TERMS OF REFERENCE

Contract	
Expertise	**Individual Consultant for the Independent Evaluation of GCF's Project Preparation Facility (PPF)**
Source	**Remote (International)**

A. BACKGROUND:

At its eleventh meeting, the Board established the PPF (see Box A - 1). As mandated by Board decision B.11/11, the PPF provides financial support to AEs to prepare FPs for submission to the GCF. During its B.21 meeting, the Board of the GCF requested the Independent Evaluation Unit (IEU) to undertake an independent evaluation of the GCF's environmental and social safeguards (ESS) and its environmental and social management system (ESMS). During the course of this evaluation, a special study was conducted on the Project Preparation Facility (PPF). The Board, with the decision B.43/07, approved the workplan 2026 for the IEU, including an independent evaluation of the PPF.

The GCF has recently revised key foundations to its operating business model. These include the revised RPSP strategy 2024-2027 (B.37/17), revised Accreditation Strategy (B.34/19), and revised Accreditation framework with implications for the SAP modality (at B.40). The revised RPSP strategy 2024-2027 (B.37/17) provides up to USD 7 million per country to NDAs or focal points to support pipeline development, capacity building, policy development and strategic frameworks. Moreover, the RPSP strategy extends further support to DAEs, as well as LDCs and SIDS. The Secretariat aims for RPSP to complement PPF support. Decision B.37/22 endorsed the revised operating modalities for PPF, including an allocation of USD 90.3 million for the PPF with up to 2.5 per cent of the PPF resource allocation can be employed for partnership-building and knowledge-sharing activities for project preparation.

The PPF aims at providing targeted financial support to Accredited Entities, particularly Direct Access Entities (DAEs), for the preparation of high-quality funding proposals for the GCF. An initial allocation of USD 40 million was approved for the facility, recently expanded to USD 90.3 million with up to 2.5% reserved for partnership-building and knowledge sharing. As of mid-2019, PPF had predominantly supported DAEs (16 of the 23 approved requests), aligning with the GCF's aim to strengthen balance and diversity in the project pipeline. The most updated figures are 107 grants approved for 57 Accredited Entities support, with an overall amount of 66.6m disbursed.

This evaluation will be conducted as a small-sized rapid assessment and will be submitted by the time for B.45 (July 2026). This evaluation draws on ESS2020-Annex 6 Special Study by the IEU on the PPF, the RPSP2023 Evaluation recommending integration of two modalities, and the SAP2025 Evaluation suggesting direct links between RPSP and PPF support and the new modality.

B. SCOPE OF WORK:

The individual consultant (IC) will play a pivotal role, alongside the IEU team, in delivering the independent evaluation of the GCF's PPF as outlined in the Board-approved workplan and budget for the IEU in 2026. The consultant will be considered a core member of the evaluation team and as such support the delivery of this evaluation.

The IC will be available to work starting on **01 December 2025 until 30 June 2026**. The assignment may take up to 50 working days.

The IC shall play a pivotal role in delivering the independent evaluation of the GCF's Project Preparation Facility through the use of the following evaluation criteria and questions.

a) *Relevance*: The degree to which the GCF's PPF is fit-for-purpose, sufficiently targeted and agile enough to meet the needs of the GCF, with an emphasis on the extent to which the objectives, design and operationalization of the PPF respond to and adapt to institutional needs and aligns with country pipeline priorities and AE capacity.

b) *Effectiveness*: The degree to which the GCF's Project Preparation Facility successfully delivers on its mandate to provide financial and technical support through grants, both reimbursable and non-reimbursable, as well as equity, and the extent to which the PPF achieves all its objectives and expected results at the process, output and outcome levels.

c) *Efficiency*: The extent to which the PPF delivers results in an economic and timely way compared to feasible alternatives in the GCF context

d) *Coherence*: The degree to which the GCF's Project Preparation Facility operates together with other internal modalities and policies to achieve strategic goals and objectives (internal coherence) alongside the consistency, complementarity, harmonization and co-ordination with other climate funds, ensuring PPF is adding value while avoiding duplication of effort.

