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TERMS OF REFERENCE (TOR)

OPTIMIZING ACCESS TO FUNDING OF TECHNOLOGY PROJECTS FOR ADAPTATING TO CLIMATE CHANGE - The Republic of Guinea

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 co-hosted by the United Nations Environmental 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 development 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. Eligible requests are processed by a group of selected experts who develop a Response Plan.

The scope of services under these Terms of Reference shall be executed based on a restricted solicitation process where only accepted Members of the CTCN Network, are eligible to submit proposals.

2 PROJECT CONTEXT

The Republic of Guinea has been experiencing climate disruptions such as drop in rainfall, recurrent droughts since the 1970s, early and frequent flooding (Kankan - 2001, Boké - 2003, Gaoual - 2005, etc.) and the disruption of rainfall patterns. These factors have resulted in the drying up of watercourses and the soil, the destruction of plant cover, a drop in agricultural output and an increase in diseases of hydrological origin, especially in the north of the country.

In order to address these challenges, the government developed in 2007 the National Adaptation Programmes of Action (NAPA). The NAPA includes twenty-five project profiles with various adaptation options, the geographical distribution of which reflected the state of poverty and vulnerability to the harmful effects of climate change. The NAPA was developed with partners on the basis of public consultations in the four capitals of the natural regions. They brought together representatives of the technical departments, basic communities, NGOs and associations. A group of 17 national experts conducted studies in four theme-based categories: water resources, coastal zones, forestry, agriculture and breeding. The resulting documents were approved in theme-based workshops at the regional and national levels. On this basis, more in-depth studies identified vulnerable resources and socio-economic groups and the options for adaptation to climate change, and the project profiles were prepared by the theme-based group leaders under the supervision of the coordination team. The final NAPA document was written by a restricted group of national experts, and submitted to the government for approval and endorsement.



United Nations Industrial Development Organization

In addition the Guinea has recently developed other policies directly related to climate change, including the First National Communication, the National Investment Programme for the Environment (NIPE) and the Intended Nationally Determined Contribution (INDC), as well as development policies such as the Poverty Reduction Strategy Paper (PRSP), Five-Year Development Plan 2011-2015, etc.

However, the implementation of project ideas and strategic priorities put forward by political decision makers and experts remains very limited in the country due to the lack of expertise required to develop bankable projects that can be funded by donors.

From the NAPA in particular, only two of the twenty-five projects have benefitted from funding for the purposes of implementation. The main identified cause is the shortage of local expertise required to produce the project documents and mobilise the necessary resources. This situation affects every walk of the country's socio-economic life and clearly demonstrates Guinea's weak capacity to absorb funding. Climate change adaptation projects are particularly lacking. The efforts made by Guinea to improve its capacity to absorb funding in the past consisted of inviting consultants to come and do the work using the existing information. A few national managers were involved in this work, but there was not enough time to build any expertise in project engineering in the corresponding departments. Moreover, the cost of mobilising external experts prevented them from remaining available in the long term.

Therefore, there is a crucial need both to develop projects that will optimise Guinea's access to funding and to guarantee the presence of local experts sufficiently competent to continue mobilising the financial resources required to adapt to climate change in the country. Moreover, certain types of project require robust tools, such as economic feasibility studies and business plans, rather than ordinary actions to request funding. The expertise necessary for this type of work is very limited, or even rare, in the country. Consequently, these projects have never progressed beyond the idea stage.

3 AIM OF THE CONTRACT

The objective of the overall **technical assistance is to train national experts (champions) in financial and organizational engineering to mobilize appropriate funding in order to implement priority climate-change adaptation projects.** The assistance will thus help building capacity of a critical mass of local experts in formulating bankable projects on adaptation to climate change, which will have the potential to enable relevant donors to make appropriate funding decisions.

