerate its implementation.

At the end of the Paris Agreement, the technological mechanism was established around research, development and technological demonstration, as well as the development and deployment of appropriate capabilities and technologies. Thus, TNA of developing States becomes a prerequisite for planning and actions essential to the achievement of the objectives set in the INDC.

The readiness support will build on the achievements and recommendations for adaptation and mitigation actions in specific sectors related to the INDC and the Country Programme and other development strategies such as the National Climate Plan, as well as the ongoing readiness support on coastal zone adaptation. The TNA will bring out the technical opportunities and feasibility to harness the implementation of these strategic options.



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The technical assistance seeks to develop a comprehensive Technology Needs Assessment and associated action plan of climate change mitigation and adaptation needs identified in Gabon's prioritized economic sectors. This is to be achieved through the following three outcomes:

- Outcome 1. Institutional capacity and coordination mechanisms in place to govern and coordinate climate action and finance;
- Outcome 2: Country Programming process;
- Outcome 3: Climate finance strategies strengthened, private sector mobilized, and project pipeline enhanced.

The anticipated outcome of this TNA will present a number of strategic, long-term, participatory transformational measures across 4 identified and prioritized sectors that will drive climate resilient and low carbon growth in Gabon.

3 OBJECTIVE OF THE CONTRACT

The objective of this contract is to provide technical assistance to Gabon to enable the development of a comprehensive Technology Needs Assessment (TNA) and action plan. The technical assistance will entail conducting a categorization and prioritization of technologies that will comply with the Gabonese NDC and other strategies.

This work will enable Gabon to implement its climate targets (included in the country's NDC) using the most appropriate technologies. In this context, the TNA report and Action Plan will provide the necessary guidance to evolve the prioritized technologies and address the country needs in climate change adaptation and mitigation.

The work will also be useful to the country to develop and strengthen its pipeline of projects to target the international and institutional climate finance landscape and associated opportunities for project implementation and so can act as connector between technology, policy and investor communities.

4 SCOPE AND ACTIVITIES OF THE PROPOSED CONTRACTED SERVICES

To get a better understanding of the objectives of the request for technical assistance, the work elaborated beforehand by CTCN, as well as the necessary collaboration with the GCF National Designated Authority (NDA) and National Designated Entity (NDE), it is recommended that the bidder refers to the complete GCF Readiness and Support proposal approved by the Green Climate Fund (GCF) and attached to this tender.

Once this contract is signed, the CTCN will organize a kick-off call among all relevant parties involved in the request to introduce the Contractor to the NDE and NDA. This kick-off virtual meeting shall present the activities, their timeline and clarify roles and responsibilities. In general, to ensure a successful implementation and proper interaction with national counterparts and stakeholders, it is recommended that enough days be allocated on site for most of the relevant activities. It is also recommended to include regional, or preferably, national experts or organizations in the proposed implementation team.

The Contractor shall undertake the following activities:



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Outcome 1: Institutional capacity and coordination mechanisms in place to govern and coordinate climate action and finance

Sub-outcome 1: Effective coordination mechanism between NDA and NDE for the UNFCCC Technology Mechanism and other climate finance focal points

Activity 1: Institutionalization of a coordination mechanism for the implementation of the TNA

This activity aims to engage key actors from relevant Government Ministries and sectors to prioritize technology options as inputs into the TNA development exercise. The effort will be coordinated by the office of the NDE, in consultation with the NDA, ensuring the interface with the CTCN.

The work along all the outcomes will be executed with the cooperation and support of the NDA – as proponent of the request for technical assistance– and the Secretary of the National Climate Council in particular.

Activity 1.1. Development of planning and communication documents

The contractor must undertake the following activities at the beginning and at the end of the CTCN technical assistance.

