



Africa Water Investment Program (AIP)

Terms of Reference: National Consultant to conduct a Country Readiness Needs Assessment (CRNA) for the Green Climate Fund (GCF) in Burundi (“CRNA Consultant”)

1.0. Background

The Global Water Partnership Eastern Africa (GWPEA), whose Secretariat is hosted by the Nile Basin Initiative (NBI) in Entebbe, is implementing the African Union's Action Plan on Climate Change (AU-AP) through the Multi-Country Readiness Program in Burundi. This initiative supports countries in strengthening their institutional and strategic capacities to access climate finance, particularly from the Green Climate Fund (GCF). GWPEA provides technical assistance, facilitates stakeholder engagement, and supports the development of readiness assessments and frameworks that align with AU priorities and GCF requirements.

The Africa Water Investment Programme (AIP), adopted by the AU Assembly of Heads of State and Government under the Programme for Infrastructure Development in Africa – Priority Action Plan 2 (PIDA-PAP 2), addresses the growing need for investment in water resources, a need that is greatly exacerbated by climate change. The AIP included five pillars that aim to reduce the investment gap in Africa's water sector, namely: (i) mobilizing high-level political commitment and leadership on investments; developing and implementing the AIP-PIDA Water Investment Scorecard to improve mutual accountability, transparency, and efficiency in water resources financing and investment; and (iii) developing capacity to develop regional and national climate resilience investment programs to address the water sector investment gap. Establish the AIP International Investment Facility for Water Sector Climate Resilience as a mechanism to mobilize public-private finance; and (v) promote gender equality and the empowerment of women and girls in climate resilience investments.

2.0. Project background

Burundi is one of the participating countries in the AU-AIP multi-country GCF Readiness project which aims to increase the mobilization of investments in the water sector in the face of the effects of climate change.

With this preparation, Burundi would be better positioned to effectively attract and manage large-scale financing to strategically implement low-emission and climate-resilient pathways, due to the increased capacity of its stakeholders and key entities to understand the GCF financing process. The overall objective of the project is to strengthen the capacities of participating countries to plan climate-resilient water investments and prepare projects to undertake climate actions through:

- Strengthening countries' capacity for climate finance programming and direct access to GCF resources, with a focus on water-related climate actions;
- Improving strategic frameworks for planning climate-resilient water investments by developing water investment programs;
- Developing national project pipelines through the development of concept notes;
- Establishing a continental knowledge and investment platform to facilitate learning and investment in water security in Africa.

3.0. Objectives of the council

This consultation aims to support strategic planning in Burundi for GCF readiness support by conducting a comprehensive Country Readiness Needs Assessment (CRN) for the Designated National Authority (NDA) or Focal Point. This assessment will serve as a foundational exercise to identify capacity gaps, institutional needs, and policy barriers that impede effective access to and use of GCF resources and broader climate finance. The findings of the CRN will directly inform the development of Burundi's Terms of Reference (TOR) for country readiness, aligned with the GCF Readiness and Preparatory Support Strategy for 2024-2027, to guide future requests for readiness finance and support.

More specifically, the consultant aims to identify and assess the country's preparation needs in order to:

1. Strengthen the institutional capacity of the NDA or focal point to effectively coordinate GCF financing and broader climate finance.
2. Establish or improve inclusive coordination mechanisms to engage relevant stakeholders, including government entities, civil society, the private sector and vulnerable groups, in the planning and implementation of climate investments.
3. Improve the policy and regulatory environment to support the formulation, alignment and implementation of strategic climate frameworks such as the NDC, NAP and Long-Term Strategy (LTS).
4. Improve country capacity to prioritize, plan and develop high-quality climate investment pipelines aligned with GCF programming objectives and investment criteria.
5. Strengthen the capacity of national institutions, including potential EADs, to meet GCF accreditation standards and implement climate finance projects.
6. Promote knowledge management, SEA and cooperation mechanisms to support evidence-based programming, regional collaboration and continuous improvement of preparedness interventions.

7. Enable the development of robust terms of reference for country readiness, evidence-based, country-driven and aligned with the GCF Readiness and Preparatory Support Strategy 2024-2027.

