

USAID CLIMATE READY

Scope of Work (SOW)

Position Title:	GCF Accreditation Facilitation Officer
Level of Effort (days):	Full-time: Total of 80 days (~4 months @20 days per month)
Period of Performance:	March – July 2022
Country(s) of Performance:	Republic of Palau
Supervisor:	FSM Senior Policy and Finance Advisor
Activity:	PAL-18-12001 – Support MOF to improve draft Project Management Manual for GCF NIE accreditation (Indicator 2.3, D5)

Project Description

Under contract with the United States Agency for International Development (USAID), DT GLOBAL is implementing the USAID Climate Ready Project whose main objective is to work with target Pacific Island countries (PICs) to achieve their climate change adaptation goals by assisting them to develop and implement climate action policies and plans in a manner that is country-driven, coordinated, inclusive and equitable. USAID's Climate Ready Project will provide a wide range of high-level, high-visibility technical assistance and capacity-building support in climate change adaptation (CCA) and CCA finance. Project objectives include: (1) strengthening and mainstreaming CCA policies and laws; (2) enabling access to multilateral and bilateral climate change funds; and (3) strengthening implementation of CCA projects. Target countries include: Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

Context

Palau has nominated the Ministry of Finance (MoF) as a candidate for GCF accreditation as a Direct Access Entity (DAE) after a process of reviewing potential candidates, including the Palau National Development Bank (PNDB) and the Palau Protected Areas Network (PAN).

In 2016 a PwC Gap Assessment, sponsored by the GCF, assessed the MoF's standing with respect to the GCF accreditation requirements. This Gap Assessment identified a number of gaps in the area of project management and USAID Climate Ready supported the Government's accreditation efforts by strengthening the capacity of the MoF's Office of Project Management (OPM), including strengthening the Government's *Project Management Manual of Rules and Procedures*. This included developing:

- Gender guidelines in the Project Management Manual in line with GCF accreditation requirements and in line with the Draft Palau Gender Mainstreaming Policy;
- Environmental and Social Safeguards for the Project Management Manual;
- Monitoring and Evaluation Requirements for the Project Management Manual;
- Project Closeout procedures for the Project Management Manual; and
- Other requirements for the Project Management Manual that would cover GCF specialized fiduciary requirements.

These components were incorporated into a revised and updated *Project Management Manual of Rules and Procedures* which was finalised by the Government and endorsed in October 2018.

As part of this support, the Government also requested USAID Climate Ready look at drafting an Internal Audit Manual. A draft of the Internal Audit Manual was duly prepared and delivered to the Government for their consideration.

In FY20, USAID Climate Ready also supported the development of a GCF Readiness Grant. The Grant, which was approved in July 2020, includes additional support to MoF's accreditation to address outstanding gaps that remain after the earlier support.

Progress on the accreditation has been hampered by the lack of staff in MoF and the proposed TA will support MoF by engaging a local consultant to provide on-the-ground support to work with the Director of the Bureau of Budget and Planning and the National Climate Change Coordinator. This support will assist with the lodgment of the MoF Accreditation application, but also assist the Government in managing the GCF Readiness Grant, where it has an impact on the accreditation process.

The work will be done through the engagement of a locally recruited Accreditation Facilitation Officer to be located in the Office of Climate Change in the Ministry of Finance. The Accreditation Facilitation Officer will work under the direction of the National Climate Change Coordinator within the Ministry of Finance but will, where necessary, also report to the Director of the Bureau of Budget and Planning.

Primary Objectives of the Consultancy:

The primary objective of this support is the completion and formal submission of the MoF Accreditation Application to the GCF's OAS and entering Stage I of the Accreditation Process that involves GCF's Institutional Assessment and Completeness Check.

Detailed Tasks:

As mentioned above the Accreditation Facilitation Officer will work under the direction of the National Climate Change Coordinator within the Ministry of Finance but will, where necessary, also liaise with the Director of the Bureau of Planning and Budget as the main contact person for the MoF accreditation application with GCF.

The Accreditation Facilitation Officer's first task will be to undertake a stocktake of MoF's accreditation application and design a work plan in order to determine what next steps are needed.

The Accreditation Facilitation Officer should have access to the Ministry of Finance login details to the Online Accreditation System (OAS). This will allow the Accreditation Facilitation Officer to upload the necessary documentation and input the necessary information to address the OAS requirements to complete and lodge the MoF Accreditation Application. The Officer will also monitor the progress of the accreditation application and advise on the best use of the GCF Readiness Grant resources to address outstanding accreditation issues.

Among the major tasks of the Accreditation Facilitation Officer:

- Prepare stocktake of status of MoF accreditation (with reference to the GCF online self-assessment tool and Stage I Checklist)
- Map out critical tasks needed to address remaining gaps in the MoF Application
- Work with MoF to coordinate accreditation resources in the Readiness Grant and from other partners
- Collate documentation for MoF accreditation
- Prepare Briefs addressing sections of the OAS application addressing information requirements of the application with supporting documentation
- Monitor progress of the MoF accreditation application
- Liaise with Director of Bureau of Planning Budget and the NDA Office
- Liaise (where necessary) with GCF on the lodgment and finalization of MoF's accreditation application
- Finalize and lodge (upload) documentation for the application submission via the OAS

Important background documents for the Accreditation Facilitation Officer will be:

- i. The *Project Management Manual of Rules and Procedures*;
- ii. The Price Waterhouse Coopers – Palau Ministry of Finance - Gap Assessment;
- iii. The Price Waterhouse Coopers – Palau Ministry of Finance - Action Plan;
- iv. Executive Order 390 establishing environmental and social policy for projects and programs;
- v. Green Climate Fund – Accreditation Documentation; and
- vi. MoF Login Details to the GCF's Online Accreditation System (OAS).

