

## CALL OF PROPOSALS

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### **Consultancy to undertake workload analysis and capacity development plan for The National Treasury's Climate Finance & Green Economy Unit**

#### **1. Background**

The National Treasury established the Climate Finance and Green Economy (CF&GE) Unit, in 2016 as per the provision of the Climate Change Act of 2016 and the National Policy on Climate Finance. The overall objective of the Unit is to provide technical support to the National Treasury on all matters relating to coordination of climate finance actions and financing the green economy in the country. The Unit has played a pivotal role in advancing climate action and sustainable development in Kenya. Housed within the National Treasury, the CF&GEU coordinates climate finance initiatives and mainstreams climate and green finance principles into the public finance management architecture.

As emerging issues in the green and climate finance space continue to evolve, it is crucial for Kenya to stay abreast of global transitions toward a green economy. Therefore, assessing the unit's technical capacity considering these developments becomes necessary. The National Treasury through the CF&GE Unit in collaboration with the FSD-Kenya is implementing a Technical Assistance (TA) on climate and green financing 'The main objective of the TA is to strengthen the technical and institutional capacity of the CF&GE Unit through long term capacity building aimed at enhancing climate finance coordination and governance.

To this end, The National Treasury through the support of the FSD Kenya seeks services of eligible individuals or firms to undertake a workload analysis and formulate a capacity development plan of the CF&GEU.

#### **2. Objectives**

The primary goal of this assignment is to analyse the workload and evaluate the existing capacity needs of the CF&GEU towards enhancing effectiveness in executing its mandate of driving climate finance and green economy initiatives in Kenya. Specifically, the assessment aims to:

- Undertake a workload analysis of the Unit;
- Identify skills and competencies required for effective performance of the Unit;
- Establish the staffing levels of the Unit;
- Identify challenges and capacity gaps that hinder the effective performance of the Unit;
- Propose the adjustment of the organization structure based on the established optimal capacity of the Unit and the future workload needs;
- Recommend a Capacity Development Plan for Unit;

#### **3. Scope of work**

The objective of this Consulting services will be achieved through the following tasks:

- a) Workload analysis – Conduct a detailed analysis of the workload at individual level, functional level and organizational level. This will include:
  - Identification of core work and capabilities for execution of the CF&GEU's mandate on climate and green financing.

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- Asses the functionality and operations of the unit, its operational procedures, coordination mechanisms, and resource allocation.
  - Organise and structure current activities and capabilities of the CF&GEU in a compelling and pragmatic manner
  - Assess of current and future workload distribution of the Unit in consultation with key staff.
  - Assess current and future Interdepartmental coordination requirements, including with other Ministries, Parastatals and Executive Office of the President
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- b) Workforce mapping – Analyze and map the existing workforce at the Unit against the current and anticipated workload of the Unit in consultation with key staff.
  - c) Determine the future anticipated workforce requirements of the Unit including the determination of the optimal staff establishment, budgetary implications and provide recommendations.
  - d) Provide the factors to consider in the future staff establishment of the Unit including outlining key priority skills needs and how these can be filled through upskilling, new hires etc.
  - e) Priority Capacity Needs – Assess and determine existing capacities and identify the priority capacity gaps needed for future requirements of the functioning of the CF&GEU. Analyse that Unit's capacity gaps in terms of the numbers and capacity in knowledge and skills.
  - f) Organizational Structure – Analyze the CF&GEU's organizational structure by detailing its mandates, functions, and organizational chart. Make recommendations for a comprehensive cost-effective structure including adjustments in the Organization structure premised on the workload analysis findings including alignment with structures and mandates within The National Treasury
  - g) Capacity Development Plan – Propose actionable, phased and progressive actions and recommendations to be implemented to address the key findings of the analysis and assessment. Provide concrete strategies for enhancing collaboration with other relevant departments and institutions.

### **4. Conduct of the work**

The Consultant will enter into a contract with FSD Kenya and shall work under the guidance of and report directly to the Head of the Climate Finance and Green Economy Unit, with overall supervision of Principal Secretary (PS), National Treasury.

### **5. Outcomes and deliverables**

The expected outcomes of the assignment are as indicated below:

- a) Inception report
- b) Action Plan
- c) Minuted Progress Update Meetings
- d) Comprehensive workload analysis report- Draft and final version
- e) Comprehensive capacity development plan with actionable recommendations.
- f) Completed Validation Workshops
- g) Validation Workshop reports and PowerPoint presentations

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### 6. Proposal

The technical proposal shall include the following information using the consultant's preferred proposal template:

- Location: Proposer's size and geographic/jurisdictional scope, including office locations globally, and the jurisdictions in which the proposer has qualified staff.
- The main contact point(s) and responsible partner/manager for the assignment.