These projects will be identified from among the government's various projects, and in particular the NAPA and other policy documents, such as the INDC and the NIPE 2013-2017. These projects and initiatives cover a large number of climate practices and technologies, to help improve Guinea's resilience to the negative effects of climate change. Examples of technologies (taken from the NAPA) include farming techniques for mangrove oysters, extracting sea salt, combating soil erosion, an alert system for agriculture, forest management and crop management in coastal areas. At the end of the technical assistance, Guinea will have access to a group of trained champions, who will be in a position to develop solid funding partnerships with donors in order to implement climate-change adaptation projects.

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United Nations Industrial Development Organization

In order to achieve this assistance will be used to:

- Define strategies and funding mechanisms appropriate to the framework and the requirements of potential donors.
- Identify and select priority projects in the public and private sectors on technologies and practices that contribute to climate-change adaptation for Guinea.
- Support the development of business plans (pre-feasibility study, summary and detailed feasibility studies, risk management, funding plan, etc.) for the projects selected.
- Contribute to implementing a resource mobilization strategy for the projects selected.
- Strengthen a critical mass of national champions from different target sectors (public, private, civil society, etc.) to develop bankable projects and the strategy to mobilize funds for these projects. The people to be trained will be selected based on the priority projects chosen, so that the organizations concerned can improve their project proposals.
- Support and promote the development of funding agreements and the organization of meetings with potential donors.

Performance indicators of CTCN Assistance				
Response output <i>(linking to sec 1.2)</i>	How output will be used to ensure creation of result	Expected result	Expected outcome of result <i>(linking to sec 1.1)</i>	Anticipated impact that outcome will produce <i>(linking to section 3)</i>
Development of project business models including feasibility studies completed for some projects selected	Serve as tools for training and the funding mobilization strategy	Business models for projects produced	<ul style="list-style-type: none"> - Development of bankable, relevant projects - Easier funding for projects - A critical mass of local experts capable of taking responsibility for the country's adaptation projects, studying them, drawing up their business plans and feasibility studies 	<ul style="list-style-type: none"> - Increase in funded projects - Improvement in beneficiaries' resilience to climate change
Establishment of appropriate funding strategies	Framework for mobilization of funds	Appropriate funding strategies established	Availability of a critical mass of local experts capable of taking responsibility for the country's adaptation projects and seeking the appropriate	<ul style="list-style-type: none"> - More development of partnerships with donors - Improvement in beneficiaries' resilience to



United Nations Industrial Development Organization

			funding to implement them	climate change
Capacity-building of local experts	Training on various tools and mobilization strategies for financial resources	Capacity built among local experts	- Development of bankable, relevant projects Easier mobilization of funding	- Increase in funded projects - Improvement in beneficiaries' resilience to climate change
Discussion facilitated and interest in funding identified	Support for the formation of solid partnerships with donors who could be prepared to fund other relevant climate-change adaptation projects	Interest of donors and proposals being finalized	- Solid partnerships with donors who could be prepared to fund other relevant climate-change adaptation projects - Increased funding for adaptation projects	Improvement in beneficiaries' resilience to climate change
Production of a compendium of lessons learned about funding bankable projects, which would be an important tool in seeking funding for climate-change adaptation projects	An ability to capitalize on a compendium of lessons learned about funding bankable projects. This would be an important tool and frame of reference for project development and seeking funding for climate-change adaptation projects	Compendium of lessons learned about funding bankable projects in the area of climate-change adaptation	Easier development of bankable projects and increased funding for adaptation projects	Improvement in beneficiaries' resilience to climate change

4 SCOPE AND ACTIVITIES OF THE PROPOSED CONTRACTED SERVICES

To get a better understanding of the objectives of the request for technical assistance, it is recommended that the Contractor refer to the complete Response Plan 2015000054 attached to this tender (in French).

The activities identified to achieve this aim are based on four main stages:

- i. Identifying champions, priority projects and appropriate funding mechanisms
- ii. Training and coaching champions on developing target projects
- iii. Organizing a meeting for donors and development partners on potential funding for the projects selected



United Nations Industrial Development Organization

- iv. Capitalizing on the Response Plan implementation process (approaches, results obtained, best practices, etc.).