- i. Prepare a detailed work plan of all activities, deliveries, outputs, deadlines and responsible persons/organizations and detailed budget to implement the GCF Readiness and Support proposal approved by the GCF to enable all parties involved in the implementation (NDE and NDA included) to track and plan ahead their time around the project execution. The detailed work plan and budget must be based directly on the GCF approved document (in English);
- ii. Based on the work plan, prepare a monitoring and evaluation plan with specific, measurable, achievable, relevant, and time-bound indicators used to monitor and evaluate the timeliness and appropriateness of the implementation. The monitoring and evaluation plan should apply selected indicators from the Closure and Data Collection report template and enable the lead implementer to complete the CTCN Closure and Data collection report at the end of the assignment. UNIDO guidelines will be also taken into account (a template will be provided) (in English);
- iii. Prepare a one-page description of intended outcomes and impacts of the project, that considers gender dimensions, formulated in the beginning of the technical assistance and updated/revised once the technical assistance is fully delivered. This is in order for the country to have a communication document and disseminate in relevant events the objectives, anticipated impacts and alignment with INDCs and SDGs of the current project (a template will be provided) (in English);
- iv. Complete a closure and data collection report at the end of the technical assistance (a template will be provided) (in English);
- v. Prepare a GCF Interim Progress Report covering the period from 1 January to 30 June and from 1 July to 31 December during the entire duration of the technical assistance (a template will be provided).
- vi. Prepare a financial statement in accordance with consistently applied accounting standards, audited on an annual basis by registered independent auditors or audit firms.
- vii. Prepare a GCF Completion report once the technical assistance is finalized (a template will be provided) (in English).



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viii. Prepare a final audited financial report, audited by registered independent auditor or audit firms.

Deliverables 1.1	Delivery date
i. Detailed work plan (English)	1 month after contract signing
ii. Monitoring and evaluation plan (a template will be provided) (in English)	1 month after contract signing
iii. Impact description (a template will be provided) (in English)	1 month after contract signing 18 months after contract signing or once the technical assistance is completed
iv. CTCN Closure and data collection report (a template will be provided) (in English)	18 months after contract signing or once the technical assistance is completed
v. GCF progress interim report (a template will be provided) (in English)	Every 5 January and 5 July during the entire duration of the technical assistance
vi. Annual audited financial statement, audited by registered independent auditor or audit firms.	12 months after contract signing
vii. GCF completion report (a template will be provided) (in English)	Not exceeding 18 months ¹ after contract signing or 5 days after the technical assistance is completed
viii. Final audited financial report, audited by registered independent audit firms.	Not exceeding 18 months ² after contract signing or 5 days after the technical assistance is completed

Activity 1.2. Conduct a stakeholder’s analysis

Identify key stakeholders to be directly involved in the National TNA Committee running the project, including key ministries in charge of the different sectors and associated organizations, private sector, research organizations and gender focal points based on the existing Climate Finance Task Force.

Identify key stakeholders in the TNA and TAP process and elaborate on how their engagement is incorporated in these processes. The NDE/NDA will be the main reference within the Government for the implementation of the TAP.

¹ The precise timeline to submit the completion report will be agreed upon and settled prior to contract signing.

² The precise timeline to submit the final audited financial report will be agreed upon and settled prior to contract signing.



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Clarify roles and responsibilities of each stakeholder at the country level to be consistent with national objectives, recognizing the distinct roles, experience and contributions to technology use and adoption of men and women.

This activity will be done in accordance with the guide for Identification and Engagement of Stakeholders in the TNA Process: A Guide for National TNA teams.

Meetings and interviews will be conducted. It is anticipated that the engagement of stakeholders across the public and private sectors of Gabon will be resource intensive.

The stakeholder mapping will be finalized and agreed in a two-day meeting with the NDE and NDA.

During the activity, the type of participants to be invited to the various workshops will be defined. The approach will be to reach a representation of institutions, civil society, private sector and academia enabling a proper outreach, dissemination and institutionalization of the project results as well as local communities' involvement. Representatives of main constituencies, e.g. youth, RINGO, BINGO, ENGO will be reached out.

Gender aspects will be also taken into account through equal representation of women and men as well as through participation of gender focal points and associations that promote gender equality and the empowerment of women (GEEW). Each workshop is expected to have a number of participants between 30-40 persons.

