



TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title	Individual consultant to support climate fund accreditation for Mekong River Commission
Consultancy/Staff Type	Special Service Agreement - home based, daily rate: one-time assignment, 1 TOR, number of consultancy days within 12 calendar months
Division	Planning Division
Duration	40 working days, from June 2022 to December 2022
Duty Station	Homebased and meetings with the Mekong River Commission Secretariat and its Member Countries
Reporting to	Director of Planning Division through Climate Change Adaptation Specialist
Expected Deliverables	<ul style="list-style-type: none">• Inputs on the Mekong River Commission application documents for Green Climate Fund and Adaptation Fund accreditation• Preparation of supporting documents per request from Green Climate Fund and Adaptation Fund• Revised and/or new MRCS policy documents to close accreditation gaps• Full Green Climate Fund readiness support proposal and a report on MRCS financial management capacity assessment.

2. INTRODUCTION AND BACKGROUND

The Mekong River Commission (MRC) was established by the 1995 Agreement on Co-operation for the Sustainable Development of the Mekong River Basin, between the governments of Cambodia, Lao PDR, Thailand, and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin.

The MRC Secretariat (MRCS) is the operational arm of the MRC. It provides technical and administrative services to the Joint Committee and the Council to achieve the MRC's mission. The Planning Division is responsible for strategic basin development planning, and strategic analysis and planning of issues related to socioeconomics, climate change adaptation, hydropower, and agriculture and irrigation to support basin planning management and development for sustainable development of the Mekong River.

The Mekong Climate Change Adaptation Strategy and Action Plan (MASAP) sets out the strategic priorities and actions at the basin level through which the Mekong River Commission can contribute to addressing climate change risks and strengthening basin-wide resilience. The MASAP identifies critical dimensions of development that need transboundary cooperation for

the purpose of adaptation to climate change and enhances the capacity of Member Countries in implementing their national strategies. In terms of climate-resilience for the Lower Mekong Basin (LMB), the MASAP contributes to ensuring that people, communities, businesses, and other organizations be able to cope with current climate variability as well as to adapt to future climate change, preserving development gains, and minimizing damages.

The MASAP has condensed the current state of the art knowledge on climate change in the LMB. It identifies priorities and actions for MRC in order to support the Member Countries to further increase the resilience in LMB. The MASAP therewith provides the opportunity for the Member Countries to use and build upon this knowledge and streamline their actions with their neighbouring countries.

MASAP's strategic priority 4 focuses on supporting access to adaptation finance, for the implementation of adaptation measures. It is integrated into MRC Strategic Plan within Activity 4.2.2.2 Coordinate enhanced access to international climate finance through climate fund accreditation for the MRC. Among the complex landscape of climate funds, MRCS recommends focusing on two funds supporting the implementation of the United Nations Framework Convention on Climate Change climate funds which offer direct access modality: Adaptation Fund (AF) and Green Climate Fund (GCF). Both funds have a direct access modality which allows national and/or regional entities (public or private) to submit funding proposals directly to the funds i.e., without going through a body. To be granted this access modality, an entity must comply with the fund's standards.

This compliance check is done during the accreditation process: a process that reviews the entity's internal rules, regulations, procedures and their compliance with the fund's standards and which will determine whether the entity can become accredited. This access modality differs from MRC's current fund-raising approach and requires MRC to strengthen its internal procedures as well as its internal know-how in terms of project proposal preparation and implementation. To access these funds, MRCS first needs to become an accredited entity to the funds. It will then be in a position to submit funding proposals to the funds and eventually get financial support for the submitted projects / programs.

3. OBJECTIVES OF THE CONSULTANCY

The objective of this consultancy is to (1) provide inputs into application of MRCS to be accredited entity of the GCF and AF, (2) support MRCS on the preparation of supporting documents per request from the GCF and AF, (3) support to revise and/ or develop the MRCS policy documents to closing the gaps to become an accredited entity, (4) prepare full GCF readiness support proposal and conduct the MRCS financial management capacity assessment.

4. EXPECTED RESULTS

- Inputs on the MRC application documents for GCF and AF accreditation
- Preparation of supporting documents per request from GCF and AF
- Revised and/or new MRCS policy documents and guidelines to closing accreditation gaps
- Report on the MRCS financial management capacity assessment
- Full GCF readiness support proposal.

