Readiness Proposal

with CDC-Gabon for the Gabonese Republic
24 March 2016 | NDA Strengthening & Country Programming
Executive Summary (in one page)

Country (or region) | Gabon (Africa)
---|---
Submission Date | 21/03/2016

NDA | Conseil National Climat (CNC), designated on January 12th, 2015

Contact Point (both NDA/FP and delivery partner)

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Readiness Area/s

- 1. Establishing and strengthening National Designated Authorities (NDAs) or Focal Points
- 2. Strategic frameworks for engagement with the Fund, including the preparation of country programmes
- 3. Selection of implementing entities or intermediaries, and support for accreditation
- 4. Initial pipelines of programme and project proposals

Request Summary (in 200 words)

The Conseil National Climat (CNC) and the GCF are building a strategic partnership to finance transformational low-emission and climate-resilient development programmes in Gabon. The CNC requests readiness support from the GCF to provide technical assistance, over the next year, to strengthen the capacity of Gabon to engage with the Fund. Through readiness areas 1 and 2 activities, the end purpose of the grant is the identification of GCF-eligible projects and programmes that lead to a paradigm shift towards low-emission and climate-resilient development in Gabon’s existing programme pipeline. On the one hand, the readiness support will provide capacity building to ensure sustained follow-up of GCF related activities in Gabon, and an interface between the NDA and the Fund. Indeed, Gabon needs to disseminate information on the Fund, translate key messages and procedures, understand the Fund’s operational modalities and identify key partners to ensure efficient management and delivery of activities funded by the GCF. The readiness support will also establish the CNC role towards the GCF and strengthen its capacity as the NDA. The outcomes of the implementation of the GCF readiness programme will, on the other hand, allow the GCF to understand Gabon’s climate-smart priorities and to support the NDA in areas requiring further development. Activities carried out under this grant will allow defining a strategic framework for engagement with the Fund, including the identification of GCF-eligible projects and programmes.

Anticipated Duration | 01/04/2016 – 31/03/2017 (12 months)
Estimated total cost | US$ 300,000
SECTION A: RATIONALE FOR REQUEST

A.1 Background

Gabon is a low population-density country (1.8 million people on 267.667 km², covered by 88% tropical moist forest) with a key strategic position in French-speaking central Africa. Gabon has a stable historical political background and has traditionally engaged in most significant international environmental initiatives (RAMSAR, whales commission, climate & biodiversity negotiations…).

Since 2009, the new President’s vision is to make a shift in the country’s development pathway, in order for it to become a middle income economy by 2025. This means becoming less dependent on oil (around 50%-60% of current incomes) by diversifying the economy, shifting from exporting raw materials (oil, minerals and wood) to exporting processed products, attracting foreign productive investment, and developing agriculture to strengthen food autonomy.

To provide guidance in this direction, a national “Strategic Plan for Emerging Gabon” (PSGE) has been conceived and is being implemented. It provides the overall architecture for national priorities and all new development in the country. The PSGE includes sectoral initiatives, legislative innovations (Law on Sustainable Development, 2014), climate tools (National Climate Plan, 2013), Land-Use Plan (or Plan National d’Affectation du Territoire – PNAT – in French; 2015), and a Human Investment Strategy (2015).

The Law on Sustainable Development sets up the basis for a domestic offset mechanism that will monitor impacts on CO2 emissions, biodiversity, ecosystems and communities. Its construction is based on the characteristics of the Gabonese economy and in parallel is permanently benchmarked with similar initiatives in the climate negotiations arena¹.

The National Climate Plan serves as Gabon’s Nationally Appropriate Mitigation Actions (NAMA). It focuses on the main emitting sectors of the economy. Similarly, the National Land Use Plan could be considered as a forestry and agriculture NAMA, building synergies with the National Adaptation Plan of Action (NAPA), and is the Gabonese version of the REDD+ programme. Both programmes have been conceived through a bottom-up approach, and not a top-down interpretation of international frameworks, and thus continue to use their national ‘names’.

Gabon’s INDC have been early published in March 2015, as a synthesis of the previous planning efforts. They set an ambitious target for the country, and list means of implementation. The INDC reveal that most emitting sectors are land-use, flaring, fossil-fuel energy, waste and to a lower extent industrial processes. As Gabon plans its development to reach emergence by 2015, other heavy expected sectors according to world average, are transport and building. The Adaptation strategy for Coastal is also included. The philosophy of Gabon commitments is three-fold:

1. Climate policy is fully integrated in the development strategy.
2. Target 50% cut of emissions by 2025 compared to a BAU scenario
3. The commitment is unconditional, will be implemented primarily on own budget and foreign financial support, in particular from the GCF, is welcome to complement.

At institutional level, sustainable development is a crosscutting target hosted at the Ministry of Economy. The National Climate Council (CNC) serves as a technical support on climate change-related issues to support strategic planning process.

Gabon has relied on own budgets and initiatives, together with international support, to develop its national strategy. In particular, the French cooperation agency (AFD) partly financed the National Climate Plan, and the European Union is currently supporting the implementation of the Law on Sustainable Development.

Following technical discussions in the context of climate negotiations, Gabon took several steps to build up its relationship with the Fund (both public and private sector activities). The GCF will be a new donor to the

¹ Such as the Partnership for Market Readiness PMR from the World Bank and International Carbon Action Partnership ICAP programmes, recent initiative from Germany to host domestic markets workshop.
CNC, and special care will be taken to avoid any overlap with other donors’ contribution. The CNC takes care to give separate mandates to the different engagements, and one of the outcomes of the GCF readiness support will be to enhance the NDA capacity to monitor this risk, by identifying potential overlaps and proposing solutions to make tasks complementary.

The CNC has led a campaign in the country (sort of a “pre-readiness” program) in June 2015 to prepare the ground the GCF needs to deploy further support that will result in (i) the identification of a first project (as a pilot for the relationship Gabon-GCF, but a strategic pillar of the national strategy), (ii) dissemination of information about the Fund in order to seed for a future projects portfolio, and (iii) the identification of a process to promote future diverse implementing or executing entities.

Key stakeholders:

The climate policy dialogue has been coordinated by the NDA since 2010, in close coordination with the UNFCCC Focal Point (initially sitting with the Ministry of Environment and Forest, but within the Permanent Secretary of the NDA since then).

The Ministry of Sustainable Development and Economy will also play an important role as since 2015, it has integrated Sustainable Development as a cross-cutting issue and is in charge with implementing the Law on Sustainable Development.

Other frequent interlocutors at ministerial level are the Ministry of Energy and Ministry of Oil considering the role they can play in transitioning towards low emission development.