Deliverable 1.2	Delivery date
i. Stakeholder mapping report, where roles and responsibilities are specified. Experience and contributions to technology use as well as adoption of men and women will be also included. It will be used to define and ensure a more targeted selection of the stakeholders to engage in the process.	2 months after contract signing

Activity 1.3 Support to the establishment of a TNA Committee

Selection of the TNA committee members. The TNA Committee is the key guiding body of the project. Its role is to provide high level guidance and help secure political acceptance for the TAP. The exact composition role and responsibilities will depend on national context. The TNA committee will be formed by 10 members including the TNA coordinator. The TNA Committee will include representatives from the public, private, and academic sectors and consider gender balance and appropriate representation. The NDE and NDA will play a leading role in supporting the establishment of the TNA Committee.

In order to streamline the process, it is recommended that the NDE, in his/her role of technology focal point within UNFCCC, should take also the TNA focal point role.

Preparation of the TNA Committee Constitution document where rules and procedures of the TNA process, and roles of the different members will be defined.



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Establishment of a centralized office for TNA coordination to enable the coordination mechanism to commence.

Support the TNA Committee on targeted selection of the key stakeholders to engage in the process based on the stakeholder mapping. The TNA Committee will be responsible for appointing key stakeholder groups and ensure their participation and engagement during its execution. The roles and responsibilities of stakeholders will be defined for the TNA process, including for the review of outcomes and for providing technical input.

Organization of a capacity building training on the TNA processes across all national stakeholders over 2 workshop sessions (Month 3-4). On the overall process and different steps for conducting the TNA (workshop 1), and on the participatory planning and prioritization tools (e.g. multi criteria assessment tool, stakeholder engagement tools, and approaches for gender inclusiveness) (workshop 2). Training material will be shared with the participants. The training will strengthen the knowledge about the TNA process to be followed and the engagement of the national stakeholders involved in the process. Additionally, it will include the importance of understanding and applying environmental and social safeguard approaches, including incorporation of gender considerations throughout the process, developing the TNA and prioritizing technologies.

Deliverables 1.3:	Delivery date
i. Official government circular establishing the national TNA committee	3 months after contract signing
ii. TNA Constitution document informing on the work of the TNA Committee (terms of reference)	3 months after contract signing
iii. A full list of participants, photo documentations and a report of the training conducted.	4 months after contract signing

Activity 1.4: Development and endorsement of TNA Committee work plan for monitoring and oversight

The work plan will define and schedule TNA meetings to be conducted in Gabon. Stakeholders engaged in the TNA committee will be engaged in contributing to the work plan. The TNA Committee will be engaged at all important steps of the TNA process to ensure national consultation and country ownership of the process and results of the work. In month 5, 7, 8, 9, 14, 15, 16 and 18, the Committee will take stock of current activities and will provide coordination support and recommendation as needed, at the various stages of the process: prioritization of technologies, development of action plan, national consultations and dissemination of action plan.

The activity involves promoting a comprehensive participation of key stakeholders across all sectors in the development of a work plan.



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Deliverable 1.3:	Delivery date
i. TNA Committee Work plan	4 months after contract signing
ii. Report of the 1 st Committee's meeting	5 months after contract signing
iii. Report of the 2 nd Committee's meeting	7 months after contract signing
iv. Report of the 3 rd Committee's meeting	8 months after contract signing
v. Report of the 4 th Committee's meeting	9 months after contract signing
vi. Report of the 5 th Committee's meeting	14 months after contract signing
vii. Report of the 6 th Committee's meeting	15 months after contract signing
viii. Report of the 7 th Committee's meeting	16 months after contract signing
ix. Report of the 8 th Committee's meeting	18 months after contract signing

Outcome 2: Country Programming process

Sub-outcome 2.1: Technology solutions identified and prioritized in accordance with national strategies and plans

Activity 2: Prioritization of technologies and relevant action for increased access to finance

Activity 2.1: Pre-selection of sub-sectors for the fulfilment of Gabon's TNA

The objective of this activity is to identify and obtain consensus about priority sectors (and subsectors) to shape the TNA.

