



TERMS OF REFERENCE ICLEI Africa & CoM SSA

Terms of Reference for a service provider to convene, organize and run a number of Sustainable Energy Access and Climate Action Plan (SEACAP) Validation Workshops in Abuja Municipal Area Council (AMAC), Abuja, Nigeria

9th April 2021

Bids due: 30th April 2021

Bids and technical queries can be sent to Azizat Gbadegesin (Azizat.gbadegesin@iclei.org) with Kirsty Griffin (Kirsty.griffin@iclei.org) in CC.

Please indicate interest to submit a bid and any queries by **16th April 2021**, so responses to queries may be shared with all bidders.

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

ICLEI – Local Governments for Sustainability (ICLEI) is a global network of more than 2000 local and regional governments committed to sustainable urban development. Active in 100+ countries, ICLEI influences sustainability policy and drives 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 is working with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) on the Covenant of Mayors in Sub Saharan Africa ([CoM SSA](#)) initiative. Within the framework of the initiative, ICLEI Africa is supporting the Abuja Municipal Area Council (AMAC) to develop a Sustainable Energy Access and Climate Action Plan (SEACAP) for Abuja, Nigeria.

This Terms of Reference (ToR) relates to supporting ICLEI Africa with assisting ICLEI Africa with convening, organizing and running a number of workshops required to support Abuja Municipal Council Area (AMAC) with developing the content for a Sustainable Energy Access and Climate Action Plan (SEACAP) for Abuja, Nigeria. The service provider will be expected to conduct a number of workshops over the course of the year with continued work required throughout the year. The service provider is expected to only undertake work indicated within this Terms of Reference.

Programme co-funded by:



European Union





1. BACKGROUND

This Terms of Reference is for an initiative entitled the Covenant of Mayors in Sub-Saharan Africa (CoM SSA), of which ICLEI Africa is an implementing partner. Started in 2015, 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**. 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, Abuja, Nigeria 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). The SEACAP development process consists of following four (4) phases as outlined below:

1. Initiation: Consists of obtaining a letter of commitment from the Mayor/ Governor and a sensitization workshop and stakeholder engagements;
2. Planning:
 - a. Pre-assessment: Data collection through desktop review and primary data collection as well as the development of baseline reports namely: greenhouse gas emission (GHG) inventory; an access to energy assessment report; a risk and vulnerability assessment
 - b. Development: Target setting and action planning for the adaptation, energy access and mitigation pillars
3. Implementation (delivering practical actions): Development of an action plan and establishment of partnerships for implementing the SEACAP
4. Monitoring and reporting: Completing the JRC template and taking corrective actions

ICLEI Africa is working with GIZ to support Abuja, Nigeria, under the [Covenant of Mayors in Sub Saharan Africa \(CoM SSA\)](#) initiative to develop their SEACAP.

2. OBJECTIVES

In order to develop the content of the SEACAP for Abuja, Nigeria, ICLEI Africa is required to conduct a number of on the ground workshops with stakeholders in Nigeria. Owing to the ongoing COVID-19 pandemic and associated travel restrictions and regulations, ICLEI Africa and GIZ teams are currently not able to travel to Nigeria. In light of this, ICLEI Africa calls upon an appropriately qualified and experienced service provider (based in Abuja, Nigeria) to assist ICLEI Africa with convening, organizing and running the required workshops.

3. ROLE OF THE SERVICE PROVIDER



In order to support ICLEI Africa with convening, organizing and running the required workshops, the service provider would be expected to undertake the following:

3.1 Pre-workshops

- Advise ICLEI Africa on venue options available for the workshop. ICLEI Africa will book the venue based on this advice. Further details on ICLEI Africa's venue requirements are outlined in **Section 5.1** below.
- Advise ICLEI Africa on catering options available for each workshop. ICLEI Africa will book the catering based on this advice. Further details on ICLEI Africa's catering requirements are outlined in **Section 5.2** below.
- Book all tech required in order for ICLEI Africa to present the workshop virtually – this could include projectors, big screens and speakers. The tech should be booked at least two weeks before the workshop;
- Participate in workshop preparatory meetings with the project partners and make inputs as required. It will be important that the service provider takes time prior to the workshop preparation meetings to familiarize themselves with the objectives and expected outcomes of the workshop as well as the content of the workshop (this will include items such as agendas, presentations and exercises where applicable).
- Print all materials required for use in the workshop (copies of the agenda as well as worksheets to be completed during the workshop). The printing should be of high resolution and should meet ICLEI Africa's standards for publication. All printing should be done at least 5 working days before each workshop.
- Participate in a full dry-run of the workshop at the venue the day before the workshop will be held. The dry run will involve running through the full agenda to confirm roles and responsibilities, run through PowerPoint slides, check sound, video and audio. The ICLEI Africa team will present the workshop content virtually and will confirm the venue seating arrangements.
- Support as required with contacting stakeholders identified for the workshop. This will be in confirmation with ICLEI Africa and GIZ.

