

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: Green Climate Fund and Proposal Development Consultancy	Funding Code: GS240001	Type of engagement <input checked="" type="checkbox"/> Consultant	Duty Station: Hanoi
<p>Purpose of Activity/Assignment: The overall purpose of this consultancy is to contribute to the strengthening and expanding of the Climate Change and Disaster Risk Reduction (CCDRR) programme. The specific objectives are two-fold: the consultant will provide support for developing:</p> <ol style="list-style-type: none"> 1) country funding proposals as part of a Regional Initiative – “Mainstreaming Climate Smart Social Infrastructure & Services” and 2) the Green Climate Fund proposal for which UNICEF is cooperating with the Viet Nam Development Bank. 			
<p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Provide support for developing the country funding proposals on ‘Mainstreaming Climate Smart Social Infrastructure & Services’ in East Asia & Pacific Region. These include the following assessments and tasks: <ul style="list-style-type: none"> ○ Vietnam Children’s Climate Risk Assessment (CCRA). Utilize existing data sources to create a baseline for understanding children’s climate risk at national and sub-national levels. ○ Converting results of the children’s climate risk assessment into a sub-national Children’s Climate Risk Index (CCRI) in Viet Nam. ○ Conduct national stakeholder consultations and utilize qualitative assessments to fill data gaps. ○ Develop climate rationale with the best options for sectors based on the results framework and targets for the programme. ○ Outlining an overall climate change programme, supported by specific projects, activities and sub-activities/projects based on the CCRA/CCRI. 2. Provide support for developing the Green Climate Fund proposal with the Vietnam Development Bank (VDB) including the following assessments, plan, studies and tasks: <ul style="list-style-type: none"> ○ Conduct stakeholder consultations at national and sub-national level implementation ensuring active participation and inclusion of indigenous communities to address their specific needs and concerns. ○ Develop a Feasibility Study: prepare a detailed Feasibility Study that assesses the technical, economic, and operational viability of the project, including potential risks and mitigation strategies. ○ Conduct an environmental and social impact assessment or environmental and social management framework. ○ Undertake a Gender Assessment and Action Plan: Carry out a gender assessment to identify gender-specific impacts and opportunities, and formulate an action plan to promote gender equality and empower women within the project's scope. ○ Draft an operations and maintenance plan: Create a comprehensive Operations and Maintenance Plan outlining procedures for sustainable operation, ensuring long-term functionality and effectiveness: 			

- o Loan or grant operation manual as appropriate: Develop a Loan and or Grant Operation Manual that provides detailed guidelines and procedures for the management, disbursement, and monitoring of financial resources.

3. Provide other support including the following tasks:

- o Work with concerned Ministries and provinces to collect data and information regarding child vulnerabilities and risks.
- o Conduct 12 field visits.
- o Work with sections/units to ensure collaboration with other sectoral programmes of UNICEF and technical teams within the CSDE section.
- o Provide support to monitor the progress of the studies, assessments, plans, and tasks above.
- o Support in conducting consultation workshops, meetings, and discussions.
- o Rolling out climate change projects in provinces.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	
- Provide support for developing the country funding proposals on ‘Mainstreaming Climate Smart Social Infrastructure & Services’ in East Asia & Pacific Region.	Deliverable 1: Inception Report and travel plan	27 Sep 2024 (10 days)	
	Deliverable 2: Quality inputs for documents are accepted including: - Vietnam Children’s Climate Risk Assessment (CCRA)	20 December 2024 (50 days)	

<ul style="list-style-type: none"> - Provide support for developing the Green Climate Fund proposal with the Vietnam Development Bank - Provide other support 	<ul style="list-style-type: none"> - A baseline for understanding children's climate risk at national and sub-national levels. 		
	<p>Deliverable 3:</p> <ul style="list-style-type: none"> - Quality inputs for documents are accepted including: + Climate rationale with the best options for sectors based on the results framework and targets for the programme. + Outlining an overall climate change programme, supported by specific projects, activities and sub-activities/projects based on the CCRA/CCRI. - Travel plan 	<p>14 March 2025 50 days</p>	
	<p>Deliverable 4:</p> <p>Workshops/meetings are organised and well attended by relevant stakeholders and consultation reports are submitted</p>	<p>06 June 2025 50 days</p>	
	<p>Deliverable 5:</p> <ul style="list-style-type: none"> - Progress report on providing support for developing the Green Climate Fund proposal with VDB and other tasks - Travel plan 	<p>29 August 2025 50 days</p>	
	<p>Deliverable 6:</p> <p>Quality inputs for documents are accepted including Feasibility Study, Environmental and social impact assessment or environmental and social management framework</p>	<p>30 November 2025 54 days</p>	
	<p>Deliverable 7:</p> <ul style="list-style-type: none"> - Quality inputs for documents are accepted including Gender assessment and action plan, Operations and maintenance plans, and Loan or grant operation manual as appropriate. 	<p>13 March 2026 60 days</p>	

