



## TERMS OF REFERENCE

### 1. CONSULTANCY SUMMARY

<b>Title</b>	<b>Individual Consultant to Support on Accreditation to Climate Funds</b>
<b>Consultancy/Staff Type</b>	Special Service Agreement - home based, daily rate: one-time assignment, 1 TOR, number of consultancy days within 12 calendar months
<b>Division</b>	Planning Division
<b>Duration</b>	16 working days, from May 2021 to October 2021
<b>Duty Station</b>	Homebased and online meetings with the Mekong River Commission Secretariat and its Member Countries
<b>Reporting to</b>	Director of Planning Division through Climate Change Adaptation Specialist
<b>Expected Deliverables</b>	<ul style="list-style-type: none"><li>• Inputs and comments on the Mekong River Commission application documents for Adaptation Fund and Green Climate Fund accreditation</li><li>• Readiness support proposal to Green Climate Fund</li><li>• Report on the Mekong River Commission Secretariat financial management assessment.</li></ul>

### 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 strengthen 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 own 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 neighboring 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 at the 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 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 documents for MRC to apply for an accredited entity to Adaptation Fund and Green Climate Fund, (2) prepare GCF readiness support proposal, (3) conduct the MRCs financial management capacity assessment for the readiness support, and (4) presentation and facilitation of the consultation meeting with Member Countries on the GCF readiness support proposal.

**4. EXPECTED RESULTS**

- Inputs and comments on the MRC application documents for AF and GCF accreditation
- GCF readiness support proposal
- Report on the MRCS financial management capacity assessment
- Consultation of the MRC Member Countries on the 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	3	May 2021

2. Report on the MRCS Financial Management Capacity Assessment (FMCA)	5	June 2021
3. GCF readiness support proposal	7	August 2021
4. Presentation and facilitation for the consultation meeting with MRC Member Countries on the GCF readiness support proposal	1	September 2021
<b>Total Number of Days</b>	<b>16</b>	

## 6. REQUIRED TASKS AND RESPONSIBILITIES

- Review the drafted MRC application to AF and GCF for accreditation.
- Provide inputs and comments into the application to meet the requirements from AF and GCF.
- Conduct the MRCS financial management capacity assessment based on the report on MRC gap assessment in line with AF and GCF requirements, other available MRCS documents, and consultation with the relevant MRCS organizational units.
- Prepare the readiness support proposal for MRC to apply to GCF.
- Prepare and facilitate workshop / meeting to discuss and refine the readiness support proposal and MRC application.

## 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 18 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. 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 highest levels of authority' 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 occurs.

**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 with MRC on climate change adaptation and climate change finance
- 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: \_\_\_\_\_