The CNC is a technical team supporting the Climate Strategy defined during an annual Committee, where all 14 Government Ministries are represented. As such, the CNC represents a good stakeholders group with key sectors represented to discuss climate-smart priorities. This justifies its role as NDA for Gabon.

Other important stakeholders are public financial institutions, as they support the country development plan in many public private partnerships. The manager of the Sovereign fund, the FGIS, and the Caisse des Dépôts et Consignations (CDC) will also be consulted as there is no doubt they will play a key role in channelling climate finance in the future. The Gabonese Development Bank (BGD) will be involved as well, together with some private banks.

Furthermore, the Gabonese Government is assisted by National Agencies that take care of specific aspects of the development plan or the forestry/climate policy. The National Agency for Projects and Infrastructures (ANGTI), the National Agency of National Parks (ANPN) and the Gabonese Agency for Space Studies & Observations (AGEOS) may play a key role as well in the strategic framework to be established with the Fund.

Finally, academic institutions and NGOs will also be consulted and involved in the process, and the Private Sector is expected to play a key role in project development. The Readiness support will be especially relevant to strengthen the consultancy process with these stakeholders. The CNC is a strong, relevant and established institution within Administrations bodies but still needs to strengthen the effectiveness of its climate leadership with other stakeholders. The consultation process will follow the model experimented for the preparation of the National Land-Use Plan, and will involve the parties based on the competencies they can bring to the projects/programmes. In practice this will mean a series of technical and sectoral working meetings, with expected milestones and deliverables.

A.2 Justification for request

| The GCF is a new institution within the climate finance space. Many national stakeholders in Gabon that will be involved in the development of projects and programmes are not conversant of what the strategic engagement between Gabon and the GCF could deliver with regard to shifting the paradigm and ensuring that Gabon’s development process will be low-emission and climate-resilient. Furthermore, the way the Fund will engage with the NDA and other partners is still to be established, as the GCF processes are new and direct access differs from usual bilateral cooperation process. As a result, the NDA requests a two-fold |
assistance to set up the basis for future efficient collaboration with the Fund:

1. **(Activity area 1)** Strengthening the CNC in its role as NDA of the GCF by reinforcing the team’s capacity to ensure efficient coordination and to guide stakeholders to play their role in the identification and management of strategic national climate-smart projects.

   Since 2010, the CNC has a permanent structure (the Permanent Secretary, one Special Adviser, two recently hired Technical advisers and an administration team) and is empowered and committed to maintaining the structure required to ensure that it will continue to play a strategic crosscutting role among all Ministries that sit at the Management Committee.

   It currently relies, however, on temporary support from local and international experts to provide technical insight on climate and sustainability issues. The Readiness support will enable the NDA to integrate GCF issues, questions and functioning into the national agenda led by the NDA team.

2. **(Activity area 2)** Deepening the first steps established by Activity 1, the aim of the support for activity area 2 will be to go further in national programme analysis and identification of transformational investment opportunities through a country programme, in accordance with the Fund’s initial results management framework and its initial investment framework. Both public and private sectors opportunities will be explored and different solutions may be proposed to engage with the Fund, including its Private Sector Facility.

   As an example, Gabon is currently undertaking the implementation of the Law on Sustainable Development in particular in the finance sector. Engagement with the GCF will be part of the reshaping process of the national development financing strategy. In practice, this will enable mapping of relevant stakeholders, so as to consolidate an engaged working group of relevant institutions in the design of this strategy.

Both activities undertaken under readiness areas 1 and 2 will be realised by the NDA within one single action plan involving the same human resources.

Both activities are expected to benefit from the strengths and assets of the climate action in Gabon, and help the local teams to solve weaknesses and address risks presented below.

Gabon has played a particular role in the climate landscape for long. The early publication of the INDC is the result of a long term and strongly rooted strategy, initiated by the former President himself, and a network of institutions. In particular, the NDA serves as a technical reference on climate change-related issues to support strategic planning process: the material to be financed is mature, tested and diversified, and the planning process has always been country-driven, to some extent supported by foreign donors, but owned by key-people or key-institutions in Gabon. This is undoubtly the strength of the country.

**Weaknesses** are located in the next step planned by Gabon: the above-mentioned national strategies and plans should now be turned into projects and programmes able to capture climate finance. While technical capacity is quite well spread in the different institutions, financial capacity is not ready yet. Although the financial system in Gabon is competitive and well developed, very little links have been established so far to bridge the gap with climate issues. AFD, the European Union and the American LEDS Programme finance institutional and capacity building programmes, but there is a lack of coordination with others donor’s programmes to other governmental parties and above all a lack of finance to projects.

**Need for support**: It is thus strongly expected from the readiness programme to provide capacity building in bridging the gap, joining the different available pieces of the puzzle to ensure the effectiveness of climate finance and make it deliver. This is why the support from an international climate finance consultant is being requested. Experience in both private and public sector, project development and country programmes are key assets to build up the missing interface. Communication skills to provide training at different levels are strongly required (capacity to contribute to ministerial documents or events as well as to technical level). A one-year programme is welcome as it gives time to involve all actors, in order to detect available or emerging capacities and make the match between planning and financing, and then delivering. The Readiness support is expected to provide strategic insight and simple tools (as communication material or an online system for call for projects or no-objection procedure) to turn the strategy into reality.
Considering elements listed in the GCF document 2.11 and 2.12 "Standardized packages", the CNC is well positioned to deliver on its mandate. But it needs to set up its way of working in order to integrate the Fund in its agenda, especially regarding the points extracted below:

- The CNC should be able to maintain regular communications with the secretariat in English through Internet-based correspondence, facilitate country visits and meetings with Fund officials, and provide written communications as required;
- The CNC should also be able to disseminate in local languages key operational procedures of the Fund, including its environmental and social safeguards.
- The CNC should define and then implement a call for projects and project approval procedure, including no objection procedure, through the analysis proposals aligned with national climate-smart priorities.
- The CNC should also retain an overview of all funding proposals relating to the country and facilitate available information on the projects and programmes through appropriate media and relevant networks, including in local languages.
- To some extent, the CNC is familiar with multilateral finance, and is able to interact with private sector actors in the country, but still needs strengthening on both aspects.
- The CNC should aim to have a team responsible for coordinating and driving communications with the Fund and managing operational activities.
- The CNC should lead the country’s efforts to prepare the country programme.
- The CNC should be familiar with the operations of other funds within the country. Based on country capacities, the CNC should also drive and coordinate relevant country coordination mechanisms and multi-stakeholder engagement, as needed and appropriate. Accordingly, the CNC should ideally be able to oversee and streamline the country’s engagement with all sources of internal and external climate finance.