An analysis of the sectorial priorities expressed in the national development policies and strategies (including national policies for private sector engagements and gender mainstreaming), the Strategic Plan for Development (PSGE), the National Climate Plan, the INDC, the Country Programme, the NAP and National Communications to UNFCCC will be undertaken.

As an outcome of this examination, the TNA committee will produce a report describing the alignment of the TNA-TAP with national plans and other relevant grants received by the country. This will represent a participatory work that will contribute to harmonise the national initiatives on climate.

The Country Programme will represent the main baseline to start from. The other national initiatives (NDC, NAP, National Communications to UNFCCC, etc.) will complement the process serving as a cross-check reference to ensure country ownership.

The TNA will then bring into the country programme the technology dimension and selection and will lay the basis for new projects preparation that can address PPF, full size scale and the PS facility of the GCF, in light of scale up funding purposes.

Based on this analysis, 4 sectors will be selected by the TNA Committee during a series of meetings facilitated by the provision of selection methodologies. The meetings will be held at the centralized



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office. NDE and NDA may also contribute to facilitate and host meetings and to support the logistics for the identification of the main TNA office, as needed.

These sectorial priorities will allow for the identification of mitigation and adaptation technologies (up to 4 per sub-sectors), as well as their environmental and social dimensions (incl. gender dimensions).

Sectorial working groups will be constituted by the National TNA Committee for each prioritized sector. These will include representatives of government departments that have responsibility for policy formulation and/or regulation; private and public sector industry representatives; delegates from electric utilities and regulators; representatives from technology suppliers, finance, technology end users (e.g. households, small business, farmers), associations that promote GEEW and technology experts (e.g. from universities, consultants, etc.).

Deliverables 2.1	Delivery date
i. Report on TNA-TAP on alignment with CP and national plans	3 months after contract signing
ii. Report on analysis of sectorial priorities expressed in national documents	3 months after contract signing
iii. Report describing the methodology utilized for sector and subsector selection and prioritization	4 months after contract signing
iv. Meetings minutes	5 months after contract signing

Activity 2.2: Assess, prioritize and validate key technologies for the fulfillment of Gabon's TNA

The objective of Activity 2.2 is to assess, validate and prioritize key technologies with the sectorial working groups.

In preparation of the workshops, technology fact sheets will be prepared (up to 10 per sector). Relevant sources of information include the Climate Tech wiki and guidebooks published by UNEP DTU which cover the transport sectors, building and agriculture (for mitigation) and coastal zones, and water and agriculture (for adaptation).

Additionally, a list of criteria and/or a criteria tree for assessing adaptation and mitigation technologies which will be inputted to the Multi-Criteria Analysis (MCA) will also be prepared. A data information system will be created for capturing input to technology prioritization and selection as well as for having the function of a repository of key documents produced during the assessment process. They could be reused for future updating and further deepening of the TNA process. Fact sheets and data information system will be gender responsive.

The prioritization and validation will be done through a series of 4 workshops (one workshop per sector). The stakeholders invited will be selected together with the TNA committee and limited to 20 participants per workshop (see role TNA committee in activity 1.3). Gender balance of participants and facilitators will be promoted.



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During the workshops, up to 3 technologies per sector will be prioritized using the MCA, based on criteria covering key economic, social and environmental aspects as well as innovation and RD&D factors based on CP recommendations. This ensures that technologies selected are the best available solution to fulfill key environmental and social safeguards.

At the end of the activity, final reports including a mitigation TNA report and an adaptation TNA report resulting from technology prioritization will be developed. Both reports will be gender mainstreamed.

Deliverables 2.2	Delivery date
i. Up to 10 technology fact sheets per sector.	8 months after contract signing
ii. Report detailing the set of criteria for MCA exercise.	
iii. Workshops reports including a full list of participants and photo documentations.	
iv. Final reports including a mitigation TNA report and an adaptation TNA report.	
v. Database in most suitable format	

Activity 2.3: Development of a Technology Action Plan per sector and /or sub sector.

