

# **NDC Partnership Climate Finance Embedded Advisor for El Salvador**

## **Terms of Reference**

### **BACKGROUND**

#### **Context**

The Ministry of Environment and Natural Resources (MARN) of El Salvador is carrying out actions aimed at comprehensively managing climate commitments. The Nationally Determined Contributions (NDCs) have already been updated, the implementation sectoral plans have been prepared, the need for resources for their implementation has been quantified at \$1.05 billion dollars, and other framework instruments are being prepared, such as the Low Carbon Development Strategy 2050 and the draft Climate Change Law.

This framework has been supported by organizations including Euroclima+, UNDP and funds such as Climate Promise. In particular, there is support for the mobilization of climate resources with the support of the NDC Partnership, which is allowing the implementation of some of the climate actions prioritized in the NDC. One of the results of this management is the approval of the project "*Technical assistance for capacity building in climate finance, development of the climate finance strategy, climate change expenditure and investment and development of the carbon market*", which will provide the country with an enabling framework for the management of climate finance in the medium term.

Currently, through the NDC Partnership, the country has the support of an NDC Partnership Facilitator who articulates the work of resource mobilization with all sectors of the NDC, which is oriented to this mechanism (NDC Partnership). However, this effort is insufficient, given the high demand for resource mobilization and the fact that the MARN does not have the installed capacity to take advantage of other climate finance opportunities through other entities and windows.

In accordance with the above and in order to enhance the spectrum of opportunities in the mobilization of climate funds that occur in parallel to the enabling process, MARN requires technical assistance through the hiring of an expert to support financial management, in order to expand the implementation of the NDCs and thus comply with the proposed climate ambition, referring to the comprehensive and articulated management of climate financing that is carried out from the Climate Change unit of the Ministry of Environment and Natural Resources, such as cooperation funds, climate programs, national climate programs and initiatives, among others.

#### **Embedded Advisory Model**

To support access to climate finance through a programmatic approach, the Government of El Salvador requested technical support from the NDC Partnership to expand NDC implementation and thus meet its proposed climate ambition. In response to this request, the NDC Partnership is hiring an embedded advisor to support the Government of El Salvador in activities related to climate finance.

The expert in climate finance management for NDC implementation will be located in person at the Ministry of Environment and Natural Resources (MARN) of El Salvador, report to the head of the Technical Cabinet Unit,

and work with the NDC Partnership Country Facilitator and the institutional technical representative designated by MARN.

## ROLES AND RESPONSIBILITIES

Lead the preparation of specific climate projects.

- Support the Ministry of Environment and Natural Resources in the management of the mobilization of climate finance, including support to the operationalization of the Climate Finance Roundtable and the actions derived from this and other spaces with connection to the MARN and the NDC sectors, including Carbon Markets.
- Identify potential sources of climate finance and support in the application process.
- Support stakeholder consultation at all levels and ensure ownership of the NDC sectors.
- Support capacity building as well as institutional expertise in programmatic climate finance.
- Work closely with the NDC Partnership national facilitator to engage development partners to accelerate access to climate finance for successful climate action.
- Prepare systematization reports of the work done to document climate finance managed to support NDC implementation.
- Support the MARN in the initiatives, programs, and projects related to national climate finance and in developing instruments derived from these processes, which this Ministry promotes and manages.

## Deliverables

Specific deliverables include:

Deliverables	Timeframe
<b>Output 1. Implement 1 training process for the mobilization of climate funds (Green Climate Fund, Adaptation Fund) with leading institutions from the NDC sectors:</b> 1.1. Identify climate and environmental financing mechanisms to which the prioritized strategic actions of the NDCs can be applied. 1.2. Elaborate the methodological proposal for the capacity building process and its support tools, with a learning-by-doing dynamic. 1.3. To implement the training process in hybrid format (5 hours face-to-face and 3 hours virtual) in at least 5 sessions, two of them face-to-face. Aimed at an estimated 30 people, from management and technical levels of the leading institutions in the sector that have NDC commitments. This process is expected to take place in the second and third month of the assistance. 1.4. Prepare a report on the outcome of the process.	Methodology. 10 calendar days from the start of the contract  Hybrid format training process at 60 calendar days from the beginning of the contract,  The outcome report should be included as Annex in the corresponding bimonthly report.  First Bimonthly report at 30 <sup>th</sup> August 2025.
<b>Output 2: Technical report on the implementation of the project "Technical assistance for capacity building in climate finance, climate finance strategy development, climate change expenditure and investment and carbon market development":</b> 2.1. Support the Ministry of Environment and Natural Resources (MARN) in the follow-up and monitoring of project implementation.	Participate in the established monitoring regime at least every month from the beginning of the contract.

