

# ARMENIA RENEWABLE RESOURCES AND ENERGY EFFICIENCY FUND

## TERMS OF REFERENCE

### **Engagement of Individual Consultant for designing sub-granting manual and project management manual aimed at ensuring compliance with GCF fiduciary standards**

#### **Project Background**

The Armenia Renewable Resources and Energy Efficiency Fund (R2E2) is a professional and experienced entity in the field of energy efficiency and renewable energy in the Republic of Armenia. Since its establishment in 2006, it is implementing a wide range of activities aimed at promoting investments in energy efficiency and renewable energy sectors, fostering market development in energy efficiency and renewable resources, reducing negative impacts the environment and human health, and developing mechanisms aimed at increasing the level of reliability of energy security and energy systems. One of the key objectives of Fund's operations is to promote "green energy" practices in the most deprived regions of the country and make it affordable to the vulnerable population, thus addressing the issue of "energy poverty". In doing so, R2E2 has partnered with number of international organizations and donor agencies to implement innovative and targeted support to the beneficiaries. Owing to these outstanding achievements in delivering its mandate and with the purpose to scale up the activities of the Fund, in 2017 the Armenian National Designated Authority (NDA) issued the nomination letter supporting R2E2's aspiration to become accredited to the Green climate Fund under the national direct assess modality.

#### **Assignment Background**

In 2018, R2E2 began the accreditation application through OAS system and submitted to initial review by Secretariat. Comments received from GCF has made clear that R2E2 requires additional expert support in order to address a number of existing gaps in its institutional and procedural frameworks.

More specifically, R2E2 requires support in assessment of compliance against GCF Fiduciary Standards. To address this, a consulting company has been contracted to carry out comprehensive gap assessment & design of action plan.

The scope of this engagement is based on the recommendations of the Action Plan, with emphasis on establishing new or strengthening existing internal policies and processes, as specified in the sections below.

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

The objective of the assignment is to advance R2E2's procedures and institutional capacities and making them compliant with the GCF's fiduciary standards in the manner that is concordant with GCF requirements and that will ensure further smooth review of the application by the GCF Secretariat and Independent Review Board. For all policies and

reports, the outputs needs to take into consideration how those can be implemented, making full reference to existing documentation and processes.

## **Scope of Work**

More specifically, the Consultant will:

1. Prepare a comprehensive **“Project Management Manual”** to cover the wide spectrum of issues related to the:
  - project identification;
  - overall management of fund procedures;
  - appraisal & implementation;
  - reporting;
  - monitoring;
  - evaluation, and
  - impact assessments.
2. Prepare a comprehensive **“Sub-Granting Manual”** to cover the wide spectrum of issues related to sub-granting (including on-granting, sub-contracting, outsourcing). The manual should include:
  - Composition and Terms of Reference of the Grant award Evaluation Committee;
  - Description of processes, including:
    1. project identification;
    2. proposing financial management framework;
    3. appraisal & implementation;
    4. reporting;
    5. monitoring;
    6. evaluation, and
    7. impact assessments.
  - Grant award evaluation system/process/procedures with clearly defined roles and responsibilities including those of the Grant Evaluation Committee and the Grant Approval Authority;
  - Samples of recent grant notices/calls for proposals with information on how these were publicized;
  - Sample documents which provide evidence that the Grant Award evaluation system is complied with in respect of all grants awarded. The sample documents should relate to the same grant for which above notices have been provided. The sample documents should also contain the agenda and minutes of the respective Grant Evaluation Committee meetings in which these grants were discussed and approved/declined, evidence of approval by the Approving Authority and copies of

communication sent to all applicants (successful or otherwise) regarding their application for grant.

- Policies relating to external audit of the entity's grant award activities and relevant.

### **Timeframe, deliverables and reporting**

The overall duration of the **“Readiness Support for accreditation gap assessment, capacity building and pipeline development for potential accredited entity”** Project is 24 months.

Required services will have to be delivered during 01 October 2021 – 01 March 2022 (100 working days).