Outputs/Reports/Deliverables:

The main deliverable from this sub-activity is the submission of the Ministry of Finance's accreditation application to GCF's Online Accreditation System. Specific milestones leading to the achievement of the objective include:

1. Inception Report including Accreditation Stocktake and Assignment Work Plan (on or about 31 March 2022)
2. Monthly Progress Reports including report of progress with plan for upcoming month (last day of each Month) with annexes as required
3. Final report including evidence and confirmation of lodgment of MoF accreditation application via the OAS (Stage 1) – (o/a 30 June 2021)
4. Final USAID Climate Ready Consulting Report

Proposed Payment Schedule

Payment will be made monthly (based on a daily rate and ~20 days per month). The payment will be made upon the approval by the FSM-based USAID Climate Ready Senior Policy and Finance Advisor of Deliverables in the form of consultant reports and supporting documentation. Processing of claims will use DT Global's Time and Expense Report (TER) and will be accompanied by the Monthly Progress Report and any specific deliverable.

The Inception Report will include:

- An Assignment workplan
- An accreditation stocktake

Monthly Progress Reports will be brief but will include:

- Activities and progress on agreed outputs achieved during the completed month
- A plan of actions for the upcoming month
- Overall progress on application preparation
- evidence/examples of work completed (eg drafts, letters, etc)

The final report should include:

- final lodgment of MoF Accreditation Application (final monthly report)
- evidence of lodgment

The following table maps out the Indicative Payment Schedule. Actual payment will be made against USAID Climate Ready Time and Expense Report.

Description of Deliverable		No. of Days	Means of verification
Deliverable 1: Inception Report including Assignment Work Plan and Stocktake of status of MoF accreditation (with reference to the GCF online self-assessment tool and Stage I Checklist)	o/a March 31, 2022	8	Inception Report including Stocktake of MoF Accreditation and Assignment Work Plan
Deliverable 2: Progress Report including plan for upcoming month, progress of application	o/a April 30, 2022	21	Copy of Monthly Progress Report (with evidence/examples of work completed)
Deliverable 3: Progress Report including plan for upcoming month, progress of application	o/a May 31, 2022	21	Copy of Monthly Progress Report (with evidence/examples of work completed)
Deliverable 4: Progress Report including plan for upcoming month, progress of application	o/a June 30, 2022	21	Copy of Monthly Progress Report (with evidence/examples of work completed)
Deliverable 5: Final Monthly Progress reporting including evidence and confirmation of lodgment of MoF accreditation application via the OAS (Stage I) – (o/a July 15, 2022)	o/a July 15, 2022	8	Copy of Monthly Progress Report and evidence and confirmation of lodgment of MoF accreditation application
Deliverable 6: Final USAID Climate Ready Consulting Report (2-3 pages)	o/a July 15, 2022	1	Copy of USAID Climate Ready Final Consulting Report
Total Level of Effort		80	

Evidence of specific deliverables will also be provided according to agreed work plan and Monthly Output Plan.

Gender Equality and Social Inclusion (GESI):

As the USAID Climate Ready Project is committed to the participation of women and vulnerable groups in its activities, Consultants are required to address and integrate GESI issues in their work. At a minimum, Consultants are requested to record and report on participation at trainings, workshops, stakeholder consultations and similar fora disaggregated by gender, disability¹ and location.

Duration of Assignment, Duty Station, and Expected Places of Travel:

The consultancy will be for 80 working days over the period from o/a 15 March 2022 through to o/a 15 July 2022. Expected duty station is Koror, Palau, located within the Office of Climate Change within the Ministry of Finance.

Skills/Qualifications/Experience:

The Accreditation Facilitation Officer will have the following qualifications and experience:

- Bachelor's degree or equivalent in environmental and social sciences, conservation studies, environmental health, anthropology, management, law, environmental law, economics, and policy development or related areas.
- 5 years' experience in conservation, including designing, implementing, assessing projects and programs in Palau or around the Pacific region.

¹ Participants can be requested to self identify as living with a long-term impairment that hinders full and equal participation in society.

- Experience with international development funding organizations and an understanding of their requirements for funding,
- Knowledge and understanding of the Green Climate Fund and its accreditation requirements would be considered an advantage.
- Demonstrated capacity to provide concise, to-the-point, and thorough reports of assessments, recommendations, or project or program due diligence or performance reviews.
- Understanding and experience of gender equality issues and knowledge of mainstreaming gender into project design and operations would be an advantage.
- Previous experience working as a consultant, working remotely, for international organization or firm would be viewed as an advantage.
- Excellent written English and presentation skills.

Background

DT Global, a new independent international development consulting firm. DT Global provides a continuum of support along the development spectrum in five principal development areas: Economic Growth, Environment & Infrastructure, Human Development, Governance, and Stabilization & Transition. With corporate offices in the USA, Spain, and Australia, DT Global's portfolio spans more than 90 countries, with dedicated project offices in 31 countries and over 700 talented technical experts in every region of the world. The DT Global family – made up of DT Global, the non-profit DT Institute, and the GPD Charitable Trust – represents an international cadre of development practitioners with technical expertise to deliver innovative solutions across sectors. This worldwide presence enables DT Global to rapidly mobilize resources and adapt programming for greater impact. DT Global is pioneering a new way of doing international development and transforming lives beyond expectation. For more information, visit www.dt-global.com.