

## **ToRs RECRUITMENT OF A CONSULTING COMPANY /CONSORTIUM OF CONSULTANTS IN CHARGE OF TRAINING STAKEHOLDERS ON THE PROCEDURES OF THE GREEN CLIMATE FUND (GCF)**

**Under the responsibility of:** National Coordinator of the GCF Readiness Project

**Indicative duration** : From 13 March to 31 July 2023

**Location** : Remote service with missions to the Central African Republic

**Deadline for submission of applications:** 04 March 2023 23.59 CET

### **1. Context**

The Central African Republic, a country located in the heart of the African continent with a population of about 5.4 million, is one of the countries of sub-Saharan Africa facing serious development problems. Looking at the Human Development Index, CAR ranks 188 out of a total of 189 countries. More than half of the population lives below the poverty line and struggles to afford basic social services, making them increasingly vulnerable to military-political crises and climate hazards. It must be noted, however, that this situation contrasts with the immensity of the wealth of the soil and subsoil that abounds in the country, not to mention an endowment of abundant natural resources. The country is firmly committed to low-carbon sustainable development. It has signed the Paris Agreement and has already produced its second Nationally Determined Contribution (NDC) document.

The Government's stated commitment to implementing programmes and policies under the Climate Change Convention is constrained by the limited resources at its disposal. Cash flow pressures mean that available internal resources are much more often directed to priority sectors for which the environment sector is not included. In addition, the low propensity of private sector operators prevent them from committing to environmental projects and programmes. As a result, the ideas of environmental projects and programmes are not mature enough to be proposed for financing by potential donors.

The government, through the Designated National Authority (NDA) of the Green Climate Fund (GCF), and with the support of the Global Water Partnership (GWP) as a Delivery Partner, has obtained the Green Fund's approval for a Readiness project for an amount of USD 443,130. The implementation of the project started on 16 June 2022 and the main deliverables are as follows:

- 1) Implementation of a climate finance tracker for the NDA;
- 2) Stakeholders are trained in GCF protocols and procedures and the financial structuring of GCF project proposals;
- 3) Two (2) GCF concept notes taking into account gender and social inclusion for adapted and water-focused adaptation projects are submitted to the GCF;
- 4) A gender and social inclusion assessment of CAR's portfolio of priority projects is carried out.

The GCF is a financial mechanism that has protocols and procedures that must be considered in bringing project ideas to fruition. Given that the key actors involved in adaptation actions are expected to be effectively involved in the project development process, it is important that their participation is as efficient as possible. There is evidence of low ownership of GCF rules and procedures at the national level. It is therefore necessary to strengthen the capacities of national stakeholders whose strong mobilization for the development of projects to be submitted to donors and mainly the Green Climate Fund is expected. This will entail a mapping of national stakeholders and an analysis of their capacity building needs; and the provision of training modules to enable them to better participate in the GCF funding mobilization process.

## 2. Objectives and missions

The mission of the consulting company/ consortium of consultants is to train stakeholders on GCF protocols, procedures and requirements, the financial structuring of GCF project proposals, and the roles of the respective stakeholders in the project development and implementation process.

More specifically, it will have the responsibility to:

- Map the main stakeholders for GCF programming in CAR;
- Assess the current level of knowledge as well as capacity building needs of stakeholders in GCF programming;
- Based on the evaluation, develop training materials to introduce the GCF, its funding windows, engagement protocols and procedures, and to strengthen stakeholders' understanding of GCF project requirements, and stakeholders' roles in the project development and implementation process.
- Conduct 3 training workshops (one for the private sector, one for civil society and one for government institutions).

## 3. Conduct of the mission and expected results

The methodological indications shared below are intended to guide the proposal of the consulting company/ consortium of consultants. They are, however, called upon to make a critical reading of these indications and to propose the methodological adaptations deemed necessary.

The service of the consulting company/ consortium of consultants includes the activities and associated deliverables described below:

**Step 1: Inception mission:** Two weeks after the signing of the contract and after discussions with the Project Coordinator, the GWP team and the NDA, the consulting company/ consortium of consultants must submit a report that:

- Updates and provides details on the methodology of the implementation of the service;
- Includes a detailed work plan for the services;
- Presents the necessary data collection tools (questionnaires, guides, ...) on stakeholder mapping and capacity building needs assessment.

The expected deliverable of this step is the inception report.

**Step 2: Assessment of the state of knowledge and capacity building needs of institutional, civil society and private sector actors on GCF rules and protocols and development of training modules and materials for actors.** In collaboration with the NDA and the project team, the consulting company/ consortium of consultants is expected to carry out the following:

- Map the main stakeholders for GCF programming in CAR (project promoters, AEs, pipeline DAEs, implementing entities, civil society, private sector ... ) and rank them according to the potential role they can have in the design and implementation of projects;
- Assess the level of knowledge and needs to strengthen understanding of GCF programming for identified stakeholders. To do this, the consulting company/ consortium of consultants will prepare a questionnaire for each category of actors which will be administered by the Project Coordinator. The consulting company/ consortium of consultants will also provide a guide for

conducting interviews and arrange a meeting with the Project Coordinator to present and review the guide and questionnaire. The consulting company/ consortium of consultants will analyse the responses to the questionnaire and develop the knowledge and capacity-building needs assessment report on the basis of these results and other literature searches;

- Develop training materials to introduce GCF, its funding windows, engagement protocols and procedures, and to strengthen stakeholders' understanding of GCF project requirements, and stakeholders' roles in the project development and implementation process. This will entail developing training modules that deal with, not exclusively, climate finance, the presentation of the GCF (its mandate, areas of investment, investment criteria with examples focusing on the water sector, financial instruments, climate justification, project programming cycle), gender policy and the requirements of the GCF including preparation of the gender analysis and action plan with examples related to water-related projects and environmental and social due diligence, procedures in place by the NDA in CAR for programming and access to GCF funding; etc. Training materials must be adapted to each of the groups targeted by the training.
- Schedule training workshops in collaboration with the project coordinator. In particular, the project coordinator will organise an online meeting between the consulting company/ consortium of consultants and the local gender expert recruited by the project to plan an intervention of the latter during the training workshops for the Gender and Social Inclusion Assessment Framework for Adaptation and Mitigation Projects in CAR to be developed in the framework of the Readiness project. .

