

Complete Pending Exercise on Roles and Responsibilities Matrix and Level of Effort (LOE) Assessment between Accredited Entity and Lead Members in the GCF Account.

Background

During Phase 1 of the Green Climate Fund Operating Model's review exercise, the consultant developed a comprehensive R&R Matrix that outlines the roles and responsibilities of the Accredited Entity (AE) and Lead Members across various activities throughout the project lifecycle. While the matrix successfully maps activities to the project lifecycle, certain components remain incomplete, including:

- Resource allocation for each activity.
- Level of Effort (LOE) for each stakeholder (i.e., Accredited Entity (AE), Lead Member Office, and Country Office).
- Monetization of the LOE.

In Phase 2, the consultant will be tasked with completing these outstanding elements by refining the R&R Matrix, finalizing the required components, and conducting an assessment of the LOE for each stakeholder. This exercise will provide the necessary guidance and form the basis for determining the AE Fee split between the Accredited Entity (AE) and the Lead Members.

Scope of Work

The consultant will be responsible for the following tasks:

- 1. Overview of AE Fee versus SCI Account standards.**
 - Present in table format the GCF expectation of the utilization of the AE Fee
 - Compare GCF expectations against SCI account standards
 - Highlight areas of alignment and misalignment
- 2. Review Process Mapping, Resource Allocation and Finalize the R&R Matrix**
 - Conduct a comprehensive review of each activity, including timelines, to ensure all activities are correctly aligned with the project lifecycle. Identify areas that may have been omitted or underrepresented based on latest experience of account group with project cycle delivery
 - Review and finalize the process mapping for all activities, ensuring that relevant resources are identified and appropriately tagged.
 - Share the revised version with stakeholders for final feedback.
 - Incorporate feedback and finalize the Roles & Responsibilities (R&R) Matrix.
- 3. Ascertain the Level of Effort (LOE)**
 - Determine the Level of Effort (LOE) required from each stakeholder group (Accredited Agency, Member Office, and Country Office) for each activity. Including but not limited to identifying skill set needed for each given activity.
 - Ensure that LOE is accurately mapped for each activity and stakeholder group through consultations with members and SCI.
- 4. Monetization of the LOE**

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- Develop and agree with account group a methodology for monetizing the LOE.
 - Collaborate with AE and Lead Members to apply this methodology and calculate an estimated financial value for the LOE of each stakeholder group.
 - Draft guiding notes for the basis of AE fee split
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Expected Deliverables

1. **Overview of AE Fee verses SCI Account standards.** Short mapping overview of the expected utilisation of the AE fee as per the GCF guidance mapped against SCI account standards. Include recommendations on:
 - Opportunities to reduce the overall LOE burden across the account
 - Areas where continuous improvement or efficiency gains are most likely
 - Structural or process adjustments to better align responsibilities and effort
 2. **Finalized R&R Matrix:** A completed and final version of the Roles and Responsibilities Matrix.
 3. **Monetized LOE Report:** A report detailing the monetized LOE for each stakeholder group and activity.
 4. **Guiding Notes for the basis of AE Fee split:** A document outlining the basis of the Accredited Entity (AE) fee split, including the rationale and approach for allocation.
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Qualifications and Experience

The consultant should possess the following qualifications and experience:

- Proven experience in **project management** and **process mapping**, with a strong track record of successfully managing complex projects and workflows.
 - In-depth understanding of **roles and responsibilities** within project environments, particularly in multi-stakeholder settings.
 - Demonstrated expertise in **Level of Effort (LOE) assessments** and **resource allocation**, with the ability to effectively assess and map the LOE across multiple stakeholders. Familiarity with Save the Children's systems and ways of working, particularly AMS and our Member coordination model
 - Strong experience in **process documentation** and the ability to create **clear, actionable guidance** that can be easily followed by stakeholders across the project lifecycle.
 - Excellent **communication skills**, with the ability to work collaboratively and effectively with **diverse stakeholders** at all levels, ensuring alignment and timely feedback.
 - **Prior Experience of working with Save the children is a pre-requisite.**
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Submission Guidelines for Expression of Interest

Kindly submit your expression of interest (limited to a maximum of 2 pages), outlining your approach, methodology, and cost structure for the assignment.