4.0. Recommended methodology and approach

The methodology adopted for this mission must ensure a rigorous, participatory and factual approach to ensure the relevance, quality and effectiveness of the evaluation. It must be structured, inclusive and results-oriented, and integrate the following key elements:

1. Desk review and analysis of existing information: Collect and review relevant national documents, including climate strategies (e.g., NDCs, NAPs, LTSs), policy frameworks, institutional mandates, previous readiness grants, and country programming documents, to establish a fundamental understanding of the climate finance landscape.
2. Guiding questions for GCF administration: Follow the GCF's "Voluntary Country Guidance on Strategic Planning for Readiness Support" to systematically identify capacity gaps. Responses should inform the diagnosis of readiness needs, in line with the GCF Results Management Framework (RMAF) and the GCF Readiness and Readiness Support Program 2024-2027 Strategy.
3. Inclusive Stakeholder Engagement and National Ownership: Organize and facilitate consultations, interviews, and validation meetings with a wide range of national stakeholders, including the NDA/focal point, sector ministries, civil society, the private sector, development partners, and subnational actors. Ensure the full participation of marginalized groups, promote gender equality and social inclusion, and support national leadership and institutional ownership throughout the assessment and prioritization process.
4. Participatory and inclusive approach: Involve stakeholders through consultation workshops, validation meetings and dialogue platforms to ensure ownership, foster consensus and integrate local knowledge, gender equality and social inclusion into preparedness planning.
5. Integration of best practices and comparative learning: Drawing on lessons learned from previous preparedness initiatives and similar assessments conducted in other countries or regions to enrich the analysis and inform concrete recommendations.

5.0. Direct and indirect beneficiaries

The main beneficiaries of GCF readiness support for the AU-AIP multi-country project include direct access entities (both designated and to be identified), NDAs and water sector stakeholders who will benefit from capacity building activities.

In this regard, GWP is seeking to recruit a qualified individual for the position of National Consultant to conduct a country readiness needs assessment to implement activities and produce deliverables. He/she will report primarily to the National Technical Coordinator ; and will be required to report on his/her progress weekly for regular monitoring. the National Technical Project Coordinator will, with guidance from the regional unit and the project management unit, be solely responsible for validating the deliverables produced by the consultant recruited as part of the implementation of this readiness proposal.

6.0. Scope of work

6.1. Activity 1: Conduct the Country Readiness Needs Assessment (CPN)

The consultant will conduct a structured and participatory assessment to identify Burundi's institutional, technical and policy preparedness gaps and capacity needs. Specifically, the consultant will carry out the following activities:

1. Review existing documentation and carry out institutional mapping:
 - a) Collect and analyze relevant national climate change strategies and frameworks (e.g., NDCs, NAPs, LTS, GCF country program, previous GCF readiness grants).
 - b) Review relevant institutional mandates, governance arrangements and coordination mechanisms for climate finance.
 - c) Map existing institutions engaged in climate finance (NDAs, sector ministries, DAEs, CSOs, private sector entities, etc.), their roles and relationships.
 2. Administer the GCF Guiding Questions for Strategic Planning: Apply the GCF “Guiding Questions for Strategic Planning and the Development of Country Readiness Terms of Reference ¹” to assess readiness needs.
 3. Assess the institutional capacity and readiness of the AND and potential DAEs:
 - a) Identify strengths and gaps in the NDA's capacity to coordinate GCF processes, program funding, engage stakeholders, and oversee project cycles.
 4. Assess the enabling political and regulatory environment:
 - a) Review the existence, coherence and implementation of climate-related policies, legal frameworks and regulatory instruments that support integrated climate investment (e.g., investment planning frameworks, fiscal integration of climate risks, guidelines for subnational action).
 - b) Identify policy gaps that hinder private sector engagement and the inclusive participation of vulnerable groups in climate finance programming and investment.
 5. Analyze climate investment planning and pipeline development capacity:
 - a) Examine the country's capacity to prioritize and sequence investments according to national strategies and GCF programming objectives.
 - b) Assess the presence, quality and readiness of existing project ideas, concept notes or investment plans under development.
 - c) Identify institutional bottlenecks or support needed to scale project creation and design.
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6. Evaluate monitoring, reporting, learning and knowledge exchange systems:
 - a) Identify institutional arrangements and tools for monitoring, evaluation and learning (MEL), tracking, reporting and verification (MRV) and tracking climate finance.
 - b) Assess the extent to which results, lessons and best practices are captured, disseminated and used for decision-making.
 - c) Examine opportunities for strengthening regional cooperation, peer-to-peer exchanges and South-South collaboration.
7. Synthesize the results and formulate priority preparation needs:
 - a) Consolidate evidence from the desk review, stakeholder consultations and readiness assessment.
 - b) Prioritize key readiness gaps and capacity building areas aligned with the GCF Readiness Strategy 2024-2027.
 - c) Provide a list of actionable activities to address identified preparedness gaps and to inform the drafting of robust, evidence-based country preparedness terms of reference (TOR).