This activity aims to develop a Technology Action Plan (TAP) comprising recommendations on project ideas for each of the analysed sectors. It will quantify the potential impact of priority technologies. The process for the development of this TAP will involve interviews and consultations with key stakeholders across the public, private and academic setting and will target various experts depending on the (sub) sectors and technology prioritized. The TAPs will be gender mainstreamed.

The key output will be an identification of programmatic activities, financial costs and a framework identifying the critical path of actions to be undertaken to meet Gabon's climate objectives when implementing the TNA.

For each sector, the Action Plan will:

- Elaborate detailed project ideas (circa 10 pages), including time frames and estimated budget requirements for each prioritized technology³. These project concepts should already identify the target scale up funding source, and channeled in particular towards PPF, full size projects and the private sector facility of the GCF;
- Articulate project idea objectives, outputs, in relation to national policy priorities, deliverables, activities, and monitoring/evaluation methods;
- Conduct barriers analysis and assessment of enabling environment for the development and deployment of the identified technology;
- Elaborate on innovation and RD&D. This is a topic that has been introduced into the new Technology Framework at COP24. The country will also receive indications on how to

³ Based on the portfolio of priority technologies within sectors and/or the identified barriers, it may be decided whether or not commonalities exist across multiple prioritized technologies, and whether these justify a TAP that covers a whole portfolio of technologies.



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strengthen its technology innovation. This may entail an assessment of endogenous technologies and consider elements such as RD&D within the prioritized technologies and action plan;

- Evaluate capacity-building needs to support the implementation of the TAP;
- Include a market assessment, that would entail analysis of financial schemes, value chains, risks and overall barriers to implementation;
- Present a clear financial plan with timelines, benchmarks and indicators;
- Include gender assessment of the technology;
- Consider regulatory, institutional, financial and information frameworks that may prevent the accelerated development of markets for identified prioritized technologies;
- Determine technology impact potential in terms of Gabon's GHG emissions reduction and adaptation targets (conditional and unconditional), employment impact, potential co-benefits (mitigation and adaptation) resulting from the implementation of technologies prioritized.

Deliverable 2.3	Delivery date
i. Report and executive summary of each Technology Action Plan for each of the priority technologies in compliance with the TNA. It will consist of a TAP providing projects implementation proposals for each prioritized sector. Each sector's section will contain 10 sub-sections (chapters) as per the list presented above.	14 months after signing the contract

Sub-outcome 2.2: Stakeholder engagement in consultative processes

Activity 2.4: National consultation workshop to ensure national ownership and technology deployment

This activity aims to engage the TNA Committee and key stakeholders (up to 70 participants) in the discussion and validation of the TAPs prepared in activity 2.3 during a two-day National Consultation Workshop. The workshop is also aiming at selecting the most relevant project idea within the TAP to be then transformed into a concept note. The concept note will enable Direct Access Entities and the NDA to present a detailed project document to financiers (investors and/or funding institutions).

The workshop will enable experience sharing, idea generation, lessons learned and best practices. This is aimed at assisting identified stakeholders with the familiarization of identified technologies, to enhance technical capacity, operation and maintenance, and data collection. Common methods utilized for that process included: interviews with experts and stakeholders, market mapping and problem trees, dedicated workshops, desk studies, and logical problem analyses. A session will be also included to discuss the TNA/TAP integration into governments' own planning processes across priority sectors with the stakeholders involved.

Up to 10 regional key financial players will also be invited as well as MDBs, international donors and private sector companies in order to showcase the results of the TNA and present the project ideas selected within the TAPs.



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Private sector will be an important actor within this consultation in order to contribute to NDC implementation. A marketplace space for B2B meetings will be reserved during the workshop to offer an early opportunity for business development and implementation actions of the TNA/TAP among local stakeholders and the international participants.

The participation of GCF Africa representative will be sought in order to undertake an exchange with NDE and NDA on the Readiness project's effectiveness and results.

At the end of the activity, a concept note based on the most relevant subject of the TAP will be developed based on the work already undertaken in activity 2.3.

The workshop as well as the concept note of the TAP will be gender responsive.

