



Covenant of Mayors
in Sub-Saharan Africa



URBAN NATURAL ASSETS FOR AFRICA

Terms of Reference

ICLEI Africa seeks a consultant to provide strategic advice on the most ideally suited platform(s) and method(s) to support cities across the African continent with knowledge building and capacity building remotely

Bids due: 25 June 2020

Please kindly submit all bids to: Tara Caetano (tara.caetano@iclei.org) and Jessica Kavonic (jessica.kavonic@iclei.org) with Meggan Spires (meggan.spires@iclei.org) copied in cc.

ICLEI reserves the right not to appoint a service provider in relation to this Terms of Reference



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1. Background

ICLEI – Local Governments for Sustainability (ICLEI) is a global network of more than 1 750 local and regional governments committed to sustainable urban development. Active in 100+ countries, ICLEI influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. ICLEI’s Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

[ICLEI Africa](#) advocates on behalf of African local and subnational governments and forms part of the overall global ICLEI network for support and coordination. ICLEI Africa connects leaders, accelerates actions and provides gateways to solutions to complex African problems through knowledge transfer and capacity building as well as on the ground project implementation and policy building.

Historically ICLEI Africa, and The Covenant of Mayors in Sub-Saharan Africa ([CoM SSA](#)) and Urban Natural Assets for Africa ([UNA](#)) programmes, have achieved many of the knowledge transfer and capacity building activities via in-person training, group workshops and working sessions, on the ground peer to peer learning, as well as in-person knowledge co-creation sessions. In light of the ongoing COVID-19 pandemic and travel restrictions, significant portions of the CoM SSA and UNA programmes will be delivered remotely. This should be done in such a manner so as to be easily accessible for African city stakeholders, who face constraints including, but not limited to, limited internet connection, data access constraints, expensive data costs, load shedding/ frequent scheduled power failures, limited access to desktop computers and laptops, and limited working knowledge of online platforms.

2. Scope of Work

The consultant will be expected to provide strategic advice on the following aspects to support ICLEI Africa’s transitioning of knowledge transfer and capacity building work from in-person support in African cities to remote online/virtual services:

- Provide a detailed overview, including pros and cons and associated costs of a suite of existing online learning platforms (e.g. websites, web platforms, forums) and online knowledge dissemination methods (e.g. videos, webinars, podcasts) available to conduct online knowledge transfer and capacity building work.
- In consultation with ICLEI Africa, provide recommendations as to which online learning platform would be best suited to the needs of African cities and the CoM SSA and UNA programmes. If existing platforms do not provide what is necessary to conduct work remotely in Africa, then to provide ICLEI Africa with recommendations as to how to set up our own learning platform and the associated costs to do this.
- In consultation with ICLEI Africa, provide recommendations as to which methods of knowledge transfer and exchange would be the most suited for an African context, bearing in mind the constraints many African cities face as listed above.
- Provide recommendations and guidance on how best to package information for the recommended method(s) (e.g. if video is recommended as one of the most appropriate methods to share information, how should the information be packaged and disseminated).



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- Provide examples of similar products/best practices that have shown success in keeping attendees engaged and interested.
- Provide recommendations and guidance on how to promote packaged information to have the broadest reach possible (e.g. online, radio, via social media).
- Provide high-level guidance/best practice on how to get courses and/ training material accredited in Africa.
- Provide examples/best practices from similar/relevant programmes that have implemented low data solutions in Africa.

2.1 Access to Data and Intellectual Property

For the purposes of this scope of work, any communications, contacts and data are and will remain the sole property of ICLEI Africa. On completion of the contract, the intellectual property of all outputs will be transferred to ICLEI Africa and relevant partners and funders.

2.2 Service provider requirements

- The consultant must have proven experience in working with a wide range of online learning/training platforms in Africa as well, as a working knowledge on how to set up a new one (if that is required).
- The consultant must have proven experience in either working with or developing accredited courses and methods for knowledge transfer and capacity building for online dissemination in Africa.
- A working knowledge of working with African city and national governments and an understanding of the many constraint's cities and national governments face when it comes to accessing online and/ or remote content.
- The consultant appointed must have demonstrated skills in managing projects timeously and producing high quality outputs within short delivery periods.

3. Submission of a bid

We welcome applications from experts based anywhere globally, with preference to African-based service providers.

Bids are to include a response to the Terms of Reference, and must include.

- a) A cover letter detailing interest in this work and suitability.
- b) A short proposal indicating your understanding of this piece of work and how you intend to approach it.
- c) A total budget including the rate per day for the consultant(s).
- d) A timeframe indicating the number of days proposed for this piece of work.
- e) Curriculum vita of the consultant(s) including proof of work experience relevant to this ToR.
- f) Confirmation letter indicating availability to undertake this work during the course of June/early July 2020, with the possibility of extension.



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4. BUDGET and TIMELINE

The budget should demonstrate clearly the total for professional fees, including hourly rate and the number of hours per consultant.

It is envisaged that this assignment will take a maximum of 10 days to complete.

*Any queries are to be sent via email to tara.caetano@iclei.org and jessica.kavonic@iclei.org, with meggan.spires@iclei.org copied in cc, by **16 June 2020**. These will be responded to by no later than **18 June 2020**. No queries will be responded to after the cut-off date for queries.*

All bids must be submitted by 5pm on 25 June 2020 via email to tara.caetano@iclei.org and jessica.kavonic@iclei.org with meggan.spires@iclei.org copied in cc.