e) *Impact*: The extent to which the GCF's Project Preparation Facility has contributed to enabling significant positive or negative, intended or unintended, higher-level effects such as improved project readiness, better ESS/IP/Gender integration, stronger AE and NDA capacities and improved pipeline development in vulnerable countries

The individual consultant will cover the following three (3) areas:

a) GCF strategies, policies, standards, manuals and guidance documents: The selected consultant shall review the GCF's suite of policies including relevant updates and associated decisions including but not limited to the establishment of the Project Preparation Facility (decision B.11/11); development of PPF operational guidelines (Decisions B.12/24 and B.12/25); Operational guidelines for the Project Preparation Facility (GCF/B.13/14); approval of PPF operational modalities (Decision B.13/21); request for review and options for revised PPF modalities (Decision B.33/03); Project Preparation Facility: proposed revisions (GCF/B.36/05); Project Preparation Facility: updated operating modalities, activities and funding (GCF/B.37/05); revised operating modalities and activities of the PPF, constituting the current policy basis (Decision B.37/22 and Annex XI); update on the GCF pipeline, including PPF applications (GCF/B.40/Inf.06); the GCF Project Cycle guidance and associated templates, including the PPF funding application, progress report, completion report, procurement plan, and updated No-Objection Letter template.

b) GCF processes, operations and implementation: The selected consultant shall support and review processes that underpin the operationalization of the Project Preparation Facility, operational linkages with other GCF policies (e.g. RPSP) as well as potential overlaps with these

and wider modalities including PSAA, as well as the PPF guidance documents, templates, and manuals.

c) Results, outcomes and impacts of the PPF modality: The selected consultant shall support and review the degree to which the Project Preparation Facility is consistently achieving stated aims and objectives, and is generating significant positive or negative, intended or unintended, results, outcomes and impacts including higher-level effects.

C. DUTIES AND RESPONSIBILITIES:

Under the guidance of the evaluation lead and Head of the IEU, the selected consultant will conduct a range of tasks including but not limited to:

1) Reviewing GCF documentation including but not limited to the sources listed above.

2) Supporting the IEU in conducting interviews with GCF staff, personnel, external members on panels or groups established by the Board, accredited entities as well as wider persons or entities who contribute to, engages in, or is affected by or concerned with any Fund-related activity related to the simplified approval process.

3) Providing the timely assessment and review on specific issues assigned and based on specific terms of reference and assessment guidelines provided by the IEU, including assessing the coherence of the simplified approval process with related internal strategies, policies and frameworks.

4) Applying international best practices in the specified subject area.

5) Delivering a benchmarking exercise with at least 4 comparators in terms of relevant simplified approval procedures for projects developed and implemented by peer institutions and partners

6) Working closely with the IEU and supporting data collection and analysis, to ensure quality of data and analyses. The consultant may be expected to attend and help facilitate interviews, perform consultations with key informants and groups of stakeholders, and analyze secondary datasets as well as data generated. The consultant is also expected to keep notes from all meetings and participate in weekly meetings with the IEU evaluation team based in Songdo.

7) Ensure the systematic and traceable use of all relevant sources in a way that maximizes the triangulation of evidence and consequently the credibility of the evidence and recommendations.

8) Integrating comments received by stakeholders into the factual draft alongside the IEU evaluation team.

9) Working closely with the IEU to delineate the key findings and recommendations.

10) Availability to travel to Songdo, South Korea, for data collection (five days) and to finalize the factual draft of the evaluation report (two days) within the timeline below.

11) Performing additional tasks as may be assigned or delegated by the evaluation lead or the Head of the IEU related to the assignment

12) Uphold strict confidentiality regarding all information shared by employees and maintain the highest standards of privacy and professionalism.