SECTION B: SCOPE OF WORK

B.1 Description of activities

The initial phase of the Readiness and Preparatory Support Programme will focus on the standardised readiness package for NDA strengthening (activity 1) and the development of strategic frameworks for engagement with the Fund, including the preparation of a country programme (activity 2). These activities are described below, with a detailed logical framework included as Annex I.

**Activity area 1: NDA strengthening**
The NDA will rely on a dedicated international consultant for 12 months (leading outcome 1 & 2), in order to:

1. Enhance the knowledge and capacity of a coordination team (new climate finance team, called "task force finance" within the government) on issues related to the GCF, including training key individuals in key institutions on subjects that are relevant to both the national climate strategy and the GCF country programme (trainings on carbon and biodiversity footprint accountability, on climate finance and markets, on social and environmental safeguards);
2. Support the NDA to coordinate with relevant ministries, departments, agencies, financial institutions and other relevant stakeholders on key issues related to the GCF and on the development of a country programme;
3. Contribute to design and conduct a robust awareness campaign in order to get greater commitment from key stakeholders, including the initial preparation of communication material, sectoral or thematic working meetings, at least one national workshop (with "sub-workshops" in the main cities of the country) for sharing the 'readiness' progress and the necessary communication tools to support the activity; this communication campaign will be programmed and scheduled in accordance with national priorities and calendar at the beginning of the Readiness period; and
4. Set up the conditions for projects and programmes to flow through the NDA in order to constitute the Gabonese GCF country programme, including the design and implementation of the no objection procedure.
The NDA may also add other activities in accordance with new national developments and the Fund’s defined resource envelope and scope of work on NDA or Focal Point strengthening, available at: http://www.gcfund.org/fileadmin/00_customer/documents/Accreditation/Scope_of_Work_Package_1_NDA_Strengthening.pdf.

**Activity area 2: Strategic Framework including the preparation of country programmes.** With the support of the same international expert than for outcome 1, the NDA will develop a country programme comprising:

1. Identify Gabon’s programme elements that are relevant to the GCF, and support drafting and formalising documents in the right format.

2. The collation and review of Gabon’s development priorities (e.g. land use planning, industry & energy diversification…), institutional and legal framework for climate change (e.g. implementation of the Law on Sustainable Development) and relevant plans and strategies (e.g. Climate Plan, National Land Use Plan) with a view to identifying transformational investment opportunities in accordance with the Fund’s *Initial results management framework*;

3. The identification of opportunities to involve the private sector, including micro, small and medium enterprises, the financial sector which is a strong asset of the country, and to take advantage of their ability to implement Gabon’s programming priorities. Special focus will be given to extend the consultation to parties that are not structured and ready to provide opinions, such as academics, the civil society (taking care of gender and youth issues) and regional institutions away from Libreville.

4. The clarification of the roles of prospective public and private sector entities with potential to be accredited by the Fund in implementing Gabon’s programming priorities with respect to the Fund;

5. The identification of a comprehensive portfolio of project and programme concepts with potential to be submitted to the Fund for financing after further development, including public-private partnerships, in accordance with the Fund’s *Initial investment framework*. The NDA will develop a plan to manage any conflict of interest or duplication that may arise in delivering this particular activity.

The NDA may add other elements to the country programme and will also undertake stakeholder consultations in a manner that is consistent with the Fund’s defined resource envelope and scope of work in the Standardised Package for Country Strategic Frameworks, available at the Fund's webpage at: http://www.gcfund.org/fileadmin/00_customer/documents/Operations/Scope_of_Work_Package_2_Country_Programme.pdf.

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<th>B.2 Expected results</th>
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**Overall goal:**
The materialisation, in concrete actions, of Gabon’s sustainable development strategy with the GCF, given the opportunities presented by engaging with the Fund to develop responses to national climate change challenges.

**Strategic aspects:**
- The identification and effective involvement of stakeholders in an established process of consultation;
- The construction of a clear and effective circuit for climate finance, including national institutions, and support of international entities if needed;
- Conditions set up for the generation of a flow of projects, including detection of some pilot projects.

**Material aspects:** The readiness support tasks and outputs will be concrete and effective: notes, meetings, documents on demand, organisation of workshops, communication material and tools, definition of a roadmap for the communication and consultation activities, follow-up of the roadmap and of key partners to make them play their expected role. The reports expected out of this grant (interim and final report) will serve as contractual elements for efficient follow-up but the strategic target of the GCF readiness support is the production of material and concrete deliverables that serve Gabon and the Fund.

Please for details refer to Annex 1.
SECTION C: BUDGET

Based on the guidance from the standardised package for activities 1 and 2, the following high-level, indicative budget breakdown is envisaged:

**Activity 1 & 2 combined : US$ 300,000**
- Consultant fees (international expert) US$125,000
- Consultant travel and per diems: US$ 35,000
- Workshops including trainings (venue, catering, travel, per diem, materials, etc.): US$ 90,000
- Other costs (including annual audit fees): US$ 9,600
- Contingency for Project Management (reserve for CNC): US$ 13,200
- Financial Management costs (CDC) : US$ 27,200

Please refer to the budget template for details.

SECTION D: IMPLEMENTATION PLAN

D.1 Implementation arrangements

CDC will serve as delivery partner and will work under the leadership and guidance of the NDA to implement the readiness programme. CDC is a public financial institution created in 2010 and under the authority of the Ministry of Economy. CDC aims at financing investments in the public sector and serves as a bank for public institutions. Information and annual accounts are publicly available at www.cdc-gabon.ga.

The NDA will hire the consultant and procure other services to deliver Activity 1 and 2. The delivery partner will realise a control on the procurement process before executing the payments, as regulated by the Gabonese Code for Public Markets, under the supervision of the "Direction Générale des Marchés Publics".
The detailed implementation arrangements, including the procurement plan, are detailed in annex.

D.2 Disbursement and implementation schedule

The funding will be transferred to the CNC account hosted at CDC, the delivery partner, in three tranches:
- The **first disbursement**, which amounts US$ 120,000, will be transferred upon the signature of the Grant Agreement, between the 3 Parties, the Fund, CNC and CDC ;
- The **second tranche** of US$ 130,000 will be transferred upon submission of an interim progress report and a financial report, in form and substance acceptable to the Fund ; and
- The **final disbursement** of US$ 50,000 will be made upon submission of a completion report and financial report, in form and substance acceptable to the Fund, including an audited expenditure statement.

D.3 Procurement plan

The NDA will competitively procure services consistent with its procurement policies, as regulated by the Gabonese Code for Public Markets, under the supervision of the "Direction Générale des Marchés Publics";
- the recruitment of the international consultant will respect the thresholds : the hiring process will be an international tender (offer to be publicised on the CNC website and on the Journal Officiel).
- For items such as venues and travel for stakeholder workshops to be organized, the procurement method will be consistent with the national regulation.

