



## **TERMS OF REFERENCE FOR THE RECRUITMENT OF A FIRM FOR THE IMPLEMENTATION OF RESILIENCE INITIATIVE IN AFRICA (RIA)**

### **I- Mission background**

The **Africa Adaptation Initiative (AAI)**, hosted by **United Cities and Local Governments of Africa (UCLGA)**, is leading the implementation of the **Resilience Initiative in Africa (RIA)**. Supported by the Government of Germany and **German International Cooperation (GIZ)**, RIA aims to build resilience across African governments, institutions, and communities by mobilizing climate finance and enhancing youth capacity to access climate adaptation funding.

The **Resilience Initiative in Africa (RIA)** is designed to increase the capacities of regional, national, local state and non-state actors for risk-informed urban development in Africa.

This **Terms of Reference (ToR)** outlines the requirements for the recruitment of a consulting firm to support the implementation of two key activities under RIA:

- **Activity 1.1.9:** Mobilizing climate finance and supporting African governments and institutions in accessing international climate funds, such as the GCF.
- **Activity 2.2.2:** Building capacity for youth through the YAF initiative, with a focus on training 150 participants on developing bankable climate adaptation projects, with one cohort in 2024 and another in 2025.

### **II- Specific objectives of the mission**

The consulting firm will be responsible for the following objectives:

1. **Climate Finance Mobilization (Activity 1.1.9):**
  - Providing expert guidance to African governments and institutions to develop competitive, bankable proposals for submission to international climate funds, such as the GCF.
  - Enhancing the ability of African experts to identify, access, and mobilize climate finance for adaptation projects.
2. **Capacity Building for Youth (Activity 2.2.2):**
  - Designing and delivering capacity-building programs for 150 youth participants annually under the YAF initiative, focusing on climate finance and project development skills to improve access to climate finance.

### **III - Mission content**

The selected consulting firm will undertake the following tasks:

### **3.1 Activity 1.1.9: Climate Finance Mobilization & Proposal Development Support**

- **Needs Assessment:**
  - Conduct a detailed needs assessment across African governments and institutions to identify challenges in accessing climate finance.
  - Present findings in a comprehensive report outlining barriers, gaps, and opportunities for African institutions to access funds such as the GCF.
- **Climate Finance Strategy Development:**
  - Develop a tailored climate finance mobilization strategy that aligns with the needs of African countries, emphasizing pathways to the GCF and other major climate funding mechanisms.
  - The strategy should include actionable steps for strengthening capacity to develop bankable climate adaptation proposals.
- **Toolkit Development:**
  - Create a user-friendly toolkit or a set of comprehensive guidelines to assist participants in preparing competitive project proposals for climate finance.
  - The toolkit should include templates, checklists, and best practices for climate adaptation projects, particularly for GCF submissions.

### **3.2 Activity 2.2.2: Capacity Building for Youth (YAF Initiative)**

- **Curriculum Design:**
  - Design a robust training curriculum focusing on climate adaptation finance, project proposal development, and skills for accessing the GCF and other climate funds.
  - Ensure the curriculum is interactive and includes modules on finance mechanisms, proposal writing, project management, and climate adaptation project case studies.
- **Capacity-Building Workshops:**
  - Organize and facilitate two annual capacity-building workshops for 150 youth participants in 2024 and 2025.
  - Ensure diversity in participants, with gender balance and geographic representation across African countries.
  - Utilize both in-person and virtual training methods to ensure accessibility for participants from various regions.
- **Training Materials Development:**
  - Develop comprehensive training materials, including guides, case studies, templates, and reference documents on climate finance and project proposal development.
  - Materials should be designed to foster practical skills and knowledge, with a focus on real-world applications.
- **Evaluation:**
  - Design and implement an evaluation template to assess the effectiveness of the training sessions.

- Conduct pre-and post-training assessments to gauge participants' understanding of the topics covered, with a focus on measurable improvements in capacity to mobilize climate finance.
- Provide a final impact report at the end of each training cycle to evaluate how participants apply their acquired skills in real-world contexts.

## **VI- Deliverables**

The consulting firm will provide the following deliverables:

### **4.1 Deliverables for Activity 1.1.9**

1. **Needs Assessment Report:** A detailed report outlining the barriers and challenges faced by African governments and institutions in accessing climate finance.
2. **Climate Finance Mobilization Strategy:** A comprehensive strategy document tailored to African governments and institutions, with specific steps to enhance their capacity to access funds like the GCF.
3. **Proposal Development Toolkit:** A toolkit containing templates, guidelines, and best practices for developing bankable climate adaptation projects.

### **4.2 Deliverables for Activity 2.2.2**

1. **Training Curriculum:** A fully developed training curriculum focused on climate finance, project proposal development, and accessing climate funds.
2. **Workshop Reports:** Summary reports of the two annual workshops, including participant demographics, topics covered, and key outcomes.
3. **Training Materials:** A set of training materials, including participant guides, proposal templates, and case studies.
4. **Evaluation Reports:** Pre-and post-training assessments and an impact evaluation report after each workshop, including lessons learned and recommendations for improvement.

## **V - Mission duration**

- **Contract Start Date:** 15th November 2024
- **Project Duration:** The contract duration is twenty-one (21) months, aligning with the timeline for the completion of the 2024 and 2025 activities.

## **VI- Qualifications required of the Consultant**

The consulting firm must demonstrate:

- Extensive experience in climate finance, particularly in working with African countries and organizations.
- Strong technical expertise in project proposal development, with experience in GCF proposal submissions demonstrated by at least three projects successfully supported until approval by the GCF or the Adaptation Fund (AF).
- Proven track record in developing and delivering capacity-building programs, with experience in youth-focused training preferred.
- Knowledge of climate funds such as the Green Climate Fund (GCF) and other global adaptation finance mechanisms.
- Familiarity with climate adaptation, sustainable development, and finance sectors in Africa.

## **VII- Reporting and supervision**

The consulting firm will report directly to the **Project Manager of the AAI** and will work closely with relevant stakeholders, including **UCLGA** and **GIZ**.

Regular progress updates will be required on a quarterly basis, with more frequent meetings as needed.

## **VIII- Submission of the tenders**

Interested firms must submit their applications no later than October 23, 2024 by e-mail to: [AAIRecrutement@uclga.org](mailto:AAIRecrutement@uclga.org)

To **Roland Georges AMEHOU**

Financial Director of the Technical Secretariat of the African Adaptation Initiative (AAI)  
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In addition to the financial and technical offers, applications must include the following documents:

Application form :

- Acknowledgement of receipt, signed and stamped
- The signed and stamped terms of reference
- Instructions to tenderers, signed and stamped
- Signed and stamped call of tenders
- Service offer on letterhead, signed, stamped and accompanied by the financial offer

Documents required for technical evaluation:

1. The last two balance sheets
2. The legal status

3. Presentation of the firm and its activities
4. Firm references
5. CVs and diplomas of the project team