



**TERMS OF REFERENCE - Selection No. 25/03/2021**  
ICLEI Africa

Terms of Reference for a consultant to facilitate a stakeholder engagement and capacity building workshop in the Abuja Municipal Area Council, Abuja, Nigeria

25 March 2021

Bids due: 1 April 2021

Bids and technical queries can be sent to Dr. Azizat Gbadegehin ([azizat.gbadegehin@iclei.org](mailto:azizat.gbadegehin@iclei.org)) with Kirsty Griffin ([Kirsty.griffin@iclei.org](mailto:Kirsty.griffin@iclei.org)) in CC.

Please indicate interest to submit a bid and any queries by 29 March 2021, so responses to queries may be shared with all bidders by 30 March 2021.

Bids will still be accepted if interest is not indicated, but bidders must accept that they may not have received responses to questions of other bidders.

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference (ToR).

Programme co-funded by:



European Union



## TERMS OF REFERENCE

### 1. BACKGROUND

ICLEI – Local Governments for Sustainability (ICLEI) is a global network of more than 1750 local and regional governments committed to sustainable urban development. Active in 100+ countries, ICLEI influences 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.

The Covenant of Mayors of Sub Saharan Africa (CoM SSA) is jointly funded by the European Union (EU), the BMZ (German Ministry of Economic Development and Cooperation) and the Agencia Española de Cooperación Internacional para El Desarrollo (AECID). It is implemented by four agencies which are the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), the French Development Agency (AFD), Expertise France and AECID. As part of a portfolio of projects, ICLEI Africa is working with GIZ to support the Abuja Municipal Area Council (AMAC), under the CoM SSA initiative to develop a Sustainable Energy Access and Climate Action Plan (SEACAP).

Started in 2015, the [Covenant of Mayors in Sub Saharan Africa \(CoM SSA\)](#) is the African regional chapter of the Global Covenant of Mayors (GCoM), the largest network of cities driving urban climate action. CoM SSA empowers its network of over 200 African cities to take concrete actions in overcoming the effects of climate change and increasing access to sustainable energy. CoM SSA signatories are expected to develop, implement and monitor a Sustainable Energy Access and Climate Action Plan (SEACAP), which covers three pillars: **Climate change mitigation; Climate change adaptation and Access to energy pillars**. The SEACAP is both a strategic and an operational document that sets the strategies, plans and actions for low emission and resilient development, and ensuring access to secure, affordable and sustainable energy.

As a signatory of CoM SSA, the Abuja Municipal Area Council has made a commitment to develop and implement a SEACAP which complies with the requirements of the [SEACAP development guidelines](#) provided by the Joint Research Centre (JRC).

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## 2. OBJECTIVES

In order to develop the SEACAP in the Abuja Municipal Area Council, ICLEI Africa calls upon an appropriately qualified and experienced service provider based in Abuja, (preferably who has worked with the Abuja Municipal Area Council before), to assist the project partners (ICLEI Africa and GIZ) to facilitate one (1) hybrid workshop – a combination of in-person participants and remote facilitators – which will take place in the first week of April 2021. The purpose of the workshop is to (1) sensitize stakeholders to CoM SSA and the SEACAP development process; (2) identify stakeholders who will be able to support the development of the SEACAP and (3) identify capacity development needs of the Abuja Municipal Council, related to the development of the city's SEACAP.

## 3. METHODOLOGY & STRUCTURE OF THE WORKSHOP

As stated above, the objective of the assignment is the delivery of one (1) workshop to (1) sensitize stakeholders to CoM SSA and the SEACAP development process; (2) identify stakeholders who will be able to support the development of the SEACAP and (3) identify capacity development needs of the Abuja Municipal Area Council, in relation to the development of the city's SEACAP. The workshop should be participatory and interactive and the service provider will be required to facilitate the participants on the ground in Abuja (at a venue in Abuja to be confirmed) while the project partners (ICLEI Africa and GIZ) will connect virtually. The workshop is proposed to be held in the first week of April 2021. If successful in their bid, the service provider will be required to adhere to World Health Organization and Nigerian national COVID-19 regulations, as well as all ICLEI Africa terms of conditions, while conducting activities relevant to this ToR.

## 4. ROLE OF THE CONSULTANT

For the facilitation of the workshop, the consultant's role will be as follows:

### *Pre-workshop*

- Preparation and printing of required material at least 3 working days before the workshop.
- Travel to the venue at least a day before the workshop and participate in a dry-run (e.g. check sounds, slides, venue setting, banner placements, etc.) at the venue a day before the workshop.
- Participate in workshop preparatory meetings with the project partners and make inputs as required.

### *During the workshop*

- Welcome participants, ensure compliance with the COVID-19 requirements, handout workshop material and the attendance register.
- Facilitate the workshop in line with instructions provided by ICLEI Africa, deliver presentations as required, keep to time and coordinate group activities



and discussions; ensuring that the workshop is as participatory and engaging as possible.