Information on the processes of procurement to be undertaken is included in the procurement document.
SECTION E: MONITORING & REPORTING PLAN

The reports to be submitted will be as per what is included in section D.2, and will include reporting against the logical framework included in Annex 1.

SECTION F: RISK & MITIGATION MEASURES

<table>
<thead>
<tr>
<th>Description of risk</th>
<th>Risk level</th>
<th>Mitigation measures</th>
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<tbody>
<tr>
<td>1. Risk of delay in the implementation of the readiness programme activities</td>
<td>Low</td>
<td>The CNC puts the progress of the project portfolio at the top of national priorities</td>
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<td>2. Risk of lack of communication with specific stakeholders (civil society, NGOs and remote administrations within the country)</td>
<td>Medium</td>
<td>The CNC already is well connected to relevant administrations and the private sector. It will promote information flows towards the public, NGOs, academics and all relevant stakeholders as well</td>
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<td>3. Risk of overlap of cooperation programmes with international or bilateral donors</td>
<td>Low</td>
<td>Increased capacity of the NDA will facilitate the monitoring and overview of different programs</td>
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<td>4. Risk of delay due to presidential elections in September 2016</td>
<td>High</td>
<td>The program will be organised so as to focus on available periods, with light activity during the 3 months preceding the election, and compensation before and after.</td>
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### OUTCOMES

1. NDA capacity to undertake Fund-related responsibilities and engage national stakeholders strengthened

<table>
<thead>
<tr>
<th>PROJECT SUMMARY</th>
<th>INDICATORS</th>
<th>BASELINES</th>
<th>TARGETS / INTENDED RESULTS</th>
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<tbody>
<tr>
<td>1. NDA capacity to undertake Fund-related responsibilities and engage national stakeholders strengthened</td>
<td>1.1 Capacity to coordinate across stakeholders and facilitate effective consultation and communication</td>
<td>1.1 Coordination within the central Administration and the private sector is well-established, but is weak with other stakeholders</td>
<td>1.1 Information and material about the Fund have been introduced in the national agenda, first at ministerial level, then into thematic working groups including diverse stakeholders; at the same time information is dragged from stakeholders and sectoral administrations to take stock of all relevant country plans</td>
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<td>1.2 Knowledge on climate and finance priorities strengthened</td>
<td>1.2 Knowledge on climate is robust but finance priorities not planned nor addressed yet at country level</td>
<td>1.2 A task force on climate finance has been created (gathering CNC members and key people from other parties to enhance crosscutting commitment and capacity building) and trained by the consultant</td>
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<td>1.3 System for reviewing proposals and issuing recommendations (or no-objections) established</td>
<td>1.3 Reviewing proposals and issuing recommendations is still informal</td>
<td>1.3 An organisation for project origination has been established and coordinated by the NDA (including no-objection procedure)</td>
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<td>1.4 Capacity and systems to monitor, evaluate and report on the activities of the Fund and other relevant finance mechanisms and institutions established</td>
<td>1.4 No monitoring for any of the different climate finance partnerships yet</td>
<td>1.4 A systematic overview of climate finance processes and monitoring of climate finance activities has been centralised within the “task force finance”</td>
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<td>1.5 Information, including in local languages, on procedures of the Fund to disseminated to country stakeholders</td>
<td>1.5 The Fund is a new subject still to be introduced in the country</td>
<td>1.5 Workshops and meetings have been held, publications distributed and the NDA website updated with Fund information</td>
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2. Strategic framework for engagement with the Fund developed

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<tr>
<th>PROJECT SUMMARY</th>
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<th>TARGETS / INTENDED RESULTS</th>
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<tbody>
<tr>
<td>2. Strategic framework for engagement with the Fund developed</td>
<td>2.1 Engagement of private sector, civil society, government and local government stakeholders on priorities for engagement with the fund</td>
<td>2.1 At this stage very few parties know about the Fund, except those who have access to climate negotiations</td>
<td>2.1 Through the initial launching working meetings, all relevant parties have been made aware of the Fund and have had an opportunity to participate in the process of designing the country programme</td>
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<td>2.2 Priorities for project and concepts to be developed for accessing the fund Country programming document developed and published in adherence with the initial guidance</td>
<td>2.2 Priority projects and concepts not defined yet</td>
<td>2.2 Priorities for sectors, projects and programmes have been defined and will be submitted to the Fund once developed</td>
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<td>2.3 National planning is well developed, and now needs to be crossed with the investment</td>
<td>2.3 All parts of national plans have been</td>
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from the Fund framework of the Fund considered and a country programme has been defined; specific effort has been done to strengthen the financial sector with climate finance competences

### OUTPUTS

<table>
<thead>
<tr>
<th>Output</th>
<th>Details</th>
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| **1.1** A process for supporting coordination across stakeholders and facilitating engagement (including periodic meetings / workshops) | 1.1.1 Write up of the coordination process, and convening schedule  
1.1.2 Meeting minutes and participant lists documenting engagement of at least 4 groups  
1.2.1 Electronic copy of the annual report, and details of public dissemination channels  
1.3.1 Links to electronic copies of presentations, information materials, climate and development information disseminated to distribution lists where relevant.  
1.3.2 At least 200 information materials on the fund developed and disseminated to at least 100 people |
| **1.2** Annual report on activities of the Fund and other relevant funding mechanisms and institutions in the country | 1.1.1 Currently an annual "Comité de Gestion du CNC" gathers the 14 ministers or representatives to discuss cross-cutting climate change issues  
1.1.2 Sub-groups will be identified for dissemination of information  
1.2.1 Up to now only paper documentation was made available  
1.3.1 List of participants are available.  
1.3.2 The Fund has been introduced in the Comité in April 2014, but no news could be brought since then |
| **1.3** Information materials on the operational procedures of the Fund in local languages (where relevant) and distribution lists of recipients | 1.1.1 The Fund activities in the country have been a regular subject inserted in the agenda of the "Comité de Gestion"  
1.1.2 A systematic track record of participants and discussions has been put in place, for the existing Comité and the future thematic workshops  
1.2. Paper documentation and electronic versions – including for the annual report - have enabled large distribution  
1.3.1 Full reporting of GCF funded activities has been done for identified recipients and follow-up has been put in place  
1.3.2 Targeted 100 relevant contacts have received 200 information materials (initial documentation at the beginning of the process, and updated versions including progress before end 2016). |
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<tr>
<th>2.1 Country programme, including elements provided in the Fund’s Initial Guidelines for Country Programmes</th>
<th>2.1.1 Copy of country programme, completed using the initial guidance on country programmes prepared by the GCF secretariat</th>
<th>2.1.1 For the moment, the relationship between Gabon and the GCF is mainly institutional, no GCF country programme has been conceived, as time and human resources for GCF tasks have been focused on putting in place the Readiness, in order to secure budget, time and people. The GCF is mentioned in the INDC and considered in the creation process of the national &quot;Sustainable Development Fund&quot;, which shows the interest of Gabon in building up the GCF country programme, but the process is at early stage.</th>
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<tr>
<td>2.2 Summaries of meetings of multi-stakeholder engagement, including list of participants</td>
<td>2.1.2 Background documentation on the programme, and links to public dissemination channels</td>
<td>2.2.1 Agendas and summaries from workshops convened as part of the country programme process</td>
</tr>
<tr>
<td>2.2.1 Short note on lessons learned from country programming, and good practices in stakeholder engagement</td>
<td>2.2.2 Short note on lessons learned from country programming, and good practices in stakeholder engagement</td>
<td>2.2.2 Lessons learnt have been made public to eventually correct and improve the process, and build on milestones; the final target expected is to incentivise a flow of project proposals</td>
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<td>2.1.2 Process expected to start soon</td>
<td>2.2.1 The example of stakeholder consultation for the Land-Use Plan will serve as a baseline, and lessons learnt by neighbour countries or from the GCF will be tracked</td>
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</tbody>
</table>

