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Resilient nations.*

**INVITATION TO TENDER**  
**NATIONAL INDIVIDUAL CONSULTANT**

Ref: IC/UNDP/RWA/2022/052

Date: 07/10/2022

**Country:** Rwanda

**Description of the assignment:** **Recruitment of National Individual Consultant to Develop a Prospectus, Pipeline Projects and Taxonomy for Carbon Facility in Rwanda**

**Post Title and Level:** National Individual Consultant

**Period of assignment:** 55 working days spread over 3 months (October to December 2022)

UNDP Rwanda got your name as National Expert in this area of Developing a Prospectus, Pipeline Projects and Taxonomy for Carbon Facility in Rwanda . Rwanda holds a lot of potential for many types of carbon credit projects. Although Rwanda's greenhouse gas emission levels remain low and have low level of industrial activity, the country is developing quickly and the Government of Rwanda intend to develop sustainability, balancing economic activities with the health of natural resources. As such, Rwanda offers fertile ground for providing fertile grounds for many carbon credit-eligible projects.

If you are interested and qualified, please find the attached Terms of Reference, Confirmation Letter to enable you prepare your proposal.

Submit by email your CV, Proposal together with offer letter (fill the attached) Attn: Head of Procurement Unit ONLY by email to: [offers.rw@undp.org](mailto:offers.rw@undp.org) not later than 21 **October 2022**, Time: 12h00 Noon Kigali Rwanda local time.

Find UNDP General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

**N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.**

Yours sincerely,

Shelagh Rwitare

UNDP Operations Manager

## **Terms of Reference for An Individual Consultant to Develop a Prospectus, Pipeline Projects and Taxonomy for Carbon Facility in Rwanda**

### **A. General Information**

<b>Application type:</b>	<b>External Individual Consultancy</b>
<b>Job Title:</b>	<b>Individual Consultant to Develop a Prospectus, Pipeline Projects and Taxonomy for Carbon Facility in Rwanda</b>
<b>Category</b>	<b>Inclusive Green Economy Unit, UNDP CO</b>
<b>Duty station</b>	<b>Kigali, Rwanda</b>
<b>Application Deadline:</b>	
<b>Type of contract:</b>	<b>Individual Consultant Contract</b>
<b>Expected starting date:</b>	<b>Immediately</b>
<b>Duration</b>	<b>55 working days spread over 3 months (October to December 2022)</b>

### **B. Background and Context**

Despite its low level of emissions, Rwanda has the potential for a range of carbon market projects due to its vision to become a developed, carbon-neutral, and climate-resilient economy by 2050. The carbon market will play an important role in reducing greenhouse gas emissions and contributing to the sustainable development of the country.

The carbon market was introduced by the Kyoto Protocol to allow more flexibility in how countries reduce their greenhouse gas emissions. It offers developed countries the possibility to invest in cost-effective mitigation options, with the goal of increased global ambition in greenhouse gas emissions reduction. The carbon market is a global market in which carbon credits can be bought and sold in line with specific standards and guidelines. The goal of the carbon market is to reduce greenhouse gas emissions. Under the rules of the carbon market, countries are allocated a number of permits to emit carbon dioxide up to a certain level. If a country does not use all of its permits, it can sell the unused permits to another nation that is unable to meet the allocated emissions.

The carbon market includes market mechanisms established under Kyoto Protocol, including the Clean Development Mechanism, International Emissions Trading, and Joint Implementation. These are regulated by the United Nations Framework Convention on Climate Change and the Voluntary Carbon Market. The Voluntary Carbon Market allows individuals and companies to offset or reduce emissions through various financing mechanisms.

In Rwanda, the Clean Development Mechanism (CDM) and Voluntary Carbon Market (VCM) are the currently two operational mechanisms. Carbon credits in Rwanda are currently dominated by improved cookstove projects which account for 87% of total Certified Emission Reductions issued, while lighting and solar together represent 9% and 4%, respectively. By December 2020, more than 2,250,000 carbon credits had been issued to Rwanda from the Clean Development Mechanisms and the Voluntary Carbon Market. All CDM activities have issued 724,320 Certified Emission Reductions (CERs) while the VCM activities have issued 1,525,680 Voluntary Emission Reductions (VERs).

