



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

NATIONAL INDIVIDUAL CONSULTANCY

Sustainable Energy coordinator

Background: The United Nations Children's Fund (UNICEF) works for the rights of children to survival, development, participation and protection as guided by the Convention on the Rights of Children (CRC). UNICEF provides long-term humanitarian and developmental assistance to children and their families in developing countries. UNICEF is active in over 190 countries and territories through country programmes and National Committees. Seven regional offices provide technical assistance to country offices as needed. UNICEF 's headquarters in New York oversees overall management and administration of the organization.

Exposure to air pollution during early life can cause long lasting damage to brain function, diminish the ability to concentrate, and disrupt behavior thus reducing educational attainment, mental development and lifetime earnings. UNICEF, in collaboration with the Government of Mongolia and with the financial support of the Swiss Agency for Development and Cooperation (SDC) is implementing the 4-year programme "Impact of Air Pollution on Maternal and Child Health" to reduce the risks of air pollution to maternal and child health through enhanced evidence, policy, institutional capacity and action on the ground to reduce exposure of and strengthening health services for vulnerable children and pregnant women.

Recognizing the urgency and importance to also address air pollution at the provincial level, UNICEF has provided technical assistance to Bayankhongor province to develop and implement the Clean air action plan Bayankhongor (BKH). In 2019, UNICEF, in close collaboration and consultation with local government, the Mongolian University of Science and Technology and international academic institutions and community, designed and piloted clean and energy efficient Cooking, Heating, and Insulation Products and Services (CHIPS) – affordable electric heating technology combined with improved insulation and ventilation of the Mongolian ger. By now, 492 ger households in Bayankhongor, Gobi-Altai, Umnugobi provincial center and Bayanzurkh district of Ulaanbaatar have adopted CHIPS. CHIPS has dramatically improved living conditions of residents, bringing thermal comfort, safety and cleanness and resulting in better health and saving time for all family members, particularly women. In the winter of 2021-2022, CHIPS will be scaled up to households of Songino-Khairkhan and Bayanzurkh districts of Ulaanbaatar, and Gobi-Altai, Bayankhongor and Umnugobi provinces.

Relevant to this, UNICEF Mongolia is seeking a national individual consultant to work as the sustainable energy coordinator.

1. Purpose of Assignment:

The objectives of this consultancy is to coordinate, provide guidance and facilitate project activities implemented by partners in relation to energy efficient cooking heating insulation solutions -CHIPS for households as well as selected ger kindergartens and provide expertise and support for national and local government to elaborate, implement and monitor clean air action plan.

2. Scope of Work:

1. Enable CHIPS production and distribution in Ulaanbaatar, Bayankhongor (BKH), Gobi-Altai (GA) and Umnugobi (UG)

- Oversee the implementation of project activities:
 - Supply chain for production, installation and transportation and quality assurance;
 - Carry out capacity building/trainings on green production for local producers to meet criteria of green certificate by Ministry of Environment and Tourism; and
 - Facilitate technical trainings for CHIPS producers.

2. Scale up CHIPS to 200 or more households in Ulaanbaatar and provinces and 5 kindergartens in Ulaanbaatar

- Oversee the implementation of project activities:
 - Develop workplan for provinces, SKHD, and BZD for CHIPS scaling up;
 - Ensure that reliable power supply is in place to geographically focused ger areas through collaboration with UB/district government and energy authorities.
 - Organize stakeholders' workshops and CHIPS dissemination workshops in target areas;
 - Produce communication materials including human interest stories (HIS), videos, media and social media news and policy brief and disseminate;
 - Organize trainings for local energy advisors and capacity building trainings for local government staff.
 - Support for youth engagement and voluntary actions;

3. Provide expertise in implementation of Clean Air Action Plans in provinces

- Ensure that Umnugobi and Gobi-Altai provinces have approved Clean Air Action Plans;
- Oversee and monitor progress of implementation and defined results in the Clean Air Action Plan in provinces;
- Take measures to ensure that Ulaanbaatar municipality and target provinces have allocated local budget for implementation of Clean Air Action Plans and CHIPS;

4. Ensure that CHIPS sustainable financing strategy has been developed and applied

- Oversee the activities:
 - Support for scaling up CHIPS green loan programme in UB and other provinces;
 - Support banks' activities to promote CHIPS and green loan;
 - Organize and facilitate consultation meetings and stakeholders' meetings;
 - Facilitate inclusion of CHIPS producers in Government green loan program
 - Draft the Concept note for Green Climate Fund;
 - Produce final assessment report on CHIPS financing accessibility and social protection measures for the most vulnerable.

5. Other activities (partner agreements, reports, payment to partners and monitoring)

- Finalize current project and develop further project for partners (CSOs, Academic institutions and government organizations);

- Ensure timely payment to partners and cash transfer and financial reporting;
- Quarterly Progress reports and HACT reports by partners
- Contribute to monitoring and evaluation by SDC
- Produce donor report
- Participation in UNICEF work
- Other assignments as requested by supervisor.