1. A formalised country programme has been conceived, validated and presented to the stakeholders. At least two national candidates for implementation will be presented, possibly with the support of an international implementing entity, and some pilot projects identified within a first portfolio proposal; further steps will have started with at least one pilot project |

2.1.2 Documentation and the network to ensure its dissemination on a regular basis is ready |

2.2.1 All relevant stakeholders have been informed regularly on the progress, including through the distribution of workshops agendas and summaries |

2.2.2 Lessons learnt have been made public to eventually correct and improve the process, and build on milestones; the final target expected is to incentivise a flow of project proposals
## Annex II: Implementation schedule

<table>
<thead>
<tr>
<th>OUTCOMES</th>
<th>OUTPUTS</th>
<th>INDICATORS</th>
<th>ACTIVITIES</th>
<th>YEAR 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDA capacity to undertake Fund-related responsibilities and engage national stakeholders strengthened</td>
<td>1.1</td>
<td>1.1.1 Write up of the coordination process, and convening schedule</td>
<td>1.1.1.1 NDA recruits the international consultant, expert in climate finance and capital markets, to support the whole Readiness activity and to develop a sustainability plan beyond readiness phase.</td>
<td>Q2 2016</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Start +End date</td>
<td>April 2016-March 2017</td>
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<tr>
<td></td>
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<td></td>
<td>1.1.1.2 NDA formulates and updates the work plan including the Identification and training programme for a &quot;task force&quot; on climate finance; identify and map key stakeholders, institutions and people</td>
<td>Q3 2016</td>
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<tr>
<td></td>
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<td>Start +End date</td>
<td>Q4 2016</td>
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<tr>
<td></td>
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<td>1.1.1.3 Touching base with interministerial meetings organisation to insert the Fund into the agenda as a recurrent item; design a plan for approaching other stakeholders, especially private sector, academia and NGOs; start up process with financial sector (first thematic working group around the creation of the national Sustainable Development Fund and its liaison to the Fund)</td>
<td>Q1 2017</td>
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<td></td>
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<td>Start +End date</td>
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<td>1.1.1.4 Insertion of GCF process in annual high-segment meeting (Comité de Gestion CNC or equivalent)</td>
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<td>Start +End date</td>
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<td></td>
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<td></td>
<td>1.1.1.5 Enlarge the discussion through at least 4 thematic working groups defined by the ministerial segment, involve private sector, academics, NGOs. Establish a calendar of regular meeting for the groups. Thematic/sectoral working groups will be defined at a initial meeting within the Administration, lead by the Ministry of Economy and the CNC (expected groups are Energy, Agriculture &amp; Forestry, Transport, Waste)</td>
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<tr>
<td></td>
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<td></td>
<td>Start date group 1(finance)</td>
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<tr>
<td></td>
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<td></td>
<td>Start date groups 2 &amp; 3 &amp; 4</td>
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<td></td>
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<td></td>
<td>End date</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>1.1.1.6 Propose a project proposal process including no-objection procedure establishing the NDA as the core coordinating entity for the Fund activity, to be included in communication material</td>
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<td>Start +End date</td>
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<td>1.1.1.7 Regularly inform the delivery partner on process</td>
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<td></td>
<td>Start date</td>
<td>End date</td>
</tr>
<tr>
<td>1.1.2 Meeting minutes and participant lists documenting engagement of at least 4 groups</td>
<td>1.1.2.1 Keep track record of participants and follow-up of their reactions and relevancy in the projects identification process</td>
<td>Start date</td>
<td>End date</td>
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<tr>
<td>1.1.2.2 Minutes and documentation to be made public on paper, CNC website, USB keys</td>
<td>Start date</td>
<td>End date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.2.3 Identify key parties that enable gearing effect (ex: bank with lending capacity, private entity with multi-projects portfolio) and enhance their capacity (specific workshop)</td>
<td>Start date</td>
<td>End date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.2.4 Establish a strategy to ensure the participation of all stakeholders in the different working groups (including private sector, academia, civil society with a specific focus on gender and youth)</td>
<td>Start date</td>
<td>End date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.2.5 Organising a training for candidates to implementation, at least two institutions will be identified and will be supported to request Readiness Area 3</td>
<td>Start date</td>
<td>End date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.2.6 Plan a sustainability proposal to ensure continuity beyond the readiness phase (or closing and replacement by other themes): the consultation process has to be maintained, the flow of projects has to continue, the effort to accreditate national entities has to be pursued after this first Readiness phase ; in particular, Readiness areas 3, 4 and 5 will be considered to deepen the process in the relevant areas</td>
<td>Start date</td>
<td>End date</td>
<td></td>
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</tr>
<tr>
<td>1.2 Annual report on activities of the Fund and other relevant funding mechanisms and institutions in the country</td>
<td>1.2.1 Electronic copy of the annual report, and details of public dissemination channels</td>
<td>1.2.1.1 Train the “task force finance” on climate finance, to enforce GCF knowledge and coordination of programmes with other donors</td>
<td>Start date</td>
<td>End date</td>
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<tr>
<td></td>
<td></td>
<td>1.2.1.2 Prepare and disseminate semi annual and annual reports on activities carried out with the Fund and other climate finance mechanisms</td>
<td>Start date</td>
<td>End date</td>
</tr>
<tr>
<td>1.3 Information materials on the operational procedures of the Fund in local languages (where relevant) and distribution lists of recipients</td>
<td>1.3.1 Links to electronic copies of presentations, information materials, climate and development information disseminated to distribution lists where relevant.</td>
<td>1.3.1.1 A whole communication plan will be elaborated, using all relevant means and channels of distribution: the CNC website will be reformulated integrating the Fund’s process, 250 USB sticks distributed containing the material, brochures, an infogramme etc...</td>
<td>Start date</td>
<td>End date</td>
</tr>
<tr>
<td></td>
<td>1.3.2 At least 200 information materials on the fund developed and disseminated to at least 100 people</td>
<td>1.3.2.1 Paper documentation will be available but also electronic versions for further dissemination ; 2 waves of documentation are planned, one at the beginning of the Readiness activities, and another by the end of the year, preferably before or as a conclusion of CoP22</td>
<td>Start date</td>
<td>End date</td>
</tr>
</tbody>
</table>

