

Terms of Reference:

Consultant, Climate Finance Advisory Support & Coalition of Finance Ministers for Climate Action

May 2024

BACKGROUND

About the NDC Partnership

The NDC Partnership brings together more than 200 members, including more than 120 countries, developed and developing, and more than 80 institutions to create and deliver on ambitious climate action that helps achieve the Paris Agreement and the Sustainable Development Goals (SDGs). Governments identify their NDC implementation priorities and the type of support that is needed to translate them into actionable policies and programs. Based on these requests, the membership offers a tailored package of expertise, technical assistance, and funding. This collaborative response provides developing countries with efficient access to a wide range of resources to adapt to and mitigate climate change and foster more equitable and sustainable development.

About the Partnership's Finance Strategy

The Partnership launched its [Finance Strategy](#) in 2022 to advance the work of the Partnership in supporting countries to use their nationally determined contributions (NDCs) to mobilize finance and drive transformational investments that contribute to both sustainable development and the climate goals of the Paris Agreement.

The Partnership supports developing countries in multiple ways to increase access to finance, a summary of which can be found in the [Partnership in Action Report](#) and [Insight Brief](#). The Finance Strategy addresses gaps in climate finance that can be met through strengthening of the Partnership's model of cooperation.

About the Partnership's Embedded Advisory Support

Embedded advisory support is a critical component of the NDC Partnership's work. In June 2020, the NDC Partnership [launched the Economic Advisory Initiative \(EAI\)](#) to support governments in preparing climate-compatible COVID-19 recovery packages by embedding economic advisors into their relevant ministries. This initiative officially ended in September 2022, but the Partnership's broader country engagement process continues to deploy embedded advisors. The Partnership's [2021-2025 Work Program](#) includes a dedicated indicator (4.5.2) to track the number of embedded advisors deployed through the Partnership, covering: 1) economic or finance advisors, 2) sectoral advisors, 3) advisors delivering [Readiness Support for Greening Central Banks](#); and 4) other advisors (such as private sector advisors or subnational advisors). The Partnership has now deployed a cumulative total of 106 embedded advisors across 40 countries and the African Union Commission to 1) strengthen NDC mainstreaming efforts across planning, finance, environment, and sectoral ministries and 2) support the mobilization of climate finance from different sources.

About the Collaboration with the Coalition of Finance Ministries for Climate Action

The Coalition of Finance Ministers for Climate Action brings together fiscal and economic policymakers from over 90 countries to lead the global climate response and secure a transition towards low-carbon resilient development. The NDC Partnership and the Coalition of Finance Ministers for Climate Action offer targeted resources and expertise for Ministries of Finance to actively engage in developing NDCs and LT-LEDS. To provide this support, the Partnership leverages its Thematic Call on NDCs and LT-LEDS alignment, update, and enhancement, a targeted initiative to assist countries in designing ambitious NDCs and LT-LEDS implemented in alliance with the 2050 Pathways Platform, United Nations Development Program, and other Institutional Members of the Partnership.

SCOPE OF WORK AND DELIVERABLES

Scope of Work

As the Partnership works to operationalize its Finance Strategy and continues to promote whole-of-government, whole-of-society approaches at the country level, the value of the economic/finance embedded advisor modality and the coordination with thematic coalitions such as the Coalition of Finance Ministries for Climate Action has grown. This consultancy position will help strengthen the Partnership's finance-related work by providing dedicated capacity to coordinate the network of economic/finance-embedded advisors and collaborate with the Coalition of Finance Ministries for Climate Action. Regarding the former, this consultancy entails understanding the work economic/finance-embedded advisors carry out and coordinating with their host institutions and partners to provide such support to ensure their work is impactful and adds value. Regarding the latter, the consultancy supports consolidating the collaborative agenda between the NDC Partnership and the Coalition. This consultancy position will report to the Climate Finance Associate and the Head of Climate Finance and work closely with the NDC Partnership Support Unit team.

Duration and Duty Station

This is a full-time consultancy position for 8 months with the possibility of an extension. This consultancy is remote with occasional missions.

Activities

Embedded Economic/ Finance Advisors

Activity 1.1: Collect and consolidate lessons learned, challenges, success cases, and areas for improvement through embedded advisory support into a report. This activity includes the analysis of information from previous reports, outreach to country engagement team, embedded advisors, and government focal points and generation of a report (15-20 pages) to be used for multiple purposes (SC report, blogs, knowledge products, etc.).

Activity 1.2: Develop a standardized reporting mechanism for all finance-related embedded advisors. This involves building on existing reporting templates or creating a dedicated section in facilitators' quarterly reports. The reports will capture lessons learned on how advisors support the advancement of NDC-aligned projects, mobilize resources for NDC implementation, and enhance capacity building within ministries of finance and/or planning. This activity implies reaching out to embedded advisors appointed by the NDC Partnership Support Unit and those appointed by partners of the NDC Partnership.

Activity 1.3: Update the Partnership's economic/finance embedded advisor roster by pooling relevant candidates from the current roster and partners' rosters.

Activity 1.4: Organize a peer exchange to discuss the experiences, lessons, challenges, and opportunities of embedded advisors. This includes developing a concept note with a moderation plan, list of participants, objectives, and methodology, as well as drafting a peer exchange report.

