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TERMS OF REFERENCE (TOR)

Title: Development of Green Climate Fund Readiness Programme application for Technology Road Map for the Implementation of Climate Action Plans in Palestine.

CTCN request reference number: 2017000006

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 CTC 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 award of the contract 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.

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 maximum budget for this contract is **USD 254,100** and needs to be in line with the detailed budget breakdown provided in the GCF readiness proposal annexed to the TOR.

2 PROJECT CONTEXT

The State of Palestine is vulnerable to climate change. Therefore, a number of climate initiatives have been launched to reduce its climate vulnerability and to mitigate global climate change.



United Nations Industrial Development Organization

These initiatives include the Climate Change Adaptation Strategy and Program of Action for the State of Palestine followed by the National Adaptation Plan (NAP) to Climate Change from 2016. Similar, low emission development strategies for key sectors are being drafted and the State of Palestine has prepared its Initial National Communication Report (INCR). Finally, the State of Palestine has formulated its Nationally Determined Contribution (NDC) to the UNFCCC. The NDC underpins the State of Palestine efforts for climate change adaptation and mitigation.

In light of the INCR, NAP, NDC, the State of Palestine has also developed a “Capacity Development Action Plan to Implement Climate Change “Phase 1” for mainstreaming climate change into the national planning process. The Capacity Development Action Plan clearly highlights the following gaps that hinder effective implementation of climate change measures. These include:

- Understanding of a variety of adaptation and mitigation technologies available in the market and affordable for various sectors as well as their suitability to be implemented.
- Developing methods to diagnose and design a range of climate technology transfer projects accessibility and acceptability from the prioritized technology portfolio, and linking them to climate finance mechanisms.
- Detailing technical requirements for the diagnostic and design method that refer to implementation, accessibility to financing and resources, availability of service reliability and resource security and acceptability of social and ecological improvements.
- Providing capacity building trainings to relevant stakeholders to increase their understanding of the mitigation and adaptation technologies that are available and could be used in Palestine.
- Providing technical trainings to share experience and best practices with the deployment of these mitigation technologies in similar regions (e.g. other parts of the Middle East).
- Providing capacity building to develop bankable and financeable business proposals for climate technology transfer and implementation.

In order to support these needs, a request for technical assistance to develop a “Technology Road Map for the Implementation of Climate Action Plans” has been submitted by the national Designated National Entity in Palestine to the CTCN. The request also includes support to formulate an application to the Green Climate Fund Readiness Programme, which is expected to serve as financial mechanism for the preparation and implementation of the technology road map.

Please see the request from State of Palestine to the CTCN, the CTCN response plan and the GCF Readiness proposal in annex I for further information on the expected technology road map.

3 OBJECTIVE OF THE CONTRACT

The overall objective and the expected output from the requested CTCN assistance is the formulation of a gender responsive Technology Road Map for the implementation of Climate Action Plans (INCR, NAP and NDC) by the State of Palestine. In order to secure financial resources for the formulation of the Technology Road Map and other enabling activities in Palestine, the requested CTCN assistance also includes an application for the Green Climate Fund Readiness Support.



United Nations Industrial Development Organization

4 SCOPE AND ACTIVITIES OF THE PROPOSED CONTRACTED SERVICES

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 Proponent, to present the activities, their timeline and clarify roles and responsibilities.

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>.

The Contractor is expected to undertake the following activities:

CTCN Mandatory Activities and Deliverables

Development of implementation planning, reporting and communication documents

- i. A detailed **work plan** of all activities, deliverables, outputs, deadlines, budget, responsible persons/organizations to implement the Response Plan.
- ii. A **monitoring and evaluation plan** using the CTCN template available at: <https://www.ctc-n.org/technical-assistance/introduction> (in English); including measurable, viable and relevant indicators.
- iii. A one page description of intended outcomes and impacts from this TA drafted at initiation of implementation and revised at closure, filling the section 5 of the TA '**Closure and Data Collection Report**' template located at: <https://www.ctc-n.org/technical-assistance/introduction> (in English).
- iv. A TA '**Closure and Data Collection Report**' using the template available at: <https://www.ctc-n.org/technical-assistance/introduction> (in English).
- v. Produce the GCF readiness interim and completion reports, as per templates attached.

