

PROJECT EVALUATORS FOR THE NORDIC CLIMATE FACILITY

TERMS OF REFERENCE

1 Background to the Assignment

The Nordic Development Fund (NDF) is an international financing institution focusing on development and climate change projects and programmes in low-income countries.

The Nordic Climate Facility (NCF) is a challenge fund set up and administered by NDF to finance innovative climate change projects. NCF financing is allocated on a competitive basis with calls for proposals arranged annually. Private and public Nordic entities together with local partners in one of NDF's partner countries can seek grant financing of between EUR 250,000 and EUR 500,000. Since 2009, six calls for proposals have been organised and EUR 29.7 million have been allocated to 72 projects in Africa, Asia and Latin America.

The application process for NCF is a two-stage process: concept note and full proposal. In past calls, NCF has received between 80 and 150 proposals during the concept note phase. Of these, approximately 25-35 proposals have been shortlisted to submit a full proposal. NCF has been able to finance between 8 and 14 projects per call.

NDF is now seeking evaluators to be a part of the NCF Evaluation Committee: The evaluation committee will comprise of both internal evaluators from NDF and 2 external evaluators. The committee will evaluate and score proposals under NCF's seventh call for proposals (NCF 7) both at the concept note and full proposal stages. All proposals will be in English. The evaluation process is described in annex 1.

2 Objective of the Assignment

The main objective of the Assignment is to evaluate and score NCF 7 proposals for both the concept note stage and full stage. Concept notes are limited to 8 pages. The full proposals are more extensive, approximately 20-25 pages where the applicants present in further detail the project idea, expected impacts and results, approach, climate relevance, long-term vision, budget etc.

The evaluation committee will develop two shortlists, one for the concept note stage and one for the full proposal stage. NDF's management will make the final decision on which proposals will be awarded NCF financing.

3 Scope of Work

The scope of work will include but not necessarily be limited to the following:

- Evaluate and score NCF 7 proposals (concept note and full proposals) based on the evaluation guidelines and criteria provided by NDF. All evaluations will be done online using an online evaluation system developed for NCF.
- Participate in two evaluation committee meetings. The meetings will take place in central Helsinki. An online participation option will be offered to those evaluators who cannot participate in person.

4 Qualifications

NDF will seek to have an evaluation committee comprising of members with diverse expertise. The experts shall have knowledge and proven experience within areas such as climate change, climate change innovation, development financing and business development. The evaluator shall have previous experience in evaluating and scoring proposals for development projects. Previous experience from evaluating proposals from challenge funds or similar type of programmes is an advantage.

NCF will seek to establish an evaluation committee which includes technical expertise in the fields of climate change adaptation and mitigation, business development or private sector in developing countries.

All evaluators shall have strong skills in written and spoken English.

5 Deliverables

- Satisfactory completed evaluations of NCF 7 concept note and full proposals following the evaluation guidelines and criteria provided.
- Active participation in two evaluation committee meetings.

6 Tentative Work Plan and Duration of the Assignment

Evaluation of concept notes	2 -27 October 2017
Evaluation of full proposals	15 January - 9 February 2018

It is expected that each expert will need approximately 30 working days to complete all the evaluations.

7 Selection

In order to ensure that the overall composition of the NCF evaluation committee (external and internal evaluators) is diverse and relevant for the theme of the call, NDF will make a selection based on submitted CVs. NDF will contact relevant candidates for an interview.

Individuals with the required experience and expertise are asked to send their CVs with a short cover letter (no more than one page) and with an expected daily remuneration rate to NordicClimateFacility@ndf.fi. The CV should clearly show the expert's education and work experience, including information of similar assignments carried out either as part of employment or on a consultancy basis, in the last five (5) years.

Individuals who have or will be involved in the drafting of NCF 7 calls for proposals are not eligible to apply.

Annex 1 - Evaluation process

NDF will provide evaluation guidelines to all members of the Evaluation Committee. There will be separate evaluation guidelines for the concept note and final proposal evaluation.

Concept note evaluation (expected between 70-100 proposals)

1. The NCF management team will review the basic eligibility criteria and only the proposals that pass the eligibility criteria will be evaluated by the Evaluation Committee.
2. Two evaluators will evaluate and score each proposal. If there is a large discrepancy between two evaluations a third evaluator, will be assigned to evaluate the proposal.
3. The online evaluation system will compile the results. The results will be shared with the Evaluation Committee.
4. There will be an evaluation committee meeting in Helsinki led by the NCF Manager to discuss any concerns or discrepancies and a concept note shortlist will be agreed upon. An online participation option will be offered to those evaluators who cannot participate in person.

Full proposal evaluation (expected between 20-25 proposals)

1. All evaluators will evaluate and score all proposals.
2. The online evaluation system will compile the results. The results will be shared with the Evaluation Committee.
3. There will be an evaluation committee meeting in Helsinki led by the NCF Manager to discuss any concerns or discrepancies. An online participation option will be offered to those evaluators who cannot participate in person. A shortlist as well as reserve list will be agreed upon based on available financing.