### 7. Requirements

Mandatory requirements
Certification or requisite experience in green and climate finance and organisational development.
Previous experience working with Ministries of Finance or National Treasuries in Africa on green and climate finance.
Awareness of the functions of climate finance and green economy units/ functions within National Treasuries and/or Ministries of Finance in Kenya and other countries.
Expertise in providing advisory services in organisational structures, skills assessment and related requirements linked to revisions within National Treasuries and/or Ministries of Finance.
Experience in skills assessment, capacity development in green, climate and carbon finance etc. in National Treasuries and/or Ministries of Finance.

Assessment criteria	Weighting (%)
Understanding of the assignment <ul style="list-style-type: none"> <li>• Proposed methodological approach in project design and execution.</li> <li>• Strategic, schematic, research and tactical tools and approaches that will organise actions in a way that meets the assignment objectives and optimises efficiency and performance.</li> </ul>	30
Government structures on green and climate finance <ul style="list-style-type: none"> <li>• Capacity needs assessment as an input into the institutional development for the National Treasury based on knowledge of organisational architecture, department/agency mandates, and statutory requirements.</li> <li>• Strategic articulation of inter-agency, and inter-ministerial functions on green and climate finance and the role of The National Treasury informed by National and County legislation pertinent to green finance and interaction of the two levels of government in Kenya.</li> </ul>	20
Staffing <ul style="list-style-type: none"> <li>• A list of proposed consultants and staff, including their CVs, and areas of expertise they will oversee under the proposal. If a dedicated team is considered: the team composition and the description of the different roles and functions, identifying the team leader.</li> <li>• In the case that the organisation or firm does not have sufficient expertise in all areas, it may partner with other organisations/firms who have such capabilities.</li> </ul>	30
Budget and Financial Proposal: <b>Financial evaluation</b> The formula for determining the financial scores is the following:	20

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Assessment criteria	Weighting (%)
$FS = 100 \times FL / FP$ , in which FS is the financial score, FL is the lowest price and FP the price of the Proposal under consideration. The weights given to the Technical (T) and Financial (F) Proposals are: <b>T = 80% and F = 20%</b>	
<b>Total</b>	<b>100%</b>

FSD Kenya will undertake a due diligence assessment and screening of the preferred Bidder to include reference checks. FSD Kenya will share a Third-party screening questionnaire to aid in processing the assessment and screening.

FSD Kenya reserves the right to proceed or reject Bidder(s) depending on the outcome of this assessment and consider the next ranked bidder. The findings of this assessment will be kept confidential and used internally for the purposes of this evaluation.

FSD Kenya reserves the right to accept any tender (s) or to reject all tenders at any time. FSD Kenya also reserves the right to cancel this procurement at any point in time prior to award of the contract.

If you would like to lodge a complaint regarding this procurement process, please write to [tenders@fsdkenya.org](mailto:tenders@fsdkenya.org) with the address **complaint: Climate Finance and Green Economy Unit workload analysis and capacity development plan**. FSD Kenya procurement team will receipt of the complaint in writing within three (3) working days.

During the course of this procurement if you come across any issues of bribery, corruption or wrongdoing on FSD Kenya part, please feel free to contact Lydiah Kioko, FSD Kenya Head of Operations at [lydiah@fsdkenya.org](mailto:lydiah@fsdkenya.org) or [transparency@fsdkenya.org](mailto:transparency@fsdkenya.org)

### 8. Timetable

The assignment is full time for a 6-month period (unless otherwise renewed).

### 9. Submission

Interested bidders submit their proposal on or **before December 9, 2024, at 1700H EAT**. You are requested to submit your proposal comprising of **technical proposal and financial proposal separately**. The proposals shall be submitted separately to the following addresses:

**Technical Proposal:** [tenders@fsdkenya.org](mailto:tenders@fsdkenya.org)

With the following subject title: **TECHNICAL PROPOSAL- Climate Finance and Green Economy Unit workload analysis and capacity development plan**.

**Financial Proposal:** [tenders@fsdkenya.org](mailto:tenders@fsdkenya.org)

With the following subject title: **FINANCIAL PROPOSAL- Climate Finance and Green Economy Unit workload analysis and capacity development plan**.

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**Under no circumstance are bidders to submit both technical and financial proposals as a single document, doing so will lead to disqualification.**

Tender security is NOT required. Issuance of this invitation to tender in no way obligates FSD Kenya to award a contract. Applicants will not be reimbursed for any costs associated with their application for this tender.