Deliverables 2.4:	Delivery date
i. Workshop report including a full list of participants and photo documentations.	16 months after signing the contract
ii. Concept note from TAP.	
iii. Terms of reference to be shared with GCF, training material and tools.	

Activity 2.5: Support the implementation of the Technology Action Plan with communications, guidance and training

The objective of this activity is to deliver a capacity building package for TNA key stakeholders including training and support materials for the development and application of prioritized technologies. Relevant participants will include the NDA, NDE, GCF, National Climate Finance Task Force and GEF focal points.

The training will be delivered to the TNA stakeholders in 4 sub-national workshops. The location of the 4 workshops will be decided in consultation with the TNA Committee. The total number of participants per workshop is up to 30.

Prior to the workshops, policy briefs and market-use cases for the selected technologies under activity 2.3 will be prepared. A dissemination strategy for the regions will also be prepared.

Experts will be presenting the following modules:

- a) market mapping and problem trees to enable them to become more familiar with identified technologies;
- b) gender awareness tools to enhance implementation capacities;
- c) access to financing of prioritized technologies across domestic and international sources;
- d) environmental and social risk considerations of each of the technologies;
- e) technical capacity, operation, maintenance and data collection;
- f) capacity building and technology development opportunities.



Deliverables 2.5:	Delivery date
<ul style="list-style-type: none"> i. Policy briefs and market-use cases for the selected technologies ii. Report on the dissemination strategy iii. Training materials for the sub-national workshops iv. Workshops reports, including a full list of participants and photo documentation. 	18 months after signing the contract

Outcome 3: Climate finance strategies strengthened, private sector mobilized and project pipeline enhanced

Sub-outcome 3: Private sector engagement

Activity 3.1: Enhancing SME capacity and enabling environment through innovative new business identification training programme

The private sector will play a key role in achieving climate goals. This activity aims at engaging with the private sector/ SMEs within Gabon and assisting in the identification of Gabon business needs and exploring new business opportunities in climate technology. This will achieve input and perspective sharing on the market readiness of technologies and the potential deployment.

A two-day workshop will be organized for up to 50 public and private stakeholders. The workshop will present the results of the previous activities, share lessons learned coming from the private sector, engage public and private stakeholders in topic/sector roundtables, and identify innovative business and training programmes.

The list of participants will be prepared in consultation with the TNA Committee and will target private sector actors in the country. The identification of these actors well in advance is essential for the success of this activity.

Deliverable 3.1	Delivery date
<ul style="list-style-type: none"> i. Workshop reports, including a full list of participants and photo documentation. The reports will include the innovative business and training programmes identified. 	18 months after contract signing

5 GENERAL TIME SCHEDULE

CTCN technical assistance activities under this contract have an expected duration of up to eighteen (18) months from the contract signature. The proposed plan for the implementation of activities and deliveries is presented in the following table:



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Outputs	Month																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
O1: Effective coordination mechanism																		
A1. Institutionalization of a coordination mechanism																		
A1.1. Development of planning and communication documents																		
D.i. Detailed work plan	*																	
D.ii. Monitoring and evaluation plan	*																	
D.iii. Impact description	*																	*
D.iv. CTCN Closure and data collection report																		*
D.v. GCF progress interim report	<i>Every January and July</i>																	
D.vi. Annual audited financial statement												*						
D.vi. GCF completion report																		*
D.viii. Final audited financial report																		*
A1.2. Conduct a stakeholder's analysis																		
D.i. Stakeholder mapping report		*																
A.1.3 Support to the establishment of a TNA Committee																		
D.i. Official government circular establishing the national TNA committee			*															
D.ii. TNA Constitution document informing on the work of the TNA Committee			*															
D.iii. Report of the training conducted				*														
A.1.4: Development and endorsement of TNA Committee work plan for monitoring and oversight																		
D.i. TNA Committee Work plan				*														
D.ii. Report of the 1st Committee's meeting					*													
D.iii. Report of the 2nd Committee's meeting							*											
D.iv. Report of the 3rd Committee's meeting								*										
D.v. Report of the 4th Committee's meeting									*									
D.vi. Report of the 5th Committee's meeting														*				
D.vii. Report of the 6th Committee's meeting															*			
D.viii. Report of the 7th Committee's meeting																*		
Dix. Report of the 8th Committee's meeting																		*
O2.1: Technology solutions identified and prioritized																		
A.2. Prioritization of technologies and relevant action for increased access to finance																		
A.2.1. Pre-selection of sub-sectors																		
D.i. Report on TNA-TAP on alignment with CP and national plans			*															
D.ii. Report on analysis of sectorial priorities expressed in national documents			*															
D.iii. Report describing the methodology utilized for sector and subsector selection and prioritization				*														
D.iv. Meetings minutes					*													



