

ARMENIA RENEWABLE RESOURCES AND ENERGY EFFICIENCY FUND

TERMS OF REFERENCE

Engagement of Consulting Company for supporting R2E2 in uploading necessary information (policies, procedures, evidence) into the GCF's Digital Accreditation Platform

Project Background

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 establishment in 2006, it is implementing wide range of activities aimed at promoting investments in energy efficiency and renewable energy sectors, fostering market development in the sphere of Armenia's energy efficiency and renewable resources, enhancing reduction of technological influence on environment and human health, developing mechanisms aimed at increasing the level of reliability of energy security and energy system. One of the key objectives of Fund's operations is to promote "green energy" practices in the deprived regions of the country and make it affordable to the mostly vulnerable population, thus addressing "energy poverty" issues for the population. 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 outstanding achievements in delivering its mandate and with the purpose to scale up activities of the Fund (through channeling concessional resources), in 2017 NDA has issued nomination letter supporting R2E2 aspiration to become accredited under the national direct assess modality.

Assignment Background

In 2018, R2E2 has filled in accreditation application through OAS system and submitted to initial review by Secretariat. Comments received from GCF has made clear that R2E2 require professional support in order to address existing gaps in its institutional and procedural frameworks.

To provide R2E2 with the necessary expertise support, GCF approved readiness and Preparatory Support Project "Readiness Support for accreditation gap assessment, capacity building and pipeline development for potential accredited entity". Within the framework of the Project, international consulting companies and independent experts reviewed R2E2 regulatory framework and necessary policies, designed roadmap for advancing these, designed necessary Policies, Guidelines and Procedures, as well as implemented capacity building activities (training of the staff on application of the latter's).

Objective of the Assignment

The objective of this assignment is to upload necessary information (Policies, Procedures and Guidelines) into the GCF's Digital Accreditation Platform, as well as provide guidance on necessary evidence of application/implementation to be also submitted.

Scope of Work

More specifically, the Company will:

1. Review R2E2's initial submission (in 2018) of accreditation Application Form, received comments from the GCF, result framework of the Readiness Project and deliverables produced in order to design workplan and list of required inputs/deliverables to be collected/uploaded;
2. Design, consult with R2E2 and assist in compilation of information necessary for uploading under the following main sections of the online Application:

Section 1 – Background and Contact Information;

- Founding documents;
- Staff hierarchy and capacities;
- Legal opinion from recognized national law firm;
- Organization's mission and vision; (*important to demonstrate the relevance and rationale*);
- Sectors in which Organization operates and supporting documents (1 example of project/programme per selected sector);
- Relevance to key national documents (NDC, LEDS);
- Capacity to carry out GHG emission calculations;
- Practical experience in E&S Performance Standards 2-8;

Section 2 – Information on how the institution and its intended activities will contribute to furthering GCF objectives

- List of intended projects and their contribution to the national priorities (NDC) and GCF result areas:
 - I. **Mitigation** – reduced emissions from:
 - Energy generation and access (energy efficiency and energy generation and access);
 - Low-emission transport;
 - Buildings, cities, industries and appliances; and
 - Forestry and land use; and
 - II. **Adaptation** – increased resilience of:
 - Most vulnerable people and communities;
 - Health and well-being, and food and water security;
 - Infrastructure and built environment; and

- Ecosystems and ecosystem services.

Section 3 – Scope of intended projects/programmes and estimated contribution requested;

- Size of the selected projects (*needs to submit information about minimum 3 projects of similar volume implemented*);
- Financial instruments (*grants, concessional loan, equity and guarantee*);
- Sources, types and conditions of additional financing (*additionality*);
- Fiduciary standards to be outlined (*project management, sub-grating, blending*);
- Environmental and social risk categories (*A, B, or C*) of potential projects (*important – proof of experience in respective categories is required and should be submitted*);

Section 4 – Basic Fiduciary Standards;

- Documents on existence of internal oversight function and describing its function;
- Strategic and annual plans of the Applicant Organization;
- Compliance with IFRS standards;
- TOR for Audit Committee and proof of functionality;
- Availability of external independent audit and copies of recent 2 audits;
- Internal Control Framework and proof of functionality (manuals, annual review reports);
- Risk policy framework (*policy, manual, register of risks*);
- Procurement policies and guidelines to ensure best value for money and disclosure of the results, dispute resolution mechanisms;
- Review and oversight mechanisms for procurement executed by beneficiary institutions and/or implementing partners;
- Code of Ethics and documented evidence that it is communicated to staff and implementing partners;
- Existence of Ethics Committee;
- Financial Management Policy and documents confirming existence of Zero tolerance to fraud and other malpractices;
- Policy/mechanisms on protecting whistleblowers reporting violations, which should be comparable to the GCF Policy on the Protection of Whistleblowers and Witnesses (*including evidence of application*);
- Evidence that the investigations' function is headed by an officer who reports to a level of the organization that allows the investigation function to fulfil its responsibilities objectively and independently without interference or influence;

- AML & CFT Policies (*including proof of application*);
- Criminal background check for key staff;
- Conflict of interest disclosure (*including in business entities that serves as implementing partners*);

Section 5 – Specialized Fiduciary standards;

- The applicant’s project appraisal framework/ guidelines/procedures (*including evidence*);
- Project oversight and control over implementation (manuals, guidelines and reports);
- Monitoring and evaluation framework (*policies, procedures and proof of implementation*);
- Grant award decision making process (*including selection, disputes, information disclosure*);
- On-lending and blending (narrative description and proof of evidence - agreements);
- Financial risk management policies and procedures (including minimum 2 reports);
- Grievance mechanism (*including proof of functionality*);

Section 6 – Environmental and Social Safeguards Standards;

- Availability of specific policy that seeks to address E&S safeguarding its business model;
- Narrative on the applicant’s climate change-related policies, and how they relate to developing countries’ INDCs, NDCs, NAPAs, NAPs, green growth strategies, etc;
- The applicant’s E&S policy or procedure (*and related documents*) that require the identification and assessment of E&S risks and impacts (and track record of implementation);
- E&S management model (*proof of existence and application*);
- Documented operational procedures and practices to manage E&S risk and impact mitigation measures and actions stemming from E&S risk identification process in a systematic way, e.g., tracking system or management system with indicators;
- A documented E&S monitoring/supervision process and procedures/guidelines that tracks and ensures completion and effectiveness of E&S risk and impact mitigation and performance-improvement measures;

- A communication system to receive and communicate E&S matters to third parties, including its clients, throughout the project cycle;
- Information disclosure and public consultation, and track record;
- Availability of Independent grievance redress mechanism (internal procedures and competencies to screen and assess issues raised and address issues, as needed);

Section 7 – Gender

- Existence of gender policy and strategy that the Applicant applies at the entity level and the project/programme level, which is in line with the principles in the GCF Gender Policy;
- Availability of non-discrimination policy statement securing equal rights, treatment and compensation for men and women;
- Entity-level gender action plan (*this could be integrated into the applicant's human resources plan, which shows staff composition by number of women and men in various positions, associated salary scales by gender and other benefits, etc.*);
- The applicant's organizational structure or organizational chart illustrating reporting lines, roles and responsibilities for the gender function(s) in the project/programme cycle;
- Existence of a Gender Committee or equivalent body that is accountable to the applicant's board;
- Evidence of implementation (including at executing entity level) of Gender Action Plan;

3. Provide any other support required for complete and timely submission of the Application Form.

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 20 months.

Required services will be delivered during April-June, 2023 (60 calendar days).