5. DELIVERABLES AND CONCRETE TIMELINES

Deliverables and Expected Quality	Number of Days	Deadline
1. Inputs into MRC application Adaptation Fund and Green Climate Fund for a regional accredited entity	4	May 2022
2. Support MRCS on the clarification, supporting documents per request from the GCF and AF	4	July 2022
3. Identify the MRCS policy documents and guidelines need to be modified or developed based on the consultation with the Funds	2	August 2022
4. Draft the MRCS policy documents and guidelines in order to closing the accreditation gap	10	September 2022
5. Report on MRCS financial management capacity assessment	7	September 2022
6. Develop full package of the readiness support proposal	9	October 2022
7. Presentation and facilitation of the consultation meeting with GCF, AF and Member Countries on the accreditation process and GCF readiness support proposal	4	November 2022
Total Number of Days	40	

6. REQUIRED TASKS AND RESPONSIBILITIES

- Provide inputs into MRC application to AF and GCF for accreditation following requirement from AF and GCF.
- Support MRCS on preparation of supporting documents per request from the GCF and AF
- Identify the MRCS manuals and documents need to be modified or developed based on the consultation with the Funds
- Draft the MRCS policy documents and guidelines in order to closing the accreditation gap
- Conduct the MRCS financial management capacity assessment
- Prepare a full package of the readiness support proposal for MRC to apply to GCF
- Prepare and facilitate workshop / meeting to discuss and refine the readiness support proposal and closing the accreditation gaps.

7. PAYMENT MODALITY

A first payment (30 % of total contract value) will be paid after signing the contract. The second payment (30 % of total contract value) will be paid after deliverables outlined in section 3, equivalent to 24 working days completed. The final payment (40 % of total contract value) will be made based on the presentation of the deliverables outlined in section 3, including all reports,

a short progress report and a timesheet. All deliverables must be satisfactorily accepted and confirmed by the MRCS Planning Division.

The Consultant will invoice for completed deliverables outlined in Section 5.

Note: Consultancy rate is defined by the MRCS consultancy rate policy and the level of consultancy. MRC is a tax-exempted agency for the work done for the MRC. The consultant, in case a mission is required, will be covered with a return ticket to and from the assigned duty stations with a daily related subsistence allowance of 75% of the UN for the mission days.

8. INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights (IPR): Information, data, database, knowledge resources in the form of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property.

Any utility, announcement and disclosure that are without MRCS's highest levels of authority's permission is considered illegal and will be charged by relevant local and international legal procedures.

9. DECLARATION OF NON-FRAUDULENCE AND PROTECTION OF PERSONAL DATA

The Subscriber shall adhere to the MRC's relevant rules and regulations of the MRC on personal data protection, business exclusion, and fraud prevention and anti-corruption principles, and shall be under strict disciplinary measures should any violation occur.

10. WORKING ARRANGEMENT

Reporting Line:	Director of the MRCS Planning Division through Climate Change Adaptation Specialist
Communication Line:	The Consultant will work under the overall managerial and technical direction of the Director of the Planning Division and Chief River Basin Planner. He/she will work directly with the Climate Change Adaptation Specialist of the Planning Division.
Work station:	Homebased and online meetings with the Mekong River Commission Secretariat and its Member Countries.

11. QUALIFICATIONS AND REQUIREMENTS

- At least a Master's degree in a relevant field such as climate change and/or environment/natural resources management, economics, agriculture/rural development, economics/sociology or related areas.
- At least 10 years' experience in one or more of the following areas: climate change finance, climate change mainstreaming, and climate change adaptation
- Proven understanding of the Adaptation Fund and Green Climate Fund's standards, policies, procedures and requirements for the accreditation.
- Working experience on capacity building and / or the accreditation process, for an institution to become an accredited entity
- Working experience on revising and/ or developing policy documents for organization(s) to closing gap(s) for the accreditation to the GCF and/or AF
- Excellent communications skills, including writing and presentation in the English language

- Demonstrated ability to write technical reports which can be readily understood by decision makers and the public; and
- Strong work ethics, including commitment, responsibility, team spirit, and timely delivery.

12. SIGNATURE BLOCK

MRCS:

Full Name: Mr. Bountieng Sanaxonh

Incumbent's Full Name: _____

Title: Director of Planning Division

Signature: _____

Incumbent's Signature: _____

Date: _____

Date: _____