Activity 1: Identification of champions, priority projects and appropriate funding mechanisms

The first step will be to identify “champions” to sponsor projects or initiatives on climate-change adaptation.

A) Identification of champions and priority projects

Activity 1.1 Review of national adaptation priorities and policies

Deliverable: Summary of national priorities on climate-change adaptation

This first subactivity will help to understand and analyse the political and strategic context of climate-change adaptation projects and initiatives in Guinea, to serve as a basis for selecting champion projects. This analysis will help to justify and embed the existing political will for these projects and their funding requirements, in order to drive a significant level of commitment from the donors and investors who wish to cooperate on these projects. It will be used to compile and consolidate information on existing strategies and policies in relation to adaptation and to formulate Guinea’s adaptation priorities.

Activity 1.2 Project identification and prioritization, which will contribute to implementing adaptation priorities

Deliverable: Report on prioritization of selected projects

This second sub activity will consist of identifying champion projects; the selection process will be based on a number of criteria, in particular:

- i) contributing to combating poverty, which is one of the country’s key national objectives
- ii) contributing to combating the negative effects of climate change and, in particular, adaptation
- iii) the importance of the technological aspects of projects (climate technologies being understood in the broad sense of the IPCC definition, which includes ‘hard’ technologies, practices, etc.)
- iv) the ability to have access to the necessary information (statistics, etc.)
- v) the relevance of being able to exert influence over stakeholders
- vi) the fact that the climate technology targeted by the project is reproducible in Guinea so that the change of scale can be achieved without major obstacles
- vii) the interest of the project for the actors concerned (actions already taken, capacity for pursuing the project, joint funding, etc.)
- viii) the potential durability of the project.



United Nations Industrial Development Organization

Once these criteria have been checked, the first sub activity will consist of setting up a database of ideas from the projects selected, to be able to support the development of business plans. Depending on the importance and relevance of the projects proposed, the experts will select between two and six projects.

Activity 1.3 Map of champions (public, private, civil society, etc.) and evaluation of their skills and needs in terms of capacity-building

Deliverable: Map of champions and evaluation of their needs in terms of capacity-building

The third sub activity will be to identify sponsors or champions for the ideas or projects selected. To do this, the CTCN will work with the NDE to produce a map of potential champions (exhaustive identification of key stakeholders, analysis of interests and powers of influence, etc.), which will be combined with an exhaustive evaluation of gaps and needs in terms of capacity-building.

Activity 1.4 Validation workshop for selected projects

Deliverable: Report of validation workshop for selected projects

This sub activity will consist of a workshop to validate the results of prioritizing the projects selected. This will follow on from a series of information meetings for champions, with the aim of requesting and therefore encouraging their commitment to the process of developing the business plans.

B) Identification of appropriate funding sources

Activity 1.5 Identification of potential funding partners, and national and international funding mechanisms (public, private, bilateral and multilateral donors, etc.)

Deliverable: Map of potential funding sources and mechanisms

The second part of Phase 1 consists of a map of potential funding sources and mechanisms, starting with identifying potential donors (public, private, local, technical and financial partners (TFPs) etc.), followed by organising a series of meetings to increase awareness and potential interest of some of the cooperation partners identified.

Activity 1.6 Development and implementation of an engagement strategy for target donors by planning a meeting on possible cooperation

Deliverable: Engagement strategy for potential donors

This second sub activity will include a series of outreach visits and exchanges with the target donors present in Guinea. These events will explain the purpose of the request and discuss opportunities and ways of working in partnership and funding the projects supported by the champions identified. A meeting on cooperation will be organized to address existing processes around project coordination and



United Nations Industrial Development Organization

funding at both the national and international level. These outreach visits to potential donors will also provide an opportunity to collect information on their funding mechanisms.