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	relevant education	<p>high-level negotiations;</p> <ul style="list-style-type: none"> - Familiarity with the UN process, technology needs assessment methodology and technology actions planning; - Working experience in the country highly desired; - Language skills: excellent command of oral and written English and French.
International Experts	<ul style="list-style-type: none"> - Master's degree in, science/technology, natural resources management, business, climate change, engineering or other relevant field 	<p><u>Essential</u></p> <ul style="list-style-type: none"> - 7 years' experience of providing technical consultancy services within a developing country, especially within the sub-Saharan Africa; - Experience of developing national plans that involve rigorous assessment of technology options and sectorial analysis at a country or regional level; - Familiarity with the UN process, technology needs assessment methodology and technology actions planning; - Experience of engaging with multiple actors in the development of initiatives aimed at building regional/national capacity within the sub-Saharan Africa region; - Facilitation skills in delivering dedicated training workshops around the technology needs assessment process; - Experience of conducting technology prioritisation and multi-criteria analysis; - Language skills: excellent command of oral and written English and French. <p><u>Highly desirable</u></p> <ul style="list-style-type: none"> - Understanding of wider policy measures and drivers to overcome barriers to the deployment of technologies and sectors for climate change mitigation and adaptation; - Knowledge of enabling environments and stimulus for SME development.
Local Experts	<ul style="list-style-type: none"> - A formal academic qualification in, science/technology, business, engineering, climate change or other related field. 	<p><u>Local experts required across the prioritised sectors and technology subsectors</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> - Experience of developing, facilitating and delivering stakeholder workshops and group facilitating aimed at engaging multiple actors; - 7 years' experience of energy, transport, forestry, agriculture and land use change, industry and/or waste sectors within the country; - 5 years' experience of industrial policy development within the country; - Awareness of the methodology of technology needs assessments and/ or technology actions plans; - Language skills: excellent command of oral and written English and French. <p><u>Highly Desirable</u></p>



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		<ul style="list-style-type: none"> - Understanding of wider policy measures and drivers to overcome barriers to the deployment of technologies and sectors for mitigation and adaptation; - Knowledge of enabling environments and stimulus for SME development.
Gender specialist	<ul style="list-style-type: none"> - Master’s degree in gender studies or other discipline with focus on the field of gender issues in a developing country context 	<ul style="list-style-type: none"> - At least 5 years working experience with gender mainstreaming issues in a developing country context; - Knowledge and experience of gender mainstreaming in climate change adaptation and mitigation.

The CVs of the respective experts assigned to this project by the Contractor must be provided.

Full qualification requirements for the contractor, including specific requirements of the proposed team are in the Evaluation criteria, which is an annex to this ToR.

7 LANGUAGE REQUIREMENTS

The working language for the purposes of this assessment is English and French, thus an excellent command of English and French is required of the proposed personnel. The final deliverables must be submitted in English. The technical and financial proposal under this tender must also be submitted in English.

All delivered documents must be of such a quality, that no further editing will be required.

8 DELIVERABLES SCHEDULE

The table below details the indicative schedule for this assistance.