3. **Programme Area and Specific Project Involved:** Air pollution and environment programme.
4. **Contract duration:** The consultant will work for 6 months period. The contract shall commence upon signing the Contract by 1 July 2021 and shall expire upon satisfactory completion of the services described above, but not later than 31 December 2021.
5. **Type of engagement:** The consultant will work full time at UNICEF office for the entire duration of the contract. Consultant will be eligible for 1.5 days paid time off (PTO) per month. During COVID-19 pandemic, specific internal procedures including COVID-19 care pathway will apply in addition to the Mongolian Government policies and measures
6. **Deliverables, Timeframe and Payment Schedule:**

The key deliverables and details are elaborated in the Table:

#	Tasks	Deliverables	Timeline
I	Enable CHIPS production and distribution in Ulaanbaatar, Bayankhongor (BKH), Gobi-Altai (GA) and Umnugobi (UG)		
1	Knowledge enhancement of local businesses on sustainable consumption and production, low-cost loan availability for producers and creation of green and child friendly jobs;	- Carry out at least 2 capacity building/trainings on green production for local producers to meet criteria of green certificate by Ministry of Environment and Tourism; and - Green certification for producers	15 September 2021 1 December 2021
2	Supply chain for production, installation and transportation and quality assurance;	- Provide funding and support bidding process - finalize installation of CHIP	15 August 2021 30 November 2021
4	Facilitate technical trainings for CHIPS producers.	- At least 2 technical trainings for newly selected producers	10 September 2021
II	Scale up CHIPS to 200 or more households in Ulaanbaatar and provinces and 5 kindergartens in Ulaanbaatar		
5	Develop workplan for provinces, SKHD, and BZD for CHIPS scaling up;	- CHIP project implementation plan by working groups (supervisory, implementation and quality assurance) in all locations; - Selection of households in target locations	1 August 2021 15 August 2021

6	Ensure that reliable power supply is in place to geographically focused ger areas through collaboration with UB/district government and energy authorities.	-Organize meetings through working groups -Household selection based on reliable power supply	1 August 2021
7	Organize stakeholders' workshops and CHIPS dissemination workshops in target areas;	-At least 1 training in each location for selected households	1 September 2021
8	Produce communication materials including human interest stories (HIS), videos, media and social media news and policy brief and disseminate;	-Develop At least 1 HIS story - 1 video - 1 policy brief	27 December 2021
9	Organize trainings for local energy advisors and capacity building trainings for local government staff.	-At least 1 training in each location	15 October 2021
10	Support for youth engagement and voluntary actions;	-Support youth organization's activities such as Scout association	November 2021
III	Provide expertise in implementation of Clean Air Action Plans in provinces		
11	Ensure that Umnugobi and Gobi-Altai provinces have approved Clean Air Action Plans;	-Approval of CAAPs in UG and GA	1 August 2021
12	Oversee and monitor progress of implementation and defined results in the Clean Air Action Plan in provinces;	-At least 2 consultative meetings organised in each province -Reports and notes of consultative meetings inclusive of participants' list, presentations, items/reports for discussion.	Aug-Dec 2021
13	Take measures to ensure that Ulaanbaatar municipality and target provinces have allocated local budget for implementation	-Consultative meetings on budget allocation for 2022	November 2021

	of Clean Air Action Plans and CHIPS;		
IV	Ensure that CHIPS sustainable financing strategy has been developed and applied		
14	Support for scaling up CHIPS green loan programme in UB and other provinces;	-Oversee close collaboration of MSFA with local governments and other partners PIN, MUST	15 December 2021
15	Support banks' activities to promote CHIPS and green loan;	-when as needed	
16	Organize and facilitate consultation meetings and stakeholders' meetings;	-At least 2 meetings with stakeholders/banks	15 September 2021
17	Facilitate inclusion of CHIPS producers in Government green loan program	-Approval on inclusion of CHIPS producer in Government green loan program	1 September 2021
18	Draft the Concept note for Green Climate Fund;	-Oversee MSFA's work on drafting concept note for GCF	1 October 2021
19	Produce final assessment report on CHIPS financing accessibility and social protection measures for the most vulnerable.	-Receive final assessment report and policy brief from MSFA -Disseminate policy brief to relevant stakeholders	31 July 2021
V	Other activities (partner agreements, reports, payment to partners and monitoring)		
20	Finalize current project and develop further project for MSFA and PIN;	-Final reports from partners and develop new projects for MSFA, PIN	1 August 2021
21	Ensure timely payment to partners and financial reporting (FACE/ICE);	-DCT payments for all partners and government IPs	31 December 2021
22	Quarterly Progress reports and HACT reports by partners	-Reports for MUST, PIN, MSFA and local government offices	1 October 2021 31 December 2021
23	Contribute to monitoring and evaluation by SDC		1 November 2021



24	Participation in UNICEF work and other assignments as requested by supervisor.	When as needed	
25	Final report	-Final report produced	December 31, 2021

The consultant will be paid on monthly basis upon submission of a satisfactory monthly report together with deliverables produced.

7. Project Management:

Direct supervisor: Air Pollution and Environment Programme Manager.

Frequency of performance review: The consultant will be expected to provide UNICEF with project updates, documents, workplans or other documents requested and will report to UNICEF Mongolia. Performance progress report must be provided at every stage of contract payment.

8. Qualifications and requirements:

- An advanced university degree (Master) in the fields of Environment and Sustainability or Management field;
- At least 5 years of project management and partnership engagement work experience;
- Experience in working with local governments, districts and international organizations;
- Experience working for/with multi-lateral organizations and the United Nations;
- Excellent planning and coordination skills; and
- Excellent writing and speaking skills in English language.

Nature of 'Penalty Clause' to be Stipulated in Contract:

UNICEF reserves the right to withhold up to 30% of the total fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

Note: Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

United Nations Children's Fund
Division of Communication
3 UN Plaza, New York, NY 10017