- Ensure that the objectives of the workshop are met.
- Monitor the sound and visuals to ensure the remote connection is as smooth and professional as possible.
- Document the discussions and collate worksheets and other material wherein participants' inputs are captured.
- Take pictures and video footage, as requested by ICLEI Africa. Consent forms will be included as part of the Attendance Register.
- Coordinate the catering and ensure participants are adequately catered for.
- Take detailed notes of the workshop proceedings which can be used for post project reporting.

#### *Post- workshop*

- Participate in workshop debriefing discussions with the project partners (ICLEI Africa and GIZ) to provide feedback on the workshop including sharing lessons learned and areas of improvement.
- Prepare a detailed workshop report and submit together with other material (e.g. photos, worksheets, attendance registers) to the project partners within five (5) working days after the workshop.

### **5. ROLE OF THE PROJECT PARTNERS**

The project partners (ICLEI Africa and GIZ) will support the service provider to ensure the successful delivery of the workshop and thus play the following role:

- In collaboration with AMAC, identify and invite relevant stakeholders to the workshops.
- Provide a venue and make the catering arrangements.
- Provide the workshop materials such as agenda, power point presentations, worksheets and any other relevant material.
- Brief the facilitator prior to the workshop.
- Be present in the dry run and to answer any technical questions which may arise.
- Deliver the majority of the content of workshop and co-facilitate the workshop with ICLEI Africa.
- Review and provide feedback on workshop reports.

### **6. DURATION**

Below please see a breakdown of the estimated number of hours required for this assignment.

<b>Activity</b>	<b>Number of hours</b>
Preparatory calls [three 1-hour calls]	3
Venue preparation and dry-run [3 hours]	3
Workshop facilitation [8 hours]	8
Workshop debriefing calls [Two 1-hour calls]	2
Development of workshop reports and other material	24
<b>Total</b>	<b>40</b>



## 7. SERVICE PROVIDER REQUIREMENTS

Proposals may be submitted by an individual or a team of individuals (as a consortium) and meet the following requirements:

- A minimum of 3-years facilitation experience of participatory workshops with multi-stakeholder groups including national and sub-national governments in Africa, especially in Nigeria and in the Abuja Municipal Area Council.
- Experience in facilitating hybrid (combination of virtual and in-person) workshops will be a strong added advantage.
- Strong technical knowledge related to remote engagements is essential, including good working knowledge of the Zoom platform, which will be used by ICLEI Africa to deliver the content of the workshop to participants. Ability to trouble-shoot technical glitches in terms of virtual events, such as those related to connectivity and/ or the zoom platform would be an added advantage.
- Knowledge and understanding of government processes and the fields of climate change and energy, will be a strong added advantage.
- Strong writing skills and experience in developing technical reports. Experience in developing reports related to climate change and energy will be an added advantage.

## 8. EVALUATION CRITERIA

Bids will be evaluated in response to this Terms of Reference, Qualifications/Skills, Demonstrated Experience, Methodology proposed and price.

Financial bids should include a summary using this format as a guide:

	Specification	Naira (N)
Facilitators' fees	1-day workshop, which includes: 3 hours of preparatory calls, 3 hours of dry-run, 8 hours of workshop facilitation, 2 hours of post-workshop debriefing and 24 hours of material and report preparation.	
Other		
TOTAL		

## 9. PAYMENT

Payment will be made upon completion of the workshop, and receipt of all deliverables in accordance with the satisfactory and timeous delivery of services and upon receipt of a fully compliant invoice and material to demonstrate proof of expenditure.

## 10. SUBMISSION PROCESS

Kindly submit your proposal to Dr. Azizat Gbadegesin at [azizat.gbadegesin@iclei.org](mailto:azizat.gbadegesin@iclei.org) with Kirsty Griffin [kirsty.griffin@iclei.org](mailto:kirsty.griffin@iclei.org) in CC by 16:00 (SAST) on 1<sup>st</sup> April 2021. For any queries related to submission, please contact ICLEI Africa via the email above.



Please use the subject line: '*Service Provider: Sensitisation workshop facilitation, Abuja Municipal Area Council, Nigeria*' when submitting your proposal, and include the following:

- 1) Proof of all requirements for this work as per section 7 above, particularly previous experience.
- 2) Proposal and work plan and detailed budget in Nigerian Naira (NGN). Each deliverable should be unpacked to include the following information:
  - a) Understanding of proposed work
  - b) Outline of the team working on each deliverable (if working in a consortium) with time allocated to each deliverable
  - c) Total number of hours/ days assigned to each task.
- 3) Curriculum vitae of the service provider and/ or each team member of service providers (if a consortium).
- 4) Company profile (if relevant).
- 5) Risk matrix and mitigation measures (in light of COVID-19).

#### **11. SUBMISSION TIMELINE**

- 25 March 2021: Terms of Reference released
- 29 March: Technical queries on bid to be submitted
- 16:00 (SAST) on 1<sup>st</sup> April 2021: Proposal submission closing date
- 2 April 2021: Service provider appointed

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE.

If you have not heard from ICLEI Africa by 7 April 2021, please note that either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.

For more information on ICLEI Africa, see: <http://www.iclei.org/> and <http://africa.iclei.org/>.  
For more information on the CoM SSA initiative, see <https://comssa.org/>.