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HQ CONSULTANT FOR KOICA-GCF PROJECT PIPELINE DEVELOPMENT IN THE PHILIPPINES

INTRODUCTION TO GGGI

The Global Green Growth Institute (GGGI) is a treaty-based international, inter-governmental organization dedicated to supporting and promoting strong, inclusive and sustainable economic growth in developing countries and emerging economies. To learn more please visit [about GGGI](https://gggi.org/about/) (<https://gggi.org/about/>) web page.

GENERAL INFORMATION

- Project: KOICA-GCF Project Pipeline Development in the Philippines
- Duty Station: GGGI Headquarters, Seoul, Republic of Korea
- Contract Duration: 15 AUG 2024 - 31 DEC 2024
- Number of Work Days Estimated (internal purpose only): 50 working days
- Consultant Level: Level 1

PROJECT BACKGROUND

The Republic of Korea (ROK) has made efforts and contributions to demonstrate international leadership in tackling climate change through the Green ODA strategy. In line with the national strategy, the Korea International Cooperation Agency (KOICA) supports improving capabilities in developing countries to address climate change by increasing climate action through projects to promote the achievement of SDGs, specifically SDG13 in partner countries. The “KOICA-GGGI GCF Project Development” (the “Project”) has stemmed in pursuit of the KOICA, a new GCF Accredited Entity. The Project, funded by KOICA, aims to achieve the following priorities:

- Co-develop GCF project ideas and concept notes that will get access to GCF finance

- Support to enhance KOICA's leadership on the Green ODA, increasing contributions to green-related international organizations, including the Green Climate Fund and the Global Green Growth Institute;



KOICA and GGGI signed an agreement in December 2022, to initiate the Project, which will be carried out until December 31, 2024. GGGI will take the lead in developing two in-depth sectoral needs

assessment reports, the Project Concept Notes (CN), the Pre-Feasibility Studies (PFS), and the Final Financial Report. GGGI has hired a Consulting Firm to support the implementation of the PFSs and the design of the PCNs.

OBJECTIVES OF THE ASSIGNMENT

The Consultant will support the development of the GCF project concept note and the related pre-feasibility study considering the guidelines published by the GCF. The Consultant will work closely with KOICA, GGGI HQ, GGGI Philippines, and Korean experts to underpin the logic of the project structure and activities. The Consultant will support and deliver a Consolidated Progress Report, including a summary of meeting notes, with GCF, NDAs, relevant stakeholders, and other communication materials, and a Final Financial Report certified by an authorized official of GGGI having responsibility for financial matters. The Consultant will specifically act as an intermediary between KOICA and GGGI to ensure effective communication and quality development of the project. The Consultant will have to meet the deadlines for the requested deliverables indicated in the agreement between KOICA and GGGI.

DELIVERABLES AND PAYMENT SCHEDULE

SCPOE OF WORK

Under the primary supervision of the GGGI Philippines team and the Korea Liaison Unit at GGGI HQ, the Consultant will be responsible for the following activities on a daily basis

1. Support the elaboration of Project Concept Note development that will get access to GCF finance
- Participate in the development of the Project Concept Note and the Pre-Feasibility Report that should enable access to GCF finance in close cooperation with KOICA, the GGGI Philippines team, and the consulting firm hired by GGGI
 - Cooperate and communicate with Korean experts to ensure that donor requirements are adequately addressed in the CN and the PFS
 - Based on KOICA's review, work with GGGI HQ and GGGI Philippines team to coordinate consultation with KOICA for the CN and PFS elaboration
 - Develop any required documentation for KOICA reporting

2. Provide assistance with the Project Concept Note revision process

- Prepare and compile relevant documents required by KOICA for CN revision and support the GGGI Philippines team in preparing the KOICA internal process, ensuring the CN's alignment with the KOICA's project selection criteria (<https://gggi.org>)
- Assist the GCF revision process cycle upon receiving GCF official comments after KOICA's CN submission to the GCF

3. Monitor, track, and assist in the implementation arrangement

- Communicate with KOICA HQ on a daily basis and share the deliverables to KOICA HQ
- Follow up on the status of the deliverable with regular updates and inform the country team in advance of the due date for submitting reports (Consolidated Progress Report, Project Concept Notes, Pre-Feasibility Study Reports, Final Financial Report, Quarterly Monitoring Reports)
- Coordinate and participate in project development discussions and reporting meetings with KOICA
- Communicate with KOICA, Korean experts, GGGI country teams, and the consulting firm on a regular basis to ensure alignment between relevant stakeholders
- Translate relevant documents from Korean to English and vice versa, and provide other related tasks assigned from time to time by the team

Total fee: up to USD 5,000 depending on the candidate's credentials

EXPERTISE REQUIRED

The description of the required expert may be split into the following parts:

- 2+ years of relevant experience, including experience working for Korean organizations, ministries, or International, inter-governmental organizations;
- An advanced university degree (master's degree or equivalent) in Climate Change, International Relations, Environmental Studies, International Development, or related areas;
- Experience in working with KOICA or Korean government institutions;
 - Strong analytical skills and experience in developing reports – undertaking research, primary and secondary data collection, analysis, and report writing;
 - Ability to work/deliver independently with minimal supervision;
 - Good interpersonal skills, and ability to work collaboratively with colleagues from diverse cultural backgrounds;
 - Excellent English and Korean communication and writing skills;
 - Proficiency in standard Microsoft Office and Hangul Office;

- Experience in International Organizations, development agencies, government, private sector, or non-profit sector.



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ADMINISTRATIVE INFORMATION

At GGGI's discretion, reference checks and interviews may be conducted during the evaluation process. Applicants must also include in their application the following:

- A cover letter
- A curriculum vitae (CV)

Date to close is Korean Standard Time (KST). Applications submitted after the deadline will not be considered Application. Cover Letter, and CV must be sent in English. A consortium, or a firm may not be engaged for the individual consultant assignment.



Child protection – GGGI is committed to child protection, irrespective of whether any specific area of work involves direct contact with children. GGGI's Child Protection Policy is written in accordance with the Convention on the Rights of the Child.

Location	Republic of Korea, HQ
City	Seoul
Contract Type	Individual Consultant (Daily Rate)
Grade	Individual Consultant 1
Salary scale	Individual Consultant Scale
Contract Duration	4.5 months
Job Reference	100010789

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