The expected deliverables of this step are:

- Report on the Stakeholder mapping of GCF programming in CAR, understanding by these stakeholders of GCF programming and relevant roles: capacity building needs and recommendations.
- Training material on GCF programming and project development

**Step 3:** Organization of training workshops for actors on GCF rules and protocols. At this stage, the consulting company/ consortium of consultants must:

- Propose the terms of reference of the training workshops of the actors;
- Facilitate training workshops targeting about fifteen people per workshop;
- Finalize training materials in French,
- Conduct pre- and post-training capacity assessment surveys, as well as a post-training satisfaction survey
- Prepare reports of training workshops including analysis of investigations.

The deliverables expected at this step are:

- Final materials for training modules in French
- 3 training workshop reports including analysis of pre- and post-workshop participant surveys and lessons learned

#### 4. Deliverables and payment

Payment will be made as follows

Available	Deadline	Payment
- Inception report	2 weeks after the start of the assignment	40%
- Stakeholder mapping and report on level of understanding on GCF programming; - Training material on GCF programming and project development	May 15, 2023	
- Final materials of the training modules; - Reports of training workshops; - Final evaluation report of the training	July 15, 2023	60%

**All deliverables must be produced in French and translated into English.**

These deadlines are subject to change based on start date of the service and mutual agreement.

#### 5. Duration and budget

The consultation work will take place over the period from 13 March to 31 July 2023.

The maximum budget allocated for this call is \$40,000. The consulting company/ consortium of consultants will indicate its detailed financial offer in its tender.

GWP will cover the costs of 3 training workshops, as well as international travel costs (2 international trips including round-trip airfare and hotel + 5-day per diem per trip) according to its travel procedure. Any other travel, organization of additional workshop (s) or any other activity deemed necessary by the provider must be considered in its financial offer.

#### 6. Qualifications and professional experience

The mission must be carried out by a consulting company/ consortium of consultants that will include at least one senior international consultant as well as additional expertise meeting the expectations indicated below:

- **Senior International Expert**
  - Master's degree or equivalent in economics, environment, climate change, development aid management, or related field;
  - Have a minimum of ten (10) years of relevant and proven experience in capacity building and supporting countries in mobilizing development aid and climate financing,
  - Have provided at least 5 trainings on access to the Green Climate Fund including requirements for gender analysis and preparation of Gender Action Plan,
  - Have worked for at least five years on development projects,

- Having contributed to the development of funding requests for the Green Climate Fund is an advantage,
- Having a good understanding of climate change adaptation priorities in CAR is an advantage,
- Having a good understanding of the water sector in CAR and investment needs is an advantage;
- Excellent communication skills both written and oral in French.

- **Additional expertise required**

- Good understanding of the national and regional development context of the CAR including the political and institutional environment around adaptation to climate change, as well as knowledge of the actors involved;
- Knowledge of the mechanisms in place in CAR to promote the coordination and submission of funding requests to the Green Fund,
- Knowledge of environmental and social due diligence,
- Knowledge in the development of evaluation and gender action plan.

## 7. Application and evaluation

### 7.1. Candidacy

**Proposals must be prepared in French and must be submitted in French, accompanied by a version translated into English. Bidders can use an automated translation tool to convert their proposal into English.**

Applications must include:

- A technical offer presenting the understanding of the mission, as well as the workplan and the proposed methodological note;
- A detailed Curriculum vitae of the Expert(s) proposed for the mission, with the names and contacts of 03 references;
- A financial offer which contains the daily fees for each expert as well as any other costs related to the mission.

### 7.2. Evaluation of tenders

#### a. Evaluation of the technical offer

Technical proposals will be evaluated according to the following criteria and weighting:

Evaluation Criteria	Weighting
<b>Quality of the methodological approach</b>	<b>40</b>
Comments on the ToRs	10
Proposed approach, including division of labour between the team	30
<b>Relevant qualifications and experience</b>	<b>60</b>
- Senior expert's experiences in conducting capacity building workshops on GCF procedures and mechanisms	30
- Experience in developing funding requests for the Green Climate Fund	15
- Understanding of the national development context and climate action in CAR	5
- Understanding of CAR's water sector and investment needs	5

- Experience in gender analysis and preparation of Gender Action Plan	5
<b>Total</b>	<b>100</b>

Only financial bids from bidders whose technical proposal have obtained a minimum of 70 points out of 100 will be considered.

#### b. Evaluation of the financial offer

The Financial offers should be entered into the e-procurement platform on GWPO Bill of Quantities (BoQ) template. Attachments will not be considered.

Among the pre-selected offers, the lowest bidder will have a score of **100 points**.

Other offers will be scored using the following formula:

$\text{Financial score of offer } x = \frac{\text{Lowest bid amount}}{\text{Amount for offer } X} \times 100$
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#### c. Final evaluation

It is a weighting of the technical and financial offer according to the following formula:

$\text{Overall Rating} = \text{Technical Score} \times 80\% + \text{Financial Score} \times 20\%$
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***The CVs of female experts are strongly encouraged. Please note that only pre-selected consulting companies / consortiums of consultants will be contacted.***