**2.1 Country programme, including elements provided in the Fund’s Initial Guidelines for Country Programmes**

| 2.1.1 Country programme completed using the initial guidance on country programmes prepared by the GCF secretariat | 2.1.1.1 Translate and summarise documentation from the Fund | Start date | End date |
| | 2.1.1.2 Review and give a global overview of different climate financing initiatives in the country | Start date | End date |
| | 2.1.1.3 The consultation process will enable draft a country programme crossing the Fund investment framework and national plans | Start date | End date |
| | 2.1.1.4 The material quoted above will serve the communication campaign to detect relevant parties to bring into the process | Start date | End date |

<p>| 2.1.2 Background documentation on the programme, and links to public dissemination channels | 2.1.2.1 Establish clear process for National Fund links with GCF | Start date | End date |
| | 2.1.2.2 The country programme will be built on along an iterative process: each step of progress will need to be communicated and the background documents will be disseminated | Start date | End date |</p>
<table>
<thead>
<tr>
<th>2.2 Summaries of meetings of multi-stakeholder engagement, including list of participants</th>
<th>2.2.1 Agendas and summaries from workshops convened as part of the country programme process</th>
<th>2.2.1.1 Information on discussions and conclusions and directives taken will be included in the communication material</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1.2 Members of the Task Force Finance will be trained to take care of these tasks and make it a permanent process beyond the Readiness programme. Participation to external trainings is considered.</td>
<td>Start date</td>
<td>End date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2.2 Short note on lessons learned from country programming, and good practices in stakeholder engagement</td>
<td>2.2.2.1 Parallel with same process in other countries will be established and at least 3 short notes on lessons learned will be prepared and disseminated</td>
<td>Start date</td>
<td>End date</td>
<td></td>
</tr>
<tr>
<td>2.2.2.2 Use the Fund stakeholder process to improve the communication of CNC towards specific groups such as private sector (including SME), academia and representatives of the civil society</td>
<td>Start date</td>
<td>End date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2.2.3 Ensure permanent parallel of the Fund’s country programming with the National Development Plan (PSGE) and National Climate Plan</td>
<td>Start date</td>
<td>End date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2.2.4 Experience gained on first priority sectors (to be determined during the workshops) will be geared up for other sectors</td>
<td>Start date</td>
<td>End date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2.2.5 At least three funding proposal will be sent to the Fund</td>
<td>Start date</td>
<td>End date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex III: Procurement Plan

The procurement plan is ruled by the "Code des Marchés Publics de la République Gabonaise" (Décret N°0254, 2012) under the supervision of the "Direction Générale des Marchés Publics" (Décret 2013). It is a permanent process and will apply in particular during the implementation period. According to Gabonese regulation, the contractor (the implementing entity, the CNC) will apply different procurement procedures according to thresholds. The Delivery Partner, CDC, ensures a checking role of procurement expenses documents before payments in order to ensure the application of the Regulation. The CNC shall update the procurement plan throughout the duration of the project at least annually by including contracts previously awarded. All procurement plans, their updates or modifications shall be published on the website of the implementing entity.

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Name:</strong> Readiness and Preparatory Support Programme</td>
</tr>
<tr>
<td><strong>Country:</strong> GABON</td>
</tr>
<tr>
<td><strong>Grant Amount:</strong> $300.000</td>
</tr>
<tr>
<td><strong>Date of First Procurement Plan:</strong> April 1st, 2016</td>
</tr>
<tr>
<td><strong>Executing Agency:</strong> CNC</td>
</tr>
<tr>
<td><strong>Grant Agreement Number:</strong></td>
</tr>
<tr>
<td><strong>Date of updated Procurement Plan:</strong></td>
</tr>
</tbody>
</table>

A. Process Thresholds, Review - Month Procurement Plan

1. Project Procurement Thresholds

   The following national process thresholds shall apply to procurement of goods and works, according to Article 7 and 8 of the "Code des Marchés Publics":

<table>
<thead>
<tr>
<th>Method</th>
<th>Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 7 &quot;Passation de marché public&quot;</td>
<td>Works &gt; or = 35.000.000 FCFA (eq $58.900)</td>
</tr>
<tr>
<td>(Art 6: without discrimination based on nationality)</td>
<td>Expenditures &amp; goods &gt; or = 20.000.000 (eq $33.657)</td>
</tr>
<tr>
<td>Art 8  Request for at least 2 offers from different sources</td>
<td>Services &gt; or = 15.000.000 (eq $25.243)</td>
</tr>
<tr>
<td>(no specification regarding national/international)</td>
<td>Expenditures &amp; goods &lt; 20.000.000 (eq $33.657)</td>
</tr>
<tr>
<td></td>
<td>Services &lt; 15.000.000 (eq $25.243)</td>
</tr>
</tbody>
</table>

2. National Prior or Post Review

   The national post review requirements apply to the all procurement and consultant recruitment methods used as a general rule by the CNC, and in particular for the project.

3. Goods and Works Contracts Estimated ($103.200)

   The following table lists goods and works contracts for which procurement activity is expected to commence within the next 12 months.