D. DELIVERABLES:

All data, analysis and reports will be IEU products. The IEU retains the ownership and intellectual property of all data and products. Alongside the IEU evaluation team, the Consultant is required to complete the following Deliverables:

1. **Contribute to a Detailed Approach Paper** (in line with the formatting guidelines provided by the IEU), that outlines among other things the main report and the annexes, and explains the methodology, the tools, instruments, the evaluation criteria and matrix, protocols, and the expected process that the evaluation shall have to follow within a detailed and time-intensive delivery timeline. It shall also contain a comprehensive list of all GCF Board documents and decisions to be included in the evaluation. The consultant may take part online engagement with stakeholders through webinars. This deliverable will not constitute more than 4-6 days of the contract total.
2. **Contribute to a First Complete Factual Draft of the report**. The aim is to submit the factual draft to key stakeholders, perhaps including engagement with stakeholders through webinars and presentations on emerging findings. This deliverable will not constitute more than 30 days of the contract total.
3. **Contribute to a Final Report with Key Findings and Actionable Recommendations**, including those that reflect key strategic and policy lessons, including final communication products. This deliverable will not constitute more than 20-22 days of the contract total.
4. **Contribute** to the adoption and incorporation of the comments received by the Secretariat to the Approach Paper and the Factual Draft.

All data, notes and products will be handed over to the IEU alongside the delivery of communication products at the end of the assignment.

E. REQUIRED EXPERIENCE AND QUALIFICATIONS

- The individual consultant shall have at least 15 years of experience of completing policy evaluations in relation to multilateral lending, including UN agencies, with demonstrable experience of providing strategic advice, implementing, conducting evaluations or reviews on programmes and projects, preferably within the climate change and climate finance areas.

- Essential qualifications include advanced degree in economics, public policy, international development, or related fields.

- Excellent knowledge of other multilateral climate institutions so benchmarking can be done rapidly.

- Outstanding writing skills including a strong track record of reports and/or publications in areas relevant to GCF. Direct expertise on the GCF is a distinct advantage.

- Excellent ability to critically appraise different layers of evidence including programmes/projects, frameworks, modalities, themes, processes and policies, and information from reviews to inform the assessment, and to extract and synthesize the key findings and lessons learned.

- Proven knowledge of mainstream evaluation and monitoring frameworks.

- Demonstrated ability to commit to produce a highly credible, very well written assessment report within the budget and period requested, and to take into consideration IEU feedback at multiple stages.

- Availability to travel to Songdo, South Korea, for data collection (five days) and to finalize the factual draft of the evaluation report (two days) within the timeline of the evaluation.

- Ability to exercise good judgment, meet tight deadlines and maintain required productivity without compromising quality

- Ability to work independently and efficiently with limited guidance in a deadline-driven environment

- Fluency in English is essential; knowledge of another United Nations language is an advantage.

Minimum general experience	20	**Years**
Minimum specific experience (relevant to assignment)	15	**Years**
Regional/country experience	N/A	

Schedule and location of assignment*

City and country	Working days	Est. start date	Est. end date	Other details
Remote work	_____	01 Dec. 2025	30 June 2026	N/A

TOTAL _____WD

* Travel dates are as yet unknown. The consultant should be available to travel to Songdo, South Korea, for data collection (5 days) and to finalize the factual draft of the evaluation report (2 days) within the timeline of the evaluation. These travel costs fall outside the scope of the costs of this consultancy assignment.

REMUNERATION AND REIMBURSABLE EXPENSES

C-1: REMUNERATION

Name:	**Consultancy Inputs**	**Remuneration**	**Currency**	**Total**
Mr/Ms	Deliverables	As per payment schedule		

C-2: SPECIAL LIVING ALLOWANCE

Paragraph	**Calendar Month (CM)**	**Rate per CM**	**Currency**	**Total**
Not applicable	N/A	N/A	N/A	N/A

C-3: SUMMARY OF PAYMENT

MAXIMUM CONTRACT PAYMENT (TOTAL)*
(C1 + C2)

Delivery and Payment Schedule

SN	Deliverables as per the Terms of Reference	Payment (% of contract price)	Estimated Delivery Dates
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
4	Deliverable 4		
	TOTAL COST		