

## **Project Administration Policy**

### **TERMS OF REFERENCE AND SCOPE OF SERVICES**

#### **1. 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.

#### **2. ORGANIZATIONAL CONTEXT**

On 1st September, 2016, Ministry of Finance (MOF) was nominated by 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 (MOF Project Administration Consultant) to write up the Project Administration policy 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.

### 3. SCOPE OF WORK

The MOF 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.

### 4. REPORTING

The Consultant will report to the Deputy CEO – Aid Management and Resilient Development Division, Ministry of Finance and will also represent the Ministry and lead in relevant coordination meetings to provide updates on the policy.

### 5. DELIVERABLES AND EXPECTED OUTPUTS

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

#### i. **Work plan**

The Consultant will submit a work plan in line with requested assignment. The work plan can be presented in a Gantt Chart style format for the purpose of planning and tracking progress of activities. The consultant may need to revise work plan after consultation with the DCEO RDFD and will be considered as ‘accepted’ once both parties are satisfied with revisions.

#### ii. **Stakeholder Consultations**

With support from the Ministry of Finance and other relevant ministries, the consultant will carry out all the agreed stakeholder consultations if needed. All consultation sessions need to be properly documented in English and submitted as part of the Annex of the Stakeholder Consultation Report.

#### iii. **Presentation of the Preliminary Findings to the Reference Group**

The consultant will provide:

- (a) A written report (summary of preliminary findings) of the consultations,
- (b) An oral presentation to the Reference Group on the preliminary key findings from the consultations using a PowerPoint Slideshow.
- (c) Questions/queries raised by the Reference Group will need to be adequately addressed by the Consultant prior to submission of the final deliverables.

#### iv. **Final Reports on the Stakeholder Consultation**

The Consultant will submit a:

- (a) A final draft report synthesizing the results of the stakeholder consultations.

- (b) A final PowerPoint slideshow reflecting the main findings from the stakeholder consultations.

## 6. KEY PERFORMANCE INDICATORS

- Approval of the Final Project Administration Policy.
- Professional performance with minimum supervision.
- High Quality and Timely delivery of expected outputs.
- Effective communication with MOF and other relevant stakeholders.

## 7. DURATION OF WORK

The duration of the consultancy is 2 months with possible extension pending on budget and performance.

## 8. 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.

## 9. QUALIFICATIONS AND COMPETENCIES

The MOF Project Administration Consultant will require the following qualifications, experience, competencies and language skills.

### A. Education and Professional Qualifications Required:

- Bachelor's degree in project management, finance, social science, economics or related technical fields.

### B. Experience & Competencies Required:

- 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.

### C. Language Required:

- Fluent English is required and Tongan is an advantage.

## **ANNEX B: CONSULTANT'S REPORTING OBLIGATIONS**

The consultant will report directly to the Deputy CEO – Resilient Development and Financing Division, Ministry of Finance. Consultant will provide a fortnightly update on policy progress as well as highlight challenges that need to be addressed. The Consultant will also represent the Ministry and lead in relevant coordination meetings to provide updates on the policy.

The Consultant will:

- coordinate and undertake all agreed activities as per the scope of the Terms of Reference. This includes planning their own work, such as the prioritization of tasks and management of day-to-day activities to deliver the final outputs within the timeframe provided
- attend regular online catch-up meetings of the RDFD as and when scheduled
- keep the RDFD informed of activities' progress at regular intervals, highlighting specific successes and challenges and any risks that need to be mitigated and/or managed beforehand,
- prepare and revise draft deliverables according to timelines