

Schedule 2 - Terms of reference



TECHNICAL SPECIFICATIONS – TERMS OF REFERENCE

with respect to the following assignment :

**Support for the administrative and financial management of
the NUCA program within the IDFC Facilities Coordination
Unit.**

French Development Agency

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Presentation of the AFD

The Agence française de développement (AFD) group is a public institution that finances, supports and accelerates transitions towards a more just and sustainable world. As a French platform for official development assistance and sustainable development investment, we build shared solutions with our partners, with and for the people of the South.

Our teams are involved in more than 4,000 projects in the field, overseas and in 115 countries, for the common good of humanity – climate, biodiversity, peace, gender equality, education and health. We contribute to the commitment of France and the French to the Sustainable Development Goals. For a common world.

Through **grants, loans, guarantee funds or debt reduction and development contracts**, AFD finances projects, programmes and studies and supports its southern partners in building their capacity.

Its subsidiary **Proparco** (www.proparco.fr) supports private investments. Dedicated to mobilizing French public expertise.

Expertise France (www.expertisefrance.fr) joined the AFD group on 1 January 2022. Second agency by its size in Europe, It designs and implements projects that sustainably strengthen public policies in developing and emerging countries. durable (SDGs).

AFD also collaborates with French and international academic networks to stimulate debates and forward-looking reflections on development.

It manages the French Global Environment Facility (FFEM), **which co-finances projects that reconcile environment and development.**

All information relating to AFD, and in particular its Charter of Ethics, which the service provider is strongly invited to consult, can be found at www.afd.fr.

Presentation of the Prescriber Service

The International Development Finance Club (IDFC),

Established in 2011, IDFC is the leading group of 27 national and regional development banks worldwide, mainly active in emerging markets. IDFC is the world's largest provider of public finance for development and climate, with cumulative assets of US\$4 trillion and annual commitments of over US\$800 billion, including US\$180 billion in climate finance and US\$ 18 billion in biodiversity. IDFC members are united and work together to achieve the Sustainable Development Goals (SDGs) and the commitments of the Paris Climate Agreement. IDFC members have the unique function of supporting national policies while transferring international priorities to their own constituencies. IDFC's work has highlighted the important and growing role that national development banks play in the international development finance architecture, thanks to their local roots and legitimacy on the ground.

The IDFC Secretariat is provided by the Public Banks Division (BPD) division within the International Partnerships Mobilization Department (MPC). The Secretariat is responsible for the overall coordination of the Club's activities, in conjunction with the General Management and the other AFD departments involved in the various projects carried out with its members.

About the IDFC Facility and the IDFC Facility Coordination Unit (FCU)

The IDFC Facility, launched in November 2019 as the Club's operational arm, is supporting IDFC members in doing more and better climate & biodiversity finance and being aligned with the goals of the Paris Climate and Biodiversity Agreements, particularly by enhancing knowledge exchange between members and capacity development on climate-related topics. The IDFC Facility is hosted by AFD within the BPD Division and uses the AFD procedures and tools to implement its activities.

In details, the IDFC Facility objectives are fourfold:

- Pursuing advocacy on measuring and mainstreaming climate finance,
- Promoting investments that are aligned with the Sustainable Development Goals and the Paris Agreement,
- Easing access to project preparation and project financing,
- Increasing cooperation and knowledge sharing between members.

The IDFC Facility is implemented by the Coordination Unit (CU). The IDFC FCU is a mix between secondees from IDFC member institutions and Consultants. They are responsible to deliver on the approved annual work programme to the benefit of IDFC members.

Context and objectives of the mission

The objective of the assignments is to support the administrative and financial management of the IDFC Facility more specifically the National Development Banks Urban Climate Action program (NUCA). To that end, the Consultant should carried out the following activities.

Description of the activities under the contract

The position of Administrative and Financial Consultant fulfills three main functions:

- **Smooth and efficient organization:** To this end, the Consultant:
 - Participates in and supervises the administrative and financial management of the IDFC facility.
 - Organizes team meetings and ensures follow-up on decisions made during these meetings, coordinates the drafting of meeting minutes, which is done in turn by each team member.
 - Coordinates the preparation/consolidation of presentation documents for IDFC governance bodies (SHERPA meetings, Steering Committee, and Annual Assembly).
 - Coordinates the preparation/consolidation of the Facility's annual work program and ensures its implementation.
- **Production of quality deliverables, through:**
 - Coordination of calls for tenders in connection with the purchasing division (DAG) and by the consultants/seconed staff in charge of the Facility's activities.
 - Management of service contracts necessary for the implementation of the Facility's activities, based on the terms of reference provided by the consultants/seconed staff in charge of these activities. This task involves

interaction with the back and middle office services of AFD (legal department, accounting management, portfolio management, disbursement, treasury, etc.). It involves ensuring with the concerned parties the quality of the service providers' deliverables.

- **Quality accountability that enhances the Facility and motivates fruitful partnerships, through:**
 - Coordination of the preparation of the Facility's overall activity report, for the attention of IDFC governance bodies, technical or financial partners.
 - Operational, administrative, and operational monitoring of the Facility's activities, via a dashboard that must be kept up to date.
- **Participation to a set activities on Joint Opportunities and Capacity Building:**
 - Training or mentoring programme,
 - Support to banks through sectoral capacity building.

Conditions

Delivery/execution conditions and contact persons

The contract will be executed on the premises of AFD, which has its headquarters at 5 rue Roland Barthes, 75012 Paris. The Mission will be under the responsibility of Mustapha Kleiche, Head of the IDFC Facility.

Estimated duration of the service, intermediate steps, intervention times, etc.

The expected duration shall be 30 months from the date of notification with a period of performance of 24 months. About 503 man days will be performed.

Only one person is assigned to perform the contract. The provision of individual expertise via porting company is permitted.

A budget of 3000 euros of mission expenses (mainly abroad), refundable on proof, is to be included in the proposal of the service provider. Mission orders will be initiated and at the request of the AFD.

Expected deliverables

List of outputs to be delivered by the holder:

- Monitoring and following up reports of contractual and financial execution of Activities/Results/Impacts Dashboard based on objectives and expected results. These monitoring of progress report should be produced on a monthly basis.
- Consolidation of presentations and documents for IDFC internal or external use.

Expected skills of the Service Provider

A general competence in development economics and/or politics studies and/or environment economics/engineering is sought (university level or equivalent). A junior profile with good

organization and interest in management is welcome. Prior experience working in international donors environment would be appreciated. Fluent French and English are mandatory.

Validation of deliverables by AFD

Deliverables Validation Process

Upon receipt of each deliverable, AFD will have 10 working days to validate or not. If AFD wishes to amend the deliverable, it will communicate its comments on these deliverables to the Service Provider no later than 7 working days after receipt. The Service Provider will have 7 working days to take these comments into account and propose a new version of the deliverable. This process may be renewed until AFD is satisfied with the deliverable.

The deliverable will only be validated by decision of AFD.

The deliverable will be validated by the mission manager, after presentation to the project management bodies.

Criteria for validation of deliverables

- The clarity and readability of the deliverable,
- The respect of the deadlines,
- Compliance with the scope of the Service requested,
- The operational nature of the conclusions of the deliverables,
- The added value compared to the existing,