Activity 1.7 Development of a catalogue of funding mechanisms for adaptation projects

Deliverables:

- *Record of outreach visits to donors*
- *Catalogue of possible funding mechanisms*

A catalogue of funding mechanisms for each potential national and international partner organization will be produced and will be an important guide in the strategy on identifying funding and engaging financial partners. The catalogue will include the various funding sources to which stakeholders and mechanisms can present projects, their main characteristics, objectives and respective requirements, and who will be invited to take part in the meeting.

Activity 2: Training and coaching for champions on developing target projects

Activity 2.1 Champions' training workshop

Deliverable: Training modules and report

The training workshop will focus on developing business plans, with the possibility of bringing project sponsors and donors face to face. The workshop will consist of a series of training sessions for the champions, using the donor-funding catalogue and the champions' expectations and priorities in relation to the projects they wish to implement. For example, drafting a business plan, developing a strategic joint funding plan, managing financial risk, etc. are all modules where the 25 local champions selected will have the opportunity for further training. The training will be organized to combine presentations and hands-on contributions from expert trainers in the project teams over a defined period.

Trainers (experts and institutions) will be selected jointly with the NDE.

Activity 2.2 Direct support for preparing and monitoring coordination between target projects

Deliverable: Monitoring report

Working sessions will be organized for the project champions and funding organizations selected (in situ, at the institution's offices if necessary). This activity will also include preparing materials for use during the meeting, and coaching to ensure that the projects are presented as effectively as possible using this material.

Activity 3: Meeting with cooperation partners on the projects selected

In the same way, Activity 3 will be one of the most important steps in the CTCN technical assistance, as a tangible expression of the whole series of training initiatives and efforts to mobilize funding. It involves



United Nations Industrial Development Organization

organizing a meeting to present the projects and secure expressions of interest from donors, based on the work done and results obtained from the previous activity, and to complement existing adaptation projects.

Activity 3.1. Logistical and administrative preparations for the meeting

Deliverable: Note on preparations for the meeting

This activity will include all aspects of organizing the event, including sending and personalized follow-up of invitations, as well as finalizing the agenda. This will establish and build close cooperation with the various national stakeholders (government agencies, employers, professional and civil society organizations, etc.) The aim will be to prepare the necessary materials to present and use at the meeting. The exact format for formulating their political commitment will need to be determined with the ministries involved and other key stakeholders (official letters, visits, telephone conversations, etc.)

Activity 3.2 Preparation of champions for the meeting

Deliverable: Partnership materials for champions and potential donors

Once they have taken the various training modules, the champions will be more aware of the importance, process and results expected from the meeting. Tools (such as a partnership protocol/framework, memorandum of understanding or commitment, etc.) will be drafted and approved in agreement with the champions, to facilitate their understanding and, above all, their commitment before the meeting is held.

Activity 3.3 Awareness-raising for potential donors and financial partners to encourage partnership and funding decisions, particularly during the meeting

Deliverable: Summary or synopsis of each project

In addition to the outreach visits carried out during the first phase of the request, target financial partners will be given further information about the projects' scope and strategic priorities and, above all, the effects and impacts of implementing the projects instigated by the champions. A summary or synopsis of each project will therefore be produced and sent to target donors.

Activity 3.4 Organization and facilitation of the meeting

Deliverable: Meeting workshop report

A meeting will be organized following the initial round of awareness-raising. This will provide an opportunity to present the projects instigated by the champions and to facilitate donors' engagement with the portfolio of adaptation projects. In addition, participation by government authorities and representatives of employers and civil society will help to ensure credibility among financial partners. Consequently, this will contribute to improving their level of commitment to implementing the projects.



United Nations Industrial Development Organization

Activity 4: Capitalizing on the process

Given the objective of training national experts and mobilizing funding for climate-change adaptation projects, capitalizing on the process and the approach taken is undoubtedly in the national interest.

Activity 4.1: Drafting of the CTCN Technical Assistance final report

Deliverable: Final report on implementation of the request

The report sets out the approaches taken, tools developed and partnerships instigated, as well as the results obtained at the end of the request implementation process.