Sub-outcome 1: Effective coordination mechanism between NDA and NDE for the UNFCCC Technology Mechanism and other climate finance focal points	
Deliverables 1.1:	
i. ii. Detailed work plan (English)	1 month after contract signing
iii.iv. Monitoring and evaluation plan (a template will be provided) (in English)	1 month after contract signing
v. vi. Impact description (a template will be provided) (in English)	1 month after contract signing 18 months after contract signing
vii.viii. Closure and data collection report (a template will be provided) (in English)	18 months after contract signing or once the technical assistance is completed
ix.x. GCF progress interim report (a template will be provided) (in English)	Every 5 January and 5 July during the entire duration of the technical assistance



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xi.xii. Annual audited financial statement, audited by registered independent auditor or audit firms.	12 months after contract signing
xii.kiv. GCF completion report (a template will be provided) (in English)	Not exceeding 18 months ⁴ after contract signing or 5 days after the technical assistance is completed
xv.xvi. Final audited financial report, audited by registered independent auditor or audit firms.	Not exceeding 18 months ⁵ after contract signing or 5 days after the technical assistance is completed
Deliverable 1.2:	
i. ii. Stakeholder mapping report, where roles and responsibilities are specified.	2 months after contract signing
Deliverables 1.3:	
i. Official government circular establishing the national TNA committee	3 months after contract signing
ii. TNA Constitution document informing on the work of the TNA Committee	3 months after contract signing
iii. A full list of participants, photo documentations and a report of the training conducted.	4 months after contract signing
Deliverables 1.4:	
i. TNA Committee Work plan	4 months after contract signing
ii. Report of the 1 st Committee's meeting	5 months after contract signing
iii. Report of the 2 nd Committee's meeting	7 months after contract signing
iv. Report of the 3 rd Committee's meeting	8 months after contract signing
v. Report of the 4 th Committee's meeting	9 months after contract signing
vi. Report of the 5 th Committee's meeting	14 months after contract signing
vii. Report of the 6 th Committee's meeting	15 months after contract signing
viii. Report of the 7 th Committee's meeting	16 months after contract signing
ix. Report of the 8 th Committee's meeting	18 months after contract signing
Sub-outcome 2.1: Technology solutions identified and prioritized in accordance with national strategies and plans	
Deliverable 2.1	
i. Report on TNA-TAP on alignment with CP and national plans	3 months after contract signing
ii. Report on analysis of sectorial priorities expressed in national documents	3 months after contract signing
iii. Report describing the methodology utilized for sector and subsector selection and prioritization	4 months after contract signing

⁴ The precise timeline to submit the completion report will be agreed upon and settled prior to contract signing.

⁵ The precise timeline to submit the final audited financial report will be agreed upon and settled prior to contract signing.



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iv. Meetings minutes	5 months after contract signing
Deliverables 2.2:	
<ul style="list-style-type: none"> i. Up to 10 technology fact sheets per sector. ii. Report detailing the set of criteria for MCA exercise. iii. Workshops reports including a full list of participants and photo documentations. iv. Final reports including a mitigation TNA report and an adaptation TNA report. v. Database in most suitable format 	8 months after contract signing
Deliverables 2.3	
<ul style="list-style-type: none"> i. Report and executive summary of each Technology Action Plan for each of the priority technologies in compliance with the TNA. It will consist of a TAP providing projects implementation proposals for each prioritized sector. Each sector's section will contain 10 sub-sections (chapters) as per the list presented above. 	14 months after contract signing
Sub-outcome 2.2: Stakeholder engagement consultative processes	
Deliverables 2.4	
<ul style="list-style-type: none"> i. Workshop report including a full list of participants and photo documentations. ii. Concept note from TAP. iii. Terms of reference to be shared with GCF, training material and tools. 	16 months after signing the contract
Deliverables 2.5	
<ul style="list-style-type: none"> i. Policy briefs and market-use cases for the selected technologies ii. Report on the dissemination strategy iii. Training materials for the sub-national workshops iv. Workshops reports, including a full list of participants and photo documentation. 	18 months after signing the contract
Sub-outcome 3: Private sector engagement	
Deliverable 3.1	
<ul style="list-style-type: none"> i. Workshop reports, including a full list of participants and photo documentation. 	18 months after contract signing