Deliverables	Timeframe
<p>2.2. Attending meetings of the project and the Climate Finance Table, ensuring the interests of the climate agenda in the process.</p> <p>2.3. Prepare for MARN 2 technical reports with a focus on the systematization of the process, for the period January to June, and July and December, 2025.</p>	<p>Report 1 at 30 calendar days from the beginning of the contract.</p> <p>The Report 1 should be included as Annex in the corresponding bimonthly report (The outcome report should be included as Annex in the corresponding bimonthly report, First Bimonthly report at 30<sup>th</sup> August 2025).</p> <p>Report 2 at 160 calendar days from the beginning of the contract (The outcome report should be included as Annex in the corresponding bimonthly report, Third Bimonthly report at 15<sup>th</sup> December 2025).</p>
<p><b>Output 3 Support the Ministry of Environment and Natural Resources in Carbon Markets:</b></p> <p>3.1. Analyze and propose alternatives for the country regarding the conditions required for entering carbon markets.</p> <p>3.2 Provide support to MARN through technical counterpart assistance in the assistance provided by other agencies that contribute to the analysis of carbon markets in El Salvador.</p> <p>3.3 Prepare a concluding report on the feasibility and potential opportunities for the country to enter carbon markets from at least two potential sectors.</p>	<p>Report at 150 calendar days from the beginning of the contract.</p> <p>Second Bimonthly report at 30<sup>th</sup> October 2025.</p> <p>The outcome report should be included as Annex in the corresponding bimonthly report (The outcome report should be included as Annex in the corresponding bimonthly report, Second Bimonthly report at 30<sup>th</sup> October 2025).</p>
<p><b>Output 4 Systematization report on the process of mobilizing climate funds and building the enabling framework for climate finance:</b></p> <p>4.1. Coordinate, prepare and support the enabling processes of climate finance management led by the MARN, through technical and logistical contributions.</p> <p>4.2. Provide technical support and advice on climate finance to the MARN directorates involved in the enabling processes.</p> <p>4.3. Prepare a systematization report of the process.</p>	<p>Quarter report on the financing management process and as required by MARN.</p> <p>Report 1 within 30 calendar days, from January to June 2025 (The outcome report should be included as Annex in the corresponding bimonthly report, First Bimonthly report at 30<sup>th</sup> August 2025).</p>

Deliverables	Timeframe
	<p>Report 2 within 90 calendar days from the start of the order, including from July to September 2025 (The outcome report should be included as Annex in the corresponding bimonthly report, Second Bimonthly report at 30<sup>th</sup> October 2025).</p> <p>Report 3 within 160 calendar days, from October to December 2025 (The outcome report should be included as Annex in the corresponding bimonthly report, Third Bimonthly report at 15<sup>th</sup> December 2025).</p>

## Timeframe and Duty Station

This is a full-time position based in San Salvador, El Salvador for 6 months.

## Requirements

- Advanced degree in any discipline, preferably in economics, public finance, public policy (climate/environment), sustainable development, or a similar subject;
- At least 5 years of experience in issues related to climate finance, climate/environment, sustainable development, project management, or monitoring in any of the NDC sectors;
- Demonstrable experience working in the field of climate finance management in El Salvador, including, but not limited to, mitigation and adaptation actions, government policy and legal frameworks, results-based management, project monitoring, budget execution, non-reimbursable and reimbursable funds execution tracking;
- Demonstrated skills in managing and aligning diverse stakeholder groups, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others;
- Excellent writing, editing, digital and oral communication skills;
- Fluency in Spanish, English would be an asset.

# EVALUATION AND SELECTION

## Evaluation Criteria

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

- Completion of all required elements of the application package;
  - CV
  - Cover letter
  - Daily remuneration expectation
- The extent to which the consultant's proposal fulfils WRI's stated requirements as set out in the Terms of Reference;
- 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;
- **The bidder offering the best overall value will be selected. For this procurement, the non-price aspect is considered to be of higher importance than the price aspect.**

## 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 RFP without obligation to such prospective consultants or make multiple awards under this RFP. Contracts will not be awarded to consultants debarred by the US government or named on restricted parties lists.

## How to Apply

To apply, please submit a complete application package that includes CV, cover letter and daily remuneration expectation to Melissa Capcha at [Melissa.Capcha.5@ndcpartnership.org](mailto:Melissa.Capcha.5@ndcpartnership.org), copying [ndcpaf@ndcpartnership.org](mailto:ndcpaf@ndcpartnership.org) at the NDC Partnership Support Unit by **4 June 2025**, with the subject '**EI Salvador NDC Partnership Embedded Advisor Application**'.