

West Africa Climate MRV

Country Baseline Reports: MRV of Climate Finance

Draft Terms of Reference for National Principal Investigator



DRAFT Terms of Reference

As detailed in the initiative's [Concept Note](#), the WA-MRV Programme will support the short-term contracting of a national principal investigator (PI) in select¹ countries of the West Africa region, to conduct research and produce a comprehensive National Baseline Report on the MRV of Climate Finance. This activity is structured to facilitate a collaborative discussion in participating countries, and to advance the effectiveness and efficiency of the MRV System to generate policies, new infrastructure investments and climate governance reforms to achieve their respective Nationally Determined Contribution (NDC) targets.

The scope of the report will be tailored in each country: they will compile information, build awareness and understanding, and stimulate the discussion of the needs and wants in the **national MRV system of climate finance**. This will be achieved through the identification and analysis of the state of development of the practices in each country, including: regulatory instruments, technological platforms, and initiatives already implemented (or in implementation) related to the tracking, monitoring, reporting and verification of climate finance information.

The materialization of inter-ministerial cooperation is a priority that has been expressed in many countries' climate MRV national consultations with key stakeholders.² It is intended that the research and analysis carried out by the national principal investigator will be in coordination with the relevant sectoral ministries, which may include:

- the Ministry in charge of climate policy;
- the Ministry in charge of the National Budget,
- the Ministry of Economy and Finance, and
- other relevant national and subnational institutions with official mandates related to finance, sectoral climate actions and/or sustainable development projects

After the contracting of the National PI in each country (from the nominations put forward by the respective national focal points (NFPs), the final Terms of Reference will be refined in consideration of the specific priorities of each country.

Among the information collected, analyzed and presented in the baseline report, will be a compilation and update of information on the nature and scope of the National MRV of Climate Finance, including; definitions, institutionality,

¹ As a prerequisite, this WA-MRV National MRV Baseline Report Series complements and builds upon working progress in the evolution of the respective National Climate MRV Community of Practice.

² CLIMATE MRV SYSTEMS IN WEST AFRICA Regional Synthesis of the National Consultations with Key Stakeholders. ([English](#)) SYSTÈMES MRV CLIMATIQUES EN AFRIQUE DE L'OUEST Synthèse régionale des consultations nationales avec les parties prenantes clés ([French](#))

instruments, platforms, methodologies, processes and assumptions, implementation progress, and the expected outputs and results. Each PI will be supported by an international mentor to serve as an active resource and reviewer.

More specifically, the Baseline Report on the National MRV of Climate Finance may include the following components:

- State of the art:
 - How is climate finance/expenditure defined?
 - Are both national and international flows tracked?
 - Does everyone share the same understanding of what qualifies as “climate finance”?
 - Are there different processes for public vs private resources?
 - What is the state of definition/ implementation/ maturity of the system?
 - How are goals and targets expressed? Measured?
 - What existing/implemented climate finance legal framework for corporate, NGOs, start-ups, public institutions within the country?
- Debate the question: Why should countries track and report their financing/ climate action spending? (Responses could be obtained from the competent authorities and key actors in each country)
- Conduct interviews and consultations with decision makers and key stakeholders involved in the MRV of climate finance. How is the private sector and civil society involved?
- Institutional: General survey of the public entities responsible for the tracking/ registration/ monitoring of climate finance; related public entities, sub-national governments and private sector involvement; protocols and processes used to record, quantify, report and verify information.
- Coordination and coherence with other financing/ expenditure records: Linkages, data sharing with other reporting systems for environmental protection, disaster risk reduction, and natural resource management. Including national and regional platforms. (e.g. ECOWAS, AfDB, and/or other platforms?)
- Results and conclusions of pilots and initiatives previously implemented (or preliminary results if the initiatives are under implementation) to record and account for public and private climate spending/financing. For example: African Climate Technology and Finance Center and Network-ACTFCN; Climate Public & Private Expenditure and Institutional Review (UNDP) and other methodologies of quantification of expenditure and linkage to the system of national accounts.
- Detailed explanation of registry architecture and computing platforms to record and report information on financing/climate expenditure.
- Main strengths and difficulties of domestic MRV systems to record and report climate finance information. Institutional gaps for its implementation (capacities, protocols, institutional coordination, others).
- Internal publication of the collated information in the WA-MRV Knowledge Platform.

Additional elements of the report may be defined in detail or expanded as determined by each participating country.

In addition, the reports can be complemented with the following information:

- Level of connection of climate finance/spending platforms with subnational governments and the private sector.
- Links to climate finance studies and related documents.
- Analysis diagnosis of sources and financial needs. Estimates of climate finance needed to reach the NDC. Existence or proposals for developing climate finance strategies.

- Analysis of the financing sources, primary obstacles and needs of the country related to the financing of climate actions.
- Suggestions for the elaboration of common minimum criteria to report climate financing in West Africa.
- Develop a proposal for a common methodology (at the regional level) to quantify and monitor climate finance.
- Prepare a technical note for presentation at events or meetings within the framework of the UNFCCC/GCF, ECOWAS, AfDB or other national or international authorities.

Illustrative Draft Timeline

Timeline	Activity Description	Output	Reviewers
Week 1 -2	Revise and tailor Terms of Reference and Scope of Work to national priorities.	Revised Terms of Reference	<ul style="list-style-type: none"> National Coordinator (NC), National Focal Points (NFPs). If possible, Presentation to Community of Practice (CoP) members
	Commence research, identify key actors and create consultation plan.	<ul style="list-style-type: none"> Validated work plan List of stakeholders for interviews Survey and data collection form 	<ul style="list-style-type: none"> NC, NFPs WAMRV Programme Team International Mentor
Week 3	<ul style="list-style-type: none"> Continue information gathering, conduct interviews and analysis. Discuss zero-order draft (outline) with International Mentor 	Zero-order Draft	<ul style="list-style-type: none"> International Mentor
Week 4	<ul style="list-style-type: none"> Present verbal progress report to the National Climate MRV CoP Finalize first draft 	<ul style="list-style-type: none"> Presentation to the CoP First completed report draft 	<ul style="list-style-type: none"> NC, NFPs CoP Members International Mentor
Week 5	Present First Draft with to Programme Team. Receive and discuss edits.	Draft report with comments	<ul style="list-style-type: none"> WAMRV Programme Team
Week 6-7	<ul style="list-style-type: none"> Deliver Final Baseline Report Participate in Regional discussion with other PIs 	<ul style="list-style-type: none"> Final Baseline of Climate Finance Report Regional Meeting with other National PIs 	
Week 7-8	Prepare a policy brief summarizing the content of the report.	Policy Brief	
	Public dissemination and webinar discussions of the main takeaways in each country report	Webinar presentation to National CoP	

Fees & Payment Schedule:

National Principal Investigators (PI) will be contracted directly by ClimateCHECK. Expected Level of Effort for the PI is 12 days of work. (12 x 8 hours = 96 hours) Remuneration will be commensurate with experience

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