6.2. Deliverable 1:

1. Comprehensive Preparedness Needs Assessment Report, including but not limited to:
 - a) Main findings of the evaluation
 - b) Identified gaps categorized into the following thematic areas, in accordance with the GCF “Guiding Questions for Strategic Planning and Development of Terms of Reference for Country Readiness”:
 - NDA Roles, Responsibilities and Coordination Mechanisms
 - Policy, regulatory and strategic framework, including gaps in private sector engagement.
 - Accreditation, support and programming capabilities of potential AEDs
 - Country program and investment prioritization
 - Status and quality of concept notes and project ideas
 - Supervision and coordination of climate projects
 - Stakeholder Engagement and Analysis
 - Knowledge management and collaboration
 - c) Priority preparation needs
 - d) Recommendations, including a proposed list of potential preparedness activities to address identified gaps, with corresponding responsible institutions, to inform the development of a targeted and actionable Country Readiness Terms of Reference (TOR).

6.3. Activity 2: Facilitate validation of the preparedness needs assessment and recommendations

This activity focuses on the national validation of the preparedness needs assessment report and its recommendations. Once the needs assessment is completed (Activity 1), this step ensures that the key findings, identified gaps, and proposed preparedness priorities are reviewed and endorsed by relevant stakeholders, including the NDA, potential preparedness assessment agencies, and other national institutions.

The consultant will have to:

1. Support the NDA or focal point in preparing and organizing the validation workshop, including setting the agenda and preparing presentation materials.
2. Present the draft preparedness needs assessment report and proposed priority preparedness activities to stakeholders in a clear and structured format.
3. Facilitate inclusive discussions during the validation session to ensure that feedback is gathered from a wide range of stakeholders, including government institutions, the private sector, civil society, and development partners.
4. Document all stakeholder comments and incorporate relevant input into the final version of the Readiness Needs Assessment and Recommendations Report.

6.4. Deliverable 2:

1. Validation workshop report, summarizing the workshop discussions, the list of participants, the main comments received and how the comments were addressed in the final report.

7.0 Duration of the mission (Level of Effort), deliverables and Delivery Timelines

The total duration of the consultancy will be thirty (30) working days over a period of six (6) calendar weeks.

	Activities	Deliverables	Proposed Delivery schedule
1.	<ul style="list-style-type: none">• Methodology, Approach and Workplan are developed	Inception report	10/09/2025
2.	<ul style="list-style-type: none">• Conduct the Country Readiness Needs Assessment (CPN)	<p>Comprehensive Preparedness Needs Assessment Report including;</p> <ul style="list-style-type: none">• Main findings of the evaluation• Identified gaps categorized into the following thematic areas, in accordance with the GCF “Guiding Questions for Strategic Planning and Development of Terms of Reference for Country Readiness”	30/09/2025

		<ul style="list-style-type: none"> • Priority preparation needs • Recommendations, including a proposed list of potential preparedness activities to address identified gaps, with corresponding responsible institutions. 	
3.	<ul style="list-style-type: none"> - Validation workshop report, summarizing the workshop discussions, the list of participants, the main comments received and how the comments were addressed in the final report. - 	Submission of the final report.	10/10/2025
Note: All deliverables will be expected to be submitted in French (draft version) and English (final version)			

8.0 Desired qualifications and experience

The consultant must have the following minimum qualifications:

1. A PhD or Master's degree in a relevant field such as economics, finance, environmental science, public policy, development studies, or other related disciplines.
2. At least 7 years of proven professional experience in needs assessment or stakeholder consultation processes related to the design and implementation of climate change projects.
3. Proven experience working with government institutions, public agencies, international or private sector organizations and national coordinating entities.
4. Good knowledge of UNFCCC processes and international climate change negotiation frameworks.
5. Solid understanding of international sources of climate finance, including the Green Climate Fund (GCF), and the role and responsibilities of the Designated National Authority (DNA) in GCF engagement.
6. Proven experience in institutional capacity assessments, action plan development and policy advisory work in the context of climate change or development planning.
7. Good knowledge of the socio-economic and political context of Burundi
8. Ability to work independently with minimal supervision and engage effectively with communities, regulatory agencies, private sector actors and government stakeholders.
9. Fluency in English is required; fluency in French is a definite advantage.

9.0 Remuneration

This will be a lumpsum contract where payments will be made as per agreed measurable deliverables and the fees shall also be based on a daily rate both agreed at contract negotiation. Payments for this assignment shall be made in United States Dollars Currency.

10. Evaluation Process

The assessment of the consultants shall be done in the following 2 stages;

- i) Shortlist assessment based on the requirement of the ToR in No. 6 Above.
- ii) Technical discussions in an online interview to enable the evaluators get to know the consultants better and make the final selection.

11. Submission of offers (How to Apply)

Interested consultants shall include the following with their application:

- A motivation letter
- A detailed and up-to-date CV
- A statement (brief proposal) setting out the understanding of the mandate and assignment to be carried out and a clear methodological proposal specifying the approach to be adopted.
- An indication fees based on a the daily rate and any related reimbursables (operational costs) that will be agreed at contract negotiation.
- **The offer should be submitted not later than 5th September 2025 through the email below: gwpvacancy@nilebasin.org**