	<ul style="list-style-type: none"> - Field visit reports timely submitted - Travel plan 		
	Deliverable 8: Completion of other technical assistance and tasks as required in a timely and effective manner (Final report)	30 June 2026 60 days	
Total		384 days	

Budget Year: 2024-2026	Requesting Section/Issuing Office: CSDE	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: this is to facilitate UNICEF's regional and GCF initiative for fundraising and is included in the supply plan.		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor:	Start Date: 10 September 2024	End Date: 30 June 2026

Deliverables/Outputs	Delivery deadline	
<p>Deliverable 1:</p> <ul style="list-style-type: none"> - Inception Report - Travel plan 	27 September 2024	
<p>Deliverable 2: Quality inputs for documents are accepted including:</p> <ul style="list-style-type: none"> - Vietnam Children’s Climate Risk Assessment (CCRA) - A baseline for understanding children’s climate risk at national and sub-national levels. 	20 December 2024	
<p>Deliverable 3</p> <ul style="list-style-type: none"> - Quality inputs for documents are accepted including: + Climate rationale with the best options for sectors based on the results framework and targets for the programme. + Outlining an overall climate change programme, supported by specific projects, activities and sub-activities/projects based on the CCRA/CCRI. - Travel plan 	14 March 2025	
<p>Deliverable 4: Workshops/meetings are organized and well attended by relevant stakeholders and consultation reports are submitted</p>	06 June 2025	
<p>Deliverable 5:</p> <ul style="list-style-type: none"> - Progress report on providing support for developing the Green Climate Fund proposal with VDB and other tasks - Travel plan 	29 August 2025	
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<p>Deliverable 7:</p> <ul style="list-style-type: none"> - Quality inputs for documents are accepted including Gender assessment and action plan, Operations and maintenance plans, and Loan or grant operation manual as appropriate. - Field visit reports timely submitted - Travel plan 	13 March 2026	
<p>Deliverable 8: Completion of other technical assistance and tasks as required in a timely and effective manner</p>	30 June 2026	

<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: climate change, environment, disaster risk reduction and other relevant fields.</p> <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<ul style="list-style-type: none"> ○ Knowledge/Expertise/Skills required *: ○ Bachelor's degree in climate change, environment, disaster risk reduction and other relevant fields. ○ Over 04-06 years of experience in climate change, disaster risk reduction, emergency at both national and subnational levels ○ Familiarity with the CC-DRR sector in the country and emergency (preparedness or response) and the Emergency Working Group and cluster approach are preferred ○ Experience working in the UN or other international development organizations is most preferable ○ Demonstrable analytical and research skills, project management, review and synthesis of data and information and planning experience ○ Excellent in English <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>	
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (e.g. maximum 75 Points)</p> <ul style="list-style-type: none"> • Educational background: 10 points • Relevant work experience: 30 points • Required language(s): 10 points • Relevant skills: 25 points <p>B) Financial Proposal (e.g. maximum of 25 Points)</p> <p>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 50 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview if needed.</p>		
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>	

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy 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. Consultants 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.

The selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

Annex 1: Travel plan

No	Items	Quantity	Unit	Quantity	Unit	Unit price	Total
1	Per diem (other townships)	7	trip	3	night		
	Per diem (urban districts of Can Tho, Da Nang, Hai Phong or tourism cities)	5	trip	3	night		
2	Air ticket	12	trip	1	round ticket		
3	Car and airport taxi	12	trip	3	day		
	Total						

Annex 2: Template for Financial Proposal

No	Items	Amount
1	Consultancy fee	
2	DSA	
3	Travel Cost	
4	Other Costs (if any)	
	Total	