

## **NORDIC CLIMATE FACILITY (NCF) PROCESS EVALUATION CONSULTANT**

### **TERMS OF REFERENCE**

#### **1 Background to the Assignment**

The Nordic Climate Facility (NCF) is a financing window under the Nordic Development Fund (NDF) through which private and public Nordic entities can seek grant financing for innovative climate change projects. NCF is a call for proposal facility that supports the piloting of climate change solutions and technologies in low income countries. Eligible NCF applicants are Nordic entities in partnership with local partners in one or more of NDF's partner countries. Applicants can seek financing of between EUR 250,000 and EUR 500,000; however, NCF can only cover 80% of the total project cost.

The calls for proposals are based on themes related to climate change. So far NCF has had six calls for proposals and the first call was launched in 2009. The first four calls are administrated by the Nordic Environment Finance Corporation (NEFCO), while the 5th and 6th calls as well as future calls are managed by NDF.

The application process for NCF is currently a two stage process: pre-qualification and final. So far NCF has received between 80 and 150 applications during each pre-qualification phase, of which 25-35 applications have been shortlisted to submit a final proposal. In general, NCF had been able to finance between 8 and 14 projects per call.

NDF is now seeking an individual consultant (the Consultant) to conduct an assessment of the NCF call for proposal process (the Assignment).

#### **2 Objective of the Assignment**

The main objective of the Assignment is to review the entire NCF application and evaluation process and propose improvements on how the application, including the evaluation process can be improved.

#### **3 Scope of Work**

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

- Review the current NCF application process (including structure, timeline), an assessment of the application guidelines, templates and evaluation process including the number of application rounds, and compare against similar facilities for the purpose of benchmarking and identifying best practices;
- Analyse the application and evaluation process of similar facilities particularly targeting private sector in the Nordic region and gather lessons learned;
- Identify and propose ways for how NDF can attract new applicants with the focus on Nordic private sector;
- Assess the need and propose options for a project management system that would be suitable for NCF and scalable to any future NDF challenge funds integrating application, evaluation and monitoring processes; and

- Assess the internal and external resources needed to run NCF.

NDF will provide all relevant documentation and information regarding NCF.

## 4 Qualifications

The Consultant shall have at least five years' experience of working with or assessing/evaluating similar types of call for proposal facilities/programmes and challenge funds, and in-depth knowledge of and experience from development financing. The Consultant shall have professional skills in written and spoken English, and be able to produce well-written, clear and concise reports.

## 5 Deliverables

- One draft final report (max. 15 pages in an electronic format appropriate for reading in Microsoft Word or Adobe Reader) assessing NCF's call for proposal process with clear and concrete suggestions for improvements on how to streamline the application and evaluation process. The report shall also include a review of suitable project management systems along with a suggestion for a suitable system for NCF.
- One final report (max. 15 pages) as per above, including any comments made by NDF on the draft report.

## 6 Work Plan

The work shall be carried out as a desk study through consultation of relevant staff at NDF and NEFCO, as well as through interviews of selected previous NCF applicants (both applicants that have been selected for NCF financing and applicants that were not selected. NDF will provide all relevant contact details and other information, but will not be involved in the selection of interviewees). The Consultant shall prepare a report outlining the proposed the proposed improvements of the NCF application, evaluation and monitoring processes based on the findings of this Assignment.

A maximum of two trips to NDF's office in Helsinki may be required: one to conduct interviews with NDF and possibly NEFCO and a second meeting to present the findings of the assignment when the draft report has been submitted.

### Tentative time schedule

Start of the Assignment	3 October
Draft report	17 October
Final report	31 October

The Consultant will report to Ms. Emeli Möller, Manager of Nordic Climate Facility, NDF.