Activity 4.2 Design of a compendium of lessons learned about funding climate-change adaptation projects

Deliverable: Compendium of lessons learned about funding climate-change adaptation projects

In addition to drafting the final report (4.1), activity 4.2 consists of producing a compendium of lessons learned about the entire process of developing bankable projects, which will be an important tool in seeking funding for climate-change adaptation projects and will aim to share experiences at the international level.

Gender will be taken into account throughout the process to help improve resilience among the population of the Republic of Guinea as a whole. In the first place, champions will be selected and ideas for pilot projects will be prioritized in light of the issues faced by groups or communities whose level of vulnerability to climate change is worsening steadily. Furthermore, gender will be a key issue in selecting experts for training, while ensuring that the experts most relevant to project needs are trained. More specifically, an expert in gender issues will help develop the project concepts selected to ensure that these issues are incorporated at the project design stage.

Secondly, the experts responsible for implementing this Response Plan will ensure that the training modules themselves and the process of training champions include gender-related aspects. Finally, coaching and monitoring of the technical assistance will place particular emphasis on incorporating gender equality.

The NDE team will oversee all stages of the process introduced for this purpose and will be responsible for replicating it, in particular with regard to all projects designed to combat the negative effects of climate change and, especially, adaptation initiatives.

The estimated budget for this contract is up to 160,000USD.



United Nations Industrial Development Organization

5 GENERAL TIME SCHEDULE

The activities under this contract should be completed within a period of **six months from the date of signature of the Contract**.

6 PERSONNEL IN THE FIELD (PROFESSIONAL EXPERIENCE AND QUALIFICATIONS)

The Contractor is expected to provide the services of a team that should ideally comprise the following competencies:

- Proven experience (at least 3 years) and in depth expertise in economic and financial analysis for climate change related project design
- Proven experience (at least 3 years) in identifying and facilitating climate finance opportunities with domestic and international financiers in the public and private sector
- Proven experience and expertise on climate adaptation projects, including experience on gender mainstreaming in such projects
- The staff assigned to the project must have previous experience and qualification of supporting climate projects, preferably in Africa or areas presenting similar conditions
- The staff assigned must have previous experience providing technical assistance to governments of developing countries exceeding 8 years, preferably in Africa or areas presenting similar conditions
- Capacity to work closely with the national counterparts
- Team members should hold advanced degrees in their respective areas of expertise (economy, climate technologies for adaptation, sustainable development, or other relevant fields)
- Very good conceptual and writing skills
- Very good networking and facilitation skills

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

7 LANGUAGE REQUIREMENTS

The working language for the purposes of this project is French, thus an excellent command of French is required of the proposed personnel. The final deliverables must be submitted in French and/or in English, depending on the requirements of national counterparts and potential donors/investors.

All delivered documents must be of sufficient enough quality so that no further editing shall be required.

8 DELIVERABLES AND SCHEDULE

The table below details the indicative schedule for this assistance. This schedule can be revised in the contractors' proposal.



United Nations Industrial Development Organization

Activities	Delivery date (after contract start date)
Activity 1: Identification of champions, priority projects and appropriate funding mechanisms	
Summary of national priorities on climate-change adaptation	Week 2
Report on prioritization of selected projects	Week 3
Map of champions and evaluation of their needs in terms of capacity-building	Week 3
Report of validation workshop for selected projects	Week 5
Map of potential funding sources and mechanisms	Week 6
Donor engagement strategy	Week 8
Record of outreach visits to donors	Week 9
Catalogue of possible donor-funding mechanisms	Week 10
Activity 2: Training and coaching for champions on developing target projects	
Training modules and training workshop report	Week 12
Monitoring report on the progress of project development and donors' interest	Week 14
Activity 3: Meeting on funding for the projects selected	
Note on preparations for the meeting	Week 17
Partnership materials (e.g. agreement) for champions and potential donors	Week 18
Summary or synopsis of each project	Week 19
Meeting workshop report	Week 22
Activity 4: Capitalizing on the process	
Final report on assistance	Week 26
Compendium of lessons learned about funding climate-change projects	Week 30