Deliverables:

- i) Work plan
- ii) Monitoring and evaluation plan
- iii) CTCN Technical assistance impact description document
- iv) GCF readiness interim progress report
- iv) Closure and Data Collection report
- v) GCF readiness project completion report

Project Activities

Develop a comprehensive 'Gender Responsive Climate Technology Roadmap to Implement the Climate Actions in Palestine' through the following three outputs:



United Nations Industrial Development Organization

- Output 1. Climate mitigation and adaptation climate technologies and inclusive businesses for transfer to Palestine identified, prioritized and approved;
- Output2. Roadmap for the implementation of the gender responsive climate mitigation and adaptation technologies and businesses transfer as prioritized in the INCR, NAP and NDC developed and approved;
- Output3: Gender responsive Capacity development programme to strengthen the policy, regulatory, institutional, technical, financial, business and social capacity of the key stakeholders developed and approved.

Output 1. Climate mitigation and adaptation technologies and inclusive businesses for transfer to Palestine identified and prioritized

- 1.1. Assess key success factors and best practices and suitability in national, regional and international mitigation and adaptation technologies and businesses that could be adapted and adopted in Palestine, (including currently used technologies in the country).
- 1.2. Evaluate the gaps, needs, challenges and opportunities to scale up the proven and viable adaptation and mitigation solutions and inclusive businesses for various sectors for long term and sustainable impact beyond the one-off project.
- 1.3. Develop methods to diagnose and design range of climate technology transfer projects, accessibility and acceptability from the prioritized technology portfolio.
- 1.4. Identification and assessment of key barriers for each prioritized technology: Specific barriers, Market barriers, Economic and financial barriers, Human skills, Technical barrier, Information and awareness, Legal (Intellectual Property Rights) and regulator barriers, Socio-cultural and gender barriers and Networking barriers.
- 1.5. Assess the enabling environment for each action, for example domestic policy support frameworks and institutional barriers.
- 1.6. Understand the mix of financial and non-financial measures required to successfully implement each action.
- 1.7. Develop toolkits for making informed decisions on the choice of the technology (e.g. cost benefit analysis, cost effective analysis, multi criteria analysis) with regards to implementation, accessibility to financing and resources, availability of service reliability and resource security and social acceptability and ecological improvements.
- 1.8. The CTCN gender mainstreaming tool will be used as baseline reference to assure that gender issues will be included since the early stage of the technology prioritization of this proposal and throughout all the subsequent Outputs 2, 3.1

¹ A description of the gender tool can be found at this link: <https://www.ctc-n.org/technologies/ctcn-gender-mainstreaming-tool-response-plan-development>



United Nations Industrial Development Organization

1.9. Ranking of mitigation and adaptation technologies and develop a prioritised pipeline of fundable climate adaptation and mitigation solutions and businesses aligned with NDC and GCF Strategic Impact Areas.

Deliverables Output 1:

Identification and Prioritization Report that captures the followings:

- Lessons learned and key success factors,
- Gaps, barriers and opportunities to scale up climate solutions
- Diagnostic and prioritization tools to score and rank technologies.
- Pipelines of prioritized technologies

Output 2. Roadmap for the implementation of the gender responsive mitigation and adaptation technology and business transfer as prioritized in the INCR, NAP and NDC developed and approved

- 2.1.** Develop a comprehensive roadmap for removing the barriers and risks (policy and financial de-risking instruments) for the implementation of the prioritized technology with regards to the scale and scope of the roadmap (national vs. local levels), duration, institutional and political ownership, implementation arrangements and oversight structure, funding modality and expected impacts.
- 2.2.** Develop a management plan for the monitoring and evaluation of prioritized mitigation and adaptation technologies and business transfers with clearly defined and gender responsive activities, logical results framework with SMART indicators (Specific, Measureable, Achievable, Realistic and Time-bound), baseline and targets, Monitoring and Evaluation strategy, timelines, budget and roles and responsibilities of partners and exit strategy post GCF support.

Deliverable Output 2:

Approved Roadmap for the Implementation of the Technology Roadmap that captures the followings:

- Implementation of the prioritized technology [scale and scope of the roadmap (national vs. local levels), duration, institutional and political ownership, implementation arrangements and oversight structure, funding modality and expected impacts]

Monitoring and evaluation plan for the technology Roadmap

Output 3: Gender responsive capacity development programme developed and approved to strengthen the policy, regulatory, institutional, technical, financial, business and social capacity of the key partners

- 3.1.** Develop a long-term gender responsive Capacity Development Programme to strengthen the absorptive and implementation capacities of the public, private and CSO partners capable of “Shifting the paradigm to transform development and climate challenges into low carbon and resilient development and inclusive income generation and business opportunities as robust exit strategy



United Nations Industrial Development Organization

beyond the one-off project” by enhancing the (see Annex 1 for details): Policy and regulatory and institutional competence; Technical competence; Financial competence; Business competence; Gender and social engagement capacity

