

Ministry of Finance

Request for Expressions of Interest

Individual Consulting Services

Assignment Title: Project Administration Consultant

Programme: Green Climate Fund (GCF)

A. BACKGROUND

Green Climate Fund (GCF) is a unique global platform to respond to climate change by investing in low-emission and climate-resilient development. GCF was established by 194 United Nations Framework Convention for Climate Change (UNFCCC) countries to limit or reduce greenhouse gas (GHG) emissions in developing countries, and to help vulnerable societies adapt to the unavoidable impacts of climate change. Given the urgency and seriousness of this challenge, GCF is mandated to make an ambitious contribution to the united global response to climate change. To serve the Paris Agreement, GCF was established as the centerpiece of long-term finance.

The GCF was established by the UNFCCC to make a significant and ambitious contribution to global efforts towards attaining the international community's climate action goals. The Fund promotes a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions to adapt to the impact of climate change. GCF takes into account the needs of those developing countries particularly vulnerable to the adverse effects of climate change.

B. ORGANISATIONAL CONTEXT

On 1st September, 2016, Ministry of Finance (MOF) was nominated by the National Designated Authority (NDA)-MEIDECC, to be the Government's Accredited Entity (AE)/National Implementing Entity (NIE) through Direct Access Modality. This gives the opportunity for MOF to develop, submit funding proposals and overseeing the management and implementation of projects and programmes and deploying a range of financial instruments with their respective capacities.

MOF is currently the Delivery Partner and is continuing with GCF accreditation process to be Accredited Entity. The first step for the accreditation process had been completed which is the Self-Assessment Tool. This Tool was used to assess whether MOF has the proper capacity to facilitate the role of pushing their agenda to GCF Board.

As part of the Readiness and Preparatory Support undertaken by MEIDECC, there is a Gap Assessment that MOF need to undergo to determine whether they are capable of meeting the accreditation standards as well as for a smooth accreditation process. This Gap Assessment is funded by the GCF Readiness and Preparatory Support Programme, conducted by

PriceWaterhouseCoopers (PWC) UK – a multinational professional network of firms that conduct auditing services worldwide. PWC provided a list of required documents as per the accreditation application requirement for MOF to compile and upload through GCF Online Application System (OAS).

MOF is now seeking to recruit a local consultant to develop project operational manual and procedures guidelines for the ministry with regards to this GCF accreditation process. The consultant will work under the overall supervision of the Deputy CEO – Resilient Development & Financing Division, Ministry of Finance. The consultant will work in coordination with other team members and relevant participating ministries and counterparts.

C. SCOPE OF WORK

The Project Administration Consultant is expected to develop and produce a Project Administration Policy. The scope of work will include:

- Developing a project preparation and appraisal guidelines and highlight the mainstreaming of environmental, social and climate change aspects, risks assessment and mitigation strategies.
- Develop a project operational manual and procedures including project monitoring, evaluation, reporting, auditing and grant evaluation, suspension, reduction, termination and procurement rules.

D. REPORTING

The Consultant will report to the MOF Chief Executive Officer through the Deputy CEO – Resilient Development and Financing Division, Ministry of Finance and lead in relevant coordination meetings to provide updates on the policy.

E. EXPECTED OUTPUTS

The following Outputs will be expected to be delivered by the Consultant:

No.	Deliverables and Expected OUTPUTs	Key Performance Indicators	Timeline
1 2	Workplan for the duration of the contract to be in line with policy requirements to be produced after 1 week of contract signing. Workplan can be reviewed as and where needed based upon progress of policy and operating environment.	1. Approval of the Final Project Administration Policy. 2. Professional performance with minimum supervision. 3. High Quality and Timely delivery of expected outputs. 4. Effective communication with MOF and other relevant stakeholders.	The duration of the consultancy is 2 months with possible extension pending on budget and performance.

3	Project Administration Policy and Operational Manual		
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F. LOGISTIC AND ADMINISTRATIVE SUPPORT AVAILABLE TO CONTRACTOR

The Consultant should be fully equipped with laptop and mobile phone. The Ministry of Finance will facilitate the office space and associated facilities during the engagement period

G. QUALIFICATIONS AND COMPETENCIES

1. Education and Professional Qualification Required:
<ul style="list-style-type: none"> • Bachelor’s degree in project management, finance, social science, economics or related technical fields.
2. Experience & Competencies Required:
<ul style="list-style-type: none"> • Minimum of 3 years’ experience in Project Administration Policy development. • Familiar with Project environment and legal framework in Tonga. • Familiar with GCF Project Administration standards will be an advantage. • Work experience in socio-economic development policies. • Experience in report writing and expert computer skills. • Operational effectiveness and initiatives. • Focus on results and respond positively to feedback. • Consistently approach work with energy and positive mindset. • Demonstrate openness to change and ability to manage complexity • Team work spirit and excellent interpersonal skills. • Ability to adapt to a multi-cultural working environment. • Ability to work under pressure.
3. Language Required
<ul style="list-style-type: none"> • Fluent English is required and Tongan is an advantage.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) no later than **16:30pm of Tuesday, 2nd November 2021**.

Attn: Chief Executive Officer
Ministry of Finance
Nuku’alofa
Tonga Islands

Tel: +676 740-0700

E-mail: recruitments@finance.gov.to copy to slolo@finance.gov.to and kngaluafe@finance.gov.to