3. www.economie.gouv.ga/object.getObject.do?id=564
Travel fare (remote participants) | $5,000 | Art 8 | yes | Q2, Q3, Q4 2016 and Q1 2017
---|---|---|---|---
Provision for hotel for workshop remote participants | $2,000 | Art 8 | yes | Q2, Q3, Q4 2016 and Q1 2017
---|---|---|---|---
DSA | $1,000 | | | Q2, Q3, Q4 2016 and Q1 2017
---|---|---|---|---
Sub-Total travelling costs for workshops | $8,000 | | | 
---|---|---|---|---
Rental charges for 1 day workshop/working meeting/training | $18,500 | Art 8 | yes | Q2, Q3, Q4 2016 and Q1 2017
---|---|---|---|---
Catering | $4,500 | Art 8 | yes | Q2, Q3, Q4 2016 and Q1 2017
---|---|---|---|---
Conference stationery, translation service | $1,500 | Art 8 | yes | Q2, Q3, Q4 2016 and Q1 2017
---|---|---|---|---
In country travels for at least 2 workshops Port-Gentil Franceville | $4,000 | Art 8 | yes | Q2 2016
---|---|---|---|---
Transport & Rental vehicles for workshops / refunds | $2,500 | Art 8 | yes | Q2, Q3, Q4 2016 and Q1 2017
---|---|---|---|---
Media coverage for workshop (Adverts, radio, newspaper, TV) | $4,000 | Art 8 | yes | Q2, Q3, Q4 2016 and Q1 2017
---|---|---|---|---
DNA Equipment for workshop (projectors, microphones...) | $4,000 | Art 8 | yes | Q1 2016
---|---|---|---|---
NDA office supply and postage | $9,000 | Art 8 | yes | Q2 2016
---|---|---|---|---
Communication material for workshops: brochures, books, USB sticks, kakemono, posters | $11,000 | Art 8 | yes | Q2 2016
---|---|---|---|---
Video clip or infogramme | $12,000 | Art 8 | yes | Q2 & Q4 2016
---|---|---|---|---
Website remodeling | $3,000 | Art 8 | yes | Q2 & Q4 2016
---|---|---|---|---
Sub-Total miscellaneous costs for Workshops | $74,000 | | | 
---|---|---|---|---
Sub-Total Workshops costs | $82,000 | | | 
---|---|---|---|---
Fare for training DNA members | $3,000 | Art 8 | yes | Q2 & Q3 2016
---|---|---|---|---
Accommodation cost for DNA members trainings | $2,000 | Art 8 | yes | Q2 & Q3 2016
---|---|---|---|---
DSA for DNA members trainings | $1,000 | | | Q2 & Q3 2016
---|---|---|---|---
Inscription fees to trainings | $2,000 | Art 8 | yes | Q2 & Q3 2016
---|---|---|---|---
Sub-Total for trainings | $8,000 | | | 
---|---|---|---|---
Total for workshops & trainings | $90,000 | | | 
---|---|---|---|---
Contingency and administration | $13,200 | (fix) | yes | Q1 2017
---|---|---|---|---
TOTAL | $103,200 | | | 

4. Consulting Services Contracts Estimated ($169,600)

The following table lists consulting services contracts for which procurement activity is expected to commence within the next 12 months.
<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
<th>Method¹</th>
<th>Date (quarter/year)</th>
<th>National Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior climate finance consultant</td>
<td>74.345.250 FCFA ($125,000) for intellectual services and 20.816.670 FCFA ($35,000) for costs</td>
<td>Article 7: International Tender, with publication on the CNC website and on the &quot;Journal Officiel&quot;</td>
<td>April (Q2 2016)</td>
<td>International Applications from women and citizens from developing countries are strongly encouraged</td>
</tr>
<tr>
<td>Auditing contract</td>
<td>5.709.715 FCFA ($9,600)</td>
<td>Art 8 Request for at least 2 offers from different sources</td>
<td>Q1 2017</td>
<td>To be defined after coordination between CNC and CDC</td>
</tr>
</tbody>
</table>

¹ QCBS
Annex IV

REPUBLIC OF GABON

Terms of Reference for the International Consultant

1. Background and Context

Gabon is a low population-density country (1.8 M people on 267,667 km², covered by 88% tropical moist forest) with a key strategic position in French-speaking central Africa. Gabon has a stable historical political background and has traditionally engaged in most significant international environmental initiatives (RAMSAR, whales commission, climate & biodiversity negotiations…).

Since 2009, the new President’s vision is to make a shift in the country’s development pathway, in order for it to become a middle-income economy by 2025. This means becoming less dependent on oil by diversifying the economy, shifting from exporting raw materials (oil, minerals and wood) to exporting processed products, attracting foreign productive investment, and developing agriculture to strengthen food autonomy.

To provide guidance in this direction, a national “Strategic Plan for Emerging Gabon” (PSGE) has been conceived and is being implemented. It provides the overall architecture for national priorities and all new development in the country. The PSGE includes sectoral initiatives, legislative innovations (Law on Sustainable Development, 2014), climate tools (National Climate Plan, 2013), land-use planning, and a Human Investment Plan.

The Law on Sustainable Development sets up the basis for a domestic offset mechanism that will monitor impacts on CO2 emissions, biodiversity, ecosystems and communities. The implementation of the Law relies on the creation of several instruments, among which the National Fund for Sustainable Development.

The National Climate Plan serves as Gabon’s Nationally Appropriate Mitigation Actions (NAMA). It focuses on the main emitting sectors of the economy. Similarly, the National Land Use Plan (or Plan National d’Affectation du Territoire – PNAT – in French) is the Gabonese version of the REDD+ programme.

At institutional level, sustainable development is a crosscutting target hosted at the Ministry of Economy. The National Climate Council (CNC) serves as a technical support on climate change-related issues to support strategic planning process. In January 2015, the CNC has been nominated National Designated Authority (AND) of the Green Climate Fund (GCF).

2. Objectives and Expected results

The CNC and the GCF are building a strategic partnership to finance transformational low-emission and climate-resilient development programmes in Gabon. The GCF provides readiness support under the format of technical assistance, over the next year, to strengthen the capacity of Gabon to engage with the Fund. The main purpose is the identification of GCF-eligible projects and programmes that lead to a paradigm shift towards low-emission and climate-resilient development in Gabon's existing programme pipeline.

The readiness support will provide capacity building to ensure sustained follow-up of GCF related activities in Gabon, and an interface between the NDA and the Fund. On the one hand, Gabon needs to disseminate information on the Fund, translate key messages and procedures, understand the Fund way of working, and on the other hand, the GCF needs to understand Gabon's programme priorities, identify key partners to ensure management and delivery, and support CNC in areas
requiring further development. The readiness support will establish the CNC role towards the GCF and strengthen its capacity as the NDA (so-called Area Activity 1), and will end up defining a strategic framework for engagement with the Fund, including definition of a country-programme (so-called Area Activity 2).

The overall objective of this assignment is to enhance the capacity of the National Climate Council of Gabon (CNC), to perform its new role as GCF National Designated Authority (NDA) in line with GCF standards.

This technical assistance, together with a specific budget to organise workshops, trainings and meetings, will help the NDA to strengthen its capacity to lead and coordinate development of bankable projects and formulation of a national strategic engagement framework with the GCF. It will also enable MEFCC to effectively communicate with implementing and executing entities and deliver its roles and responsibilities related with the GCF.