While impressive, Rwanda's planned participation in the climate negotiations in Egypt during the 27th session of the Conference of the Parties (COP 27) offers an opportunity to shape a climate treaty that meets the interest of Africa. COP 27 emphasis mitigation, adaptation and finance for climate.

Increasing access to climate finance would be enhanced by functional Article 6 of the Paris agreement under the UNFCCC. With strong inputs from Rwanda and other African countries will shape a green and inclusive economy that works for developing countries. The UNDP Rwanda Country Office supports the government of Rwanda to compile and share green investment opportunities that the country will showcase at international forums including COP 27. This work will build on the SDG investment mapping that the office carried out recently. It is against this background that UNDP Rwanda Country Office would like to recruit an Individual Consultant to develop pipeline projects for Carbon Facility in Rwanda.

### C. Scope of Work

Rwanda holds a lot of potential for many types of carbon credit projects. Although Rwanda's greenhouse gas emission levels remain low and have low level of industrial activity, the country is developing quickly and the Government of Rwanda intend to develop sustainability, balancing economic activities with the health of natural resources. As such, Rwanda offers fertile ground for providing fertile grounds for many carbon credit-eligible projects.

The two main sectors for carbon credit projects are energy and forestry. Since the 1960s, with acceleration in the 1990s, 65% of Rwanda's forest cover was lost. However, the Government is now pursuing policies to decrease biomass usage and increase reforestation. Within this cadre, there are reforestation opportunities. There is currently one registered CDM project, the Rwanda Electrogaz Compact Fluorescent Lamp (CFL) distribution Project, and numerous other projects in the pipeline. However, there is potential for many more carbon market projects in Rwanda. These include, but are not limited to hydropower, wind power, solar (for lighting, heating and irrigation), methane capture and mitigation including waste management, energy efficiency, biogas and improved cookstoves.

In line with these ambitions, the consultant is expected to provide the following deliverables:

- (a) Prospectus document, including a PowerPoint slide deck to use in road shows and international events.
- (b) Pipeline report, identifying eligible projects based on developed criteria. The consultant is expected to conduct final screening and vetting of identified projects as well as define the use of proceeds for carbon credit in accordance with agreed typology.
- (c) The conformity of existing structure to international standards and principles (e.g., International Capital Market Association (ICMA), green bond indices, guidelines of CBI, etc.
- (d) Based on taxonomy and internationally defined requirements, define appropriate criteria for evaluating and selecting projects for carbon trading.

### Methodology and Approach

The methodology involves use of administrative data, organigrams, desk review of documents relevant to the focus areas of the consultancy, and key informant interviews. The methodology used should be participatory and consultative to the extent possible.

### D. Expected Outputs and Deliverables

Deliverables/ outputs	Quality criteria	Estimated duration to complete payment schedule
1- Submission and acceptance of inception report and detailed work plan and approach for this consultancy	Inception report and detailed work plan submitted and accepted	To be completed no later than 1 week after issuance of contract

<p>2- Submission of satisfactory first draft of deliverables (a &amp; b)</p> <ul style="list-style-type: none"> <li>▪ Prospectus document, including a PowerPoint slide deck to use in road shows and international events.</li> <li>▪ Pipeline report, identifying eligible projects based on developed criteria. The consultant is expected to conduct final screening and vetting of identified projects as well as define the use of proceeds for carbon credit in accordance with agreed typology.</li> </ul>	<p>First draft of the deliverable submitted and approved</p>	<p>To be completed 3 weeks after the issuance of the contract</p>
<p>3- Submission of a satisfactory set of second deliverables (c&amp;d)</p> <ul style="list-style-type: none"> <li>▪ The conformity of existing structure to international standards and principles (e.g., International Capital Market Association (ICMA), green bond indices, guidelines of CBI, etc.</li> <li>▪ Based on taxonomy and internationally defined requirements, define appropriate criteria for evaluating and selecting projects for carbon trading.</li> </ul>	<p>Second deliverables submitted and approved</p>	<p>To be completed 5 weeks after issuance of the contract</p>

**E. Institutional Arrangement**

The consultant will work under supervision of the UNDP Head of Inclusive Green Economy Unit with the support of technical staff from UNDP.

**F. Duration of the Work**

The assignment is expected to take 55 working days spread over a period of 3 months.