- 3.2. Based on national, regional and international lessons learned and best practices, develop the gender sensitive knowledge and communication products (guidelines, manuals, handbooks, toolkits) to train public, private and CSO partners and value chain as green social entrepreneurs to scale up climate adaptation and mitigation businesses. The knowledge and communication products will also be used for gender sensitive awareness raising, marketing and South-South knowledge exchange and sharing. As mentioned within Output1, CTCN has developed a gender mainstreaming tool which is embedded into the template of the Response Plan, namely the document utilized for the design of all technical assistances developed by CTCN. A devote section on gender is also available in the website (<https://www.ctc-n.org/technology-sectors/gender>). This section and the whole Readiness proposal can benefit from that approach, which also entails already established working relationships on the topic with major specialized international players.
- 3.3. Based on the capacity development programme developed, participatory, interactive and gender responsive training will be organized to train:
 - i. Project proponents (e.g. NIE/EEs) to design and formulate high quality concept notes and full proposals for meeting the GCF investment criteria and ESS and
 - ii. NDA/FP to appraise and select high quality concept notes and proposals for submission to GCF or other donor
 - iii. Trainers from key institutions (e.g. University, R and D) capable of training key stakeholder as a robust exit strategy.
- 3.4. Organize capacity-building for the institutions that will deliver the roadmap, to administer and successfully implement it. This will also help with developing expertise in project implementation, MRV and financing.
- 3.5. Develop gender sensitive communications and guidance that may be needed to support the implementation of the roadmap (e.g. marketing materials and technical guidance).

Deliverable Output 3:

Gender Responsive Capacity Development Programme that captures the followings:

- Knowledge and communication products and services and platform development
- Participatory Training programme
- Awareness raising programme (study tours, site visits)

5 TRAVEL

As and when required, on mutually agreed dates, in consultation with the CTCN.



United Nations Industrial Development Organization

6 GENERAL TIME SCHEDULE AND ACTIVITY/DELIVERY PLAN

The activities under this contract have an expected duration of twelve months from the contract signature.

All draft and final deliveries are subject to approval from CTCN Climate Technology Manager before these can be concluded.

- i) Work plan
- ii) Monitoring and evaluation plan
- iii) CTCN Technical assistance impact description document
- iv) GCF readiness interim progress report
- v) Closure and Data Collection report
- vi) GCF readiness project completion report

Activities (Brief description)	1	2	3	4	5	6	7	8	9	10	11	12
Monitoring, reporting and communication												
Deliverables:												
- Work plan												
- Technical assistance impact description document												
- Monitoring and evaluation plan												
- CTCN Closure and Data Collection report												
- GCF interim report												
- GCF closure report												
Output 1. Climate mitigation and adaptation technologies and inclusive businesses for transfer to Palestine identified, prioritized and approved												
Deliverables:												
Identification and prioritization report that captures the following:												
- Lessons learned and key success factors,												
- Gaps, barriers and opportunities to scale up climate solutions												
- Diagnostic and prioritization tools to score and rank technologies.												
- Pipelines of prioritized technologies												
Output 2. Roadmap for the implementation of the gender responsive climate mitigation and adaptation technologies and businesses transfer as prioritized in the INCR, NAP and NDC developed and approved												
Deliverable: Approved Roadmap for the Implementation of the Technology Roadmap that captures the followings:												
- Implementation of the prioritized technology [scale and scope of the roadmap (national vs. local levels), duration, institutional and political ownership, implementation arrangements and oversight structure, funding modality and expected impacts]												
Monitoring and evaluation plan for the technology Roadmap												
Output 3: Gender responsive Capacity Development Programme to strengthen the policy, regulatory, institutional, technical, financial, business and social capacity of the key stakeholders developed and approved												
Deliverables:												



United Nations Industrial Development Organization

Gender Responsive Capacity Development Programme that captures the followings: - Knowledge and communication products and services and platform development - Participatory Training programme- Awareness raising programme (study tours, site visits)												
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7 PERSONNEL IN THE FIELD (PROFESSIONAL EXPERIENCE AND QUALIFICATIONS)

The Individual Contractor should be able to demonstrate the following experiences and qualifications:

- Proven experiences in analyzing national and sub-national climate documents, policies and strategies;
- Proven competencies and experiences in formulating project documents and designs;
- Proven competencies and experiences in designing project applications for fund mobilization;
- Experiences with national stakeholder consultations.

Professional experiences working with climate change adaptation and mitigation in State of Palestine are considered an asset but is not a requirement.

For additional details, please refer to the CTCN Response Plan, Section 5. Profile and experience of experts.

8 LANGUAGE REQUIREMENTS

The working language for this assignment is English, thus an excellent command of English is required of the Individual Contractor.

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