Beyond the strengthening of the NDA capacity, the assignment will allow to build the capacity of government- and non-government stakeholders on climate finance and climate smart development, and thereby boost the engagement of all stakeholders with the GCF.

In order to better understand the expected outcomes of this assignment, please refer to the logical framework in Annex 1.

3. Scope of work for NDA strengthening and defining a strategic framework for engagement with the Fund

As an NDA to the Green Climate Fund, the CNC should have adequate human, system and organizational capacity to effectively accelerate engagement with the Fund and definition of the country programme.

Therefore, one international climate finance consultant will be hired to closely work and capacitate the staff of the NDA within the CNC. The international consultant will be hired on short notice for a period ending on March 31st, 2017.

The NDA capacity strengthening sub-component of the readiness support will help CNC to carry out its functions in an effective and timely manner by boosting its staff capacity, raising awareness of the opportunities the GCF presents for Gabon, and ensuring effective engagement of relevant stakeholders. The consultant will closely work with responsible units within the CNC and other stakeholders such as the Ministry of Sustainable Development and Economy (MDDEPIP), the Bureau of Coordination of the National Strategic Development Plan (BC-PSGE) and other Administrations and non-state actors. The consultant will closely work with a dedicated team to be established by the CNC and provide intensive guidance and support on strategic priority areas for engagement with the Fund and multi-stakeholder engagement. The consultant is expected to transfer knowledge and skill to the staff of the team through on-job trainings, coaching, day to day interactions and closer working relationships.

The international consultant will need to review the broad literature and consult with a wide range of stakeholders in order to engage meaningfully with the GCF and fulfil the needs of the recipient and allows this initiative to proceed to implementation.

5. Key tasks of the Consultant

The international consultant is expected to undertake the following key activities, in coordination with the NDA staff:

• Review all documentation provided by the CNC in relation to the assignment and provide a library of relevant climate finance publications;
• Identify and map key stakeholders for multi-stakeholder meetings;
• Organize and moderate 5 stakeholders information/consultation thematic working meetings, workshop or trainings; at least one of these events will be directed to the financial sector, in order to support the development of financial instruments instituted by the Law on Sustainable Development in accordance with the Gabon GCF country programme;
• Support understanding of the Fund, how it can be accessed and existing opportunities for the different sectors – also document the meetings by sharing minutes and participants lists with relevant stakeholders, as well as meetings’ supporting documents;
• Support the organization of 1 or 2 Inter-ministerial meetings (depending on the national political agenda);
• Analyse and propose a plan for Human resources development and capacity building, identify at least one training on specific climate finance and markets, carbon & biodiversity footprint accountability, or social & environmental safeguards;
• Analyse the needs for strengthening institutional and regulatory systems for climate responsive planning and development and implementation capacity, and support current institutional developments such as the creation of the national Sustainable Development Fund in line with GCF requirements and opportunities;
• Closely work with the Ministry of Sustainable Development and Economy and provide advice and technical support on GCF related matters including proposal preparations, enhancing the understanding of sector ministries, private sector, non-state actors and other stakeholders about the Fund, its operational modalities, financial instruments, etc. on ongoing basis through regular consultations, workshops, print materials, etc.;
• Continuously mentor and coach the team within CNC on Fund related issues, specifically on how to coordinate and ensure multi-stakeholders engagement, as an NDA how to fulfil its role and responsibilities related to dealing with national and international IEs, stimulate the origination and channel the flow of proposals, and provide a “no objection” procedure;
• Develop a communication plan, and develop and support the CNC to distribute communication materials. Also develop relevant communication materials in order to create and enhance public awareness of the GCF and how Gabon can maximize its benefit from the Fund. This includes developing content for diverse media programmes, educational material for Universities, and other material, building on existing platforms and programmes;
• Conduct a training session for potential NIEs on GCF accreditation application process and requirements.
• Organize regional / international experience exchange and lesson sharing events when requested.
• Support the NDA in preparing periodic reports on the activities supported by the GCF and disseminating using all channels.
• Support the NDA in summarizing relevant materials from the GCF website including board decision papers, GCF operational rules, procedures, policies, operational modalities, etc. and availing to users using different mechanisms and means.

In order to better understand the timeline and expected activities to be carried out during this assignment, please refer to the implementation schedule in Annex 2.

The assignment may be developed partly home-based, partly at CNC office in Libreville.

6. Deliverables and timing
The NDA will provide to the consultant all relevant documents on National Plans and Strategies. The consultant is expected to produce 4 kinds of deliverables:

i. The content of the communication material, to be elaborated under different formats (paper and electronic brochures, update of the CNC website including developments with the Fund, posters, etc…), under the supervision of the DNA team. Two communication campaigns are planned, one at the beginning of the assignment in April/May, and the second in October/November when there is enough material to update the information and processes.

ii. All necessary briefing notes, support to preparation of national and strategic documents, technical documents, translations of the Funds document, on demand and on a daily basis.

iii. Two progress reports, one interim report in November at mid period to track progress, and one final report. These reports will be transmitted to the Fund.

iv. One specific publication for the financial sector, to present the national strategic engagement framework with the GCF and specific opportunities for the sector, building public climate finance architecture and linking with international capital markets aiming at financing sustainable development.

7. Qualifications and experience

The international consultant will have:

- At least a Master's degree in Development studies/Economics, candidates Climate Change/Environment/Natural Resources related field degrees will also be consider with relevant climate finance experience;
- Senior profile with over 10 years of experience in sustainable investment / carbon and climate finance, and at least 5 years in developing countries.
- Demonstrated ability to coordinate and drive communications with the Fund and manage operational activities with all relevant stakeholders;
- Familiarity with mitigation and adaptation policies and interventions, especially in Gabon;
- Ability to monitor and evaluate funded programmes in accordance with relevant guidelines;
- Previous experience with other relevant multilateral, bilateral, regional and global funding mechanisms and institutions working in the country is a plus;
- Experience/demonstrated ability in developing and leading a consultation process in the context of climate change/finance and to prepare, moderate and report on national stakeholder workshops;
- Strong analytical, writing and presentation skills in French and English.

8. Application procedure

To apply, please submit your expression of interest and all relevant documents such as your updated Curriculum Vitae (CV), previous work done/references related to this assignment. Please note that applications will only be accepted if they have been submitted through the web by established deadline (e-mail time stamp will be used for determining applications that were submitted by the deadline). The deadline is April 22th, 2016.

The evaluation criteria and weightings that will be applied to these terms of reference are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Qualifications and availability</td>
<td>30</td>
</tr>
<tr>
<td>2 Adherence to ToR’s specifications and related requirements: Clear understanding of required deliverables</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Experience of similar work (including experience in working in Gabon/the region)</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Writing skills justified by previous work done and language proficiency in French and English</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>