**G. Duty Station**

The consultant will mainly work from home however he will conduct face to face consultations with key stakeholders.

**H. Copyright and ownership**

All developed intellectual property will be the sole property of the Government of UNDP Rwanda, its partners. The selected Consultant shall not use the design and the final products for its own purpose without explicit written permission UNDP. The consultant will be requested to sign a confidentiality and non-disclosure agreement to ensure the privacy of sensitive commercial information that may be shared in order to complete the assignment.

## I. Qualifications of the Successful Consultants

The Individual consultant should have the following skills/competencies:

### Academic Qualification

- At least MA degree in Economics, Finance, Trade, Law, Development studies, International Relations or related fields.

### Experience:

- At least 10 years of experience in carbon market and climate finance and excellent knowledge international carbon market, climate change adaptation and mitigation.
- Proven track record of undertaking similar consultancies.
- Proven experience in writing reports on carbon market and climate financing
- Experience in developing and implementing complex projects and strategic initiatives for climate financing and carbon market
- Prior work experience in developing countries, with specific experience working for/with UNDP or other multilateral institutions or IFIs is an asset.
- Prior work experience in Rwanda or other African countries is an advantage.
- Excellent writing and communication skills.
- Existing network in the green financing space (e.g., rating agencies, investment banks, fund managers, experts)

### Language Requirements:

- Fluency in English is required; Knowledge of French will be an asset.

## J. Schedule of Payments

Percentage of payment	Description	Expected timeline
20 Percent	After submission and approval of the inception report and workplan	1 week after the issuance of contract.
40 Percent	After submission and approval of the first draft of deliverables first draft of deliverables (a & b)	3 weeks after the issuance of contract.
40 Percent	After submission and approval of the second deliverables (c&d)	5 weeks after issuance of contract.

K. Selection Criteria		
Individual Consultant	Weight	Max. Point
<ul style="list-style-type: none"> <li>Academic Qualification</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>Excellent proposed methodology for accomplishing the assignment</li> </ul>	30%	30

<ul style="list-style-type: none"> <li>• 10 years of experience in carbon market and climate finance and excellent knowledge international carbon market, climate change adaptation and mitigation.</li> <li>• Proven track record of undertaking similar consultancies.</li> <li>• Proven experience in writing reports on carbon market and climate financing</li> <li>• Experience in developing and implementing complex projects and strategic initiatives on climate financing and carbon market</li> </ul>	40%	40
<ul style="list-style-type: none"> <li>• Existing network in the green financing space (e.g., rating agencies, investment banks, fund managers, experts)</li> </ul>	10 %	20
<ul style="list-style-type: none"> <li>▪ Additional competences</li> </ul>	10%	10
<b>Total</b>	<b>100%</b>	<b>100</b>

#### L. How to apply

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- (ii) **Personal CV or P11**, indicating all past experience from similar projects as well as the contact details (e-mail and telephone number) of the candidate and at least three (3) professional references.
- (iii) **Detailed technical proposal** of why the individual considers him/herself as the most suitable for the assignment and a methodology to be applied by the team of consultants and the implementation plan.
- (iv) **Financial Proposal** that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.**

Prepared by: Alexis Ndayisaba, Programme Analyst

Signature:

Reviewed and cleared by: Osten Chulu, Head of Unit

Signature:

Approved by: Varsha Redkar-Palepu, DRR

Signature:

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment* ] under the [ *state project title* ];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:

An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*  
A total lump sum of *[state amount in words and in numbers, indicating exact currency]*,  
payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- j) If I am selected for this assignment, I shall [*pls. check the appropriate box*]:

Sign an Individual Contract with UNDP;  
 Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

\_\_\_\_\_

- k) I hereby confirm that [*check all that applies*]:

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;  
 I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.



Full Name and Signature:

Date Signed :

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**Annexes** *[pls. check all that applies]:*

CV or Duly signed P11 Form

Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

Brief Description of Approach to Work (if required by the TOR)

## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

**A. Breakdown of Cost by Components:**

Cost Components	Unit Cost (RWF)	Quantity	Total Rate for the Contract Duration (RWF)
<b>Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price</b> <b>(Weight for payment)</b>	<b>Amount</b>
Deliverable 1		
Deliverable 2		
....		
<b>Total</b>	100%	RWF.....

*\*Basis for payment tranches*