Coalition of Finance Ministries for Climate Action

Activity 2.1: Outreach to Coalition countries to present the support opportunities available for ministries of finance through the NDC Partnership. This activity involves mapping and strategically approaching countries in close coordination with the Coalition, the NDC Partnership focal points, and the Country Engagement team of the NDC Partnership.

Activity 2.2: Support event coordination for country and deputy meetings, ministerial meetings, information sessions, and other related spaces (such as COPs, regional fora, etc.). This activity includes providing backstopping support to NDC Partnership staff and leading the conceptualization and organization, when required, including tasks such as event concept note and moderation plan preparation, technical notes drafting, event moderation, and other related tasks inherent in event organization.

Activity 2.3: Support Country Engagement staff in offering guidance to countries, upon request, regarding requests from Ministries of Finance. This may include supporting the articulation of needs, elaboration of RSLs and ToRs, engagement of partner expertise, and supporting opportunities for matching requests and partner support.

Deliverables

Table 1. Deliverables

Deliverable Number	Deliverable Name	Deliverable Description	Due Date
1	(Embedded Economic/Finance Advisors) Standardized reporting mechanism	1 report consolidating lessons learned, challenges, success cases, and areas for improvement through embedded advisory..	August 30, 2024
2	(Embedded Economic/Finance Advisors) Knowledge product	1 Standardized reporting mechanism for all finance-related embedded advisors	August 30, 2024
3	(Embedded Economic/Finance Advisors) Economic/finance advisor roster update	1 roster database has been updated and expanded, including identifying experts who could be embedded in new countries.	August 30, 2024
4	(Embedded Economic/Finance Advisors) Peer exchange concept note	1 concept note and event report for a peer exchange to discuss experiences, lessons, challenges, and opportunities of embedded advisors.	September 30, 2024
5	(Coalition of Finance Ministries for Climate Action) Member country outreach report	Strategy, workplan, and process to approach Coalition members on NDC Partnership support opportunities aligned with NDC Partnership Support Unit and Coalition Secretariat	May 15, 2024
6	(Coalition of Finance Ministries for Climate Action) Member country outreach report	Short report summarizing country/regional engagements (interests/needs/next steps)	Monthly until the end of the contract (up to 8)
7	(Coalition of Finance Ministries for Climate Action) In-country Coordination and presentations	Concept notes and/or event reports from country and deputy meetings, ministerial meetings, information sessions, and other related spaces (such as COPs, regional fora, etc).	Ongoing until the end of the contract (up to 8)
8	(Coalition of Finance Ministries for Climate Action) HP1/6 engagement	RSLs/ToRs with detailed edits/suggestions to requests for support; Summary notes of country and partner engagement (if available), including main discussion items and next steps.	Ongoing until the end of the contract (up to 10)

QUALIFICATIONS AND EXPERIENCE

Qualifications

- University degree in social or natural sciences. Master's degree in climate & sustainable finance or related topics as an asset.
- At least five years of full-time work experience in development finance, climate finance, sustainable finance, project finance or related fields.
- Relevant experience working with developing countries on climate finance will be an asset.
- Experience working with ministries of finance, economy and/or planning, and Central Banks in developing countries as a strong asset.
- Experience and knowledge of sustainable development projects, including the origination, development, implementation, and evaluation of programs and projects as an asset.

- Experience in multi-stakeholder initiatives and working with governments and international organizations as a strong asset.
- Knowledge of the climate finance field and of its main actors.
- Strong interpersonal skills and the ability to work and communicate with teams from different countries and partners.
- Ability to manage multiple priorities and work under pressure with tight deadlines.
- Strong computer skills and experience in Microsoft suite, cloud- and web-based communications. Advanced Excel skills required.
- Excellent writing, editing, and oral communication skills English. Ability to work in French, Portuguese, Spanish or Arabic as an advantage.
- Commitment to the NDC Partnership's mission and values.

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this TOR:

- Completion of all required elements;
- The extent to which the consultant's proposal fulfills WRI's stated requirements as set out in the TOR;
- Experience with similar projects;
- Overall cost of the consultant's proposal;
- Debarment and sanctions – WRI will not consider proposals from consultants that are presently debarred by the U.S. government or named on any restricted parties lists;
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work.

The candidate offering the best overall value will be selected. For this procurement, price and non-price aspects are considered to be of approximately equal importance.

Selection Process

No proposal development costs shall be charged to WRI. All expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussion. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

WRI may, at its discretion and without explanation to the prospective consultants choose to discontinue this TOR without obligation to such prospective consultants or make multiple awards under this TOR. Contracts will not be awarded to consultants debarred by the US government or named on restricted parties lists.

TO APPLY

To apply for this consultancy position, please submit:

- ✓ *Curriculum vitae (CV);*
- ✓ *Cover letter with no more than one page in English;*
- ✓ *Expected daily remuneration in USD; and*

Qualified candidates are invited to send their application documents by **c.o.b., Monday, 20 May 2024** to Adrian Flores at adrian.floresaguilar@ndcpartnership.org.

We will consider applications as they are received. **Only short-listed candidates will be contacted, and final terms will be discussed upon selection.** Please use the following format for the email subject line: [FINANCE_EA/CFMCA_CONSULTANT_NAME](#). All applications must be submitted in electronic format.