3.2 During the workshops

- Welcome participants into the venue, ensure compliance with the World Health Organisation and Nigerian national COVID-19 regulations; handout the agenda and facilitate the completion of the attendance register;
- Ensure that the objectives of the workshop are met (as per each workshop specific agenda).
- Ensure that there is a dedicated technical person (either from the venue or as part of the service provider team) to manage the audio-visuals and connectivity so that ICLEI Africa is able to present to the workshop participants, virtually. This could be in the form of presentations as well as videos, and the technology used should be set up to accommodate this. Sound and video should be clear and easily visible and audible by the workshop participants;
- Ensure that there is a dedicated technical person (either from the venue or as part of the service provider team) to assist with logistical support such as ensuring the catering arrives on time.
- During the workshops it may be necessary to run exercises with the workshop participants on behalf of ICLEI Africa. When this is the case, the service provider will be fully briefed on how the exercises will be run and will be expected to run these exercises with the close support of ICLEI Africa. As part of these exercises, it may be necessary to hand out work sheets to the participants to complete. The service provider will be responsible for handing out these worksheets and ensuring they are completed in the working session, and to time;



- Take pictures and video footage of each and every session in each of the workshops, and as requested (after signed consent from participants). The pictures and videos should be of exceptionally high quality and examples of footage used in the past should be shared as part of the proposal bid;
- Take detailed notes of the stakeholder discussions relevant to each workshop (including all break-out discussions), as well as notes on the outcomes of each session in each workshop;
- The service provider will be expected to support ICLEI Africa with facilitating the workshop where needed. In some cases, for example where the internet connection fails or if there is a technical issue whereby ICLEI Africa and GIZ cannot be heard and therefore cannot run the workshop, the service provider will be expected to take over the running and facilitation of the workshop. This will involve continuing on with the agenda, presenting on ICLEI Africa and GIZ's behalf, clarifying any misunderstandings on content delivery and facilitating discussion sessions.

3.3 Post- workshops

- Where worksheets are used, the service provider will be responsible for scanning and emailing all worksheets to ICLEI Africa within three days after each workshop;
- The pictures and videos should be emailed to ICLEI Africa within three days after each workshop;
- The service provider will be responsible for collating all workshop notes into a detailed 'post workshop' report which should include the completed attendance register. The post-workshop report should be emailed to ICLEI Africa within three days after each workshop;
- Participate in workshop debriefing discussions with the project partners to provide feedback on the workshops including sharing lessons learned and areas of improvement.

4. ROLE OF ICLEI AFRICA

ICLEI Africa will be responsible for the following to support the service provider with convening, organizing and running the required workshops:

- In collaboration with Abuja, Nigeria, identify and invite relevant stakeholders to the workshops;
- Design each workshop as well as develop all workshop materials required for each workshop. This will include the agenda, power point presentations, worksheets and any other material deemed necessary;
- Set up the zoom links for ICLEI Africa and GIZ to join each workshop on the day and for recording the discussion over Zoom;
- Deliver the majority of the content of the workshop and co-facilitate the workshop.
- Review and provide feedback on workshop reports.

5. ADDITIONAL SPECIFICATIONS (VENUE AND CATERING)

5.1 Venue Requirements

The venue must meet the requirements as outlined below:

Location

- The venue must be of at least of a four-star quality standard or higher and must be located in a well-known area of the city and easily accessible via local public transport routes.

Venue layout and size

- The workshop room/s must be able to accommodate a minimum of 30 participants in adherence with World Health Organisation and Nigerian national COVID-19 regulations.
- The room must be set-up in roundtables and chairs to allow for discussions and spacious enough for groups of 4 - 5 people to be able to isolate for discussions without disturbing other participants.
- The venue should have good lighting
- The venue should have full air-conditioning.

Audiovisual and connectivity

- To facilitate seamless connectivity for these workshops, the internet connectivity at the venue must be stable and fast; and Wi-Fi must be made freely available to both the service provider and to all participants.
- The venue should provide a projector, screen and sound (speakers and 2 x roving microphones) as well as a Web-cam or similar to allow for clear audio and visuals between the participants in the room and those joining remotely. If these are not provided by the venue, these should be sourced by the service provider. It is critical that the workshop participants can both see and hear ICLEI Africa presenting on the big screen. Additionally, it is critical that ICLEI Africa can hear the participants in the room clearly.
- The venue must have a backup power source in case of power failure/ load shedding.

Stationery and workshop material

- The venue should provide stationery including flip board, flip board paper, at least 5 different colour markers, 20 pens and 20 note pads.

Venue Support

- The venue support team must be available for a site visit which will be arranged ahead of each workshop wherein the seating arrangements, audiovisuals and other logistics will be finalized.
- Additionally, the venue must demonstrate experience of hosting similar events attended by dignitaries from government and multi-sectoral stakeholders.
- Experience of successfully hosting workshops during the COVID-19 pandemic and the hosting of hybrid (virtual and in-person) workshops.

5.2 Catering

The catering should be arranged for each workshop as follows:

- Provision of morning tea/coffee/juice served with muffins or similar, lunch buffet, and afternoon tea/coffee/juice served with muffins or similar.
- Provision and replenishing of water jugs (no plastic bottles) throughout the duration of the workshops.



6. SPECIFICATIONS TO QUOTE

As noted above, owing to the ongoing COVID-19 pandemic and associated travel restrictions and regulations, the ICLEI Africa and GIZ teams are currently not able to travel to Nigeria to conduct in person workshops themselves. Until such time that the ICLEI Africa team is able to travel, ICLEI Africa will call upon the appointed service provider to assist ICLEI Africa with convening, organizing and running the required workshops as outlined in this ToR. It is anticipated that there will be between 1 and 10 workshops required to be hosted for Abuja between May and October 2021; and it is anticipated that a workshop will be hosted every one to two months. Whilst the number of workshops required is not yet known, the duration of each workshop is anticipated to be 1 full day (8 hours). In some cases, 2 or 3 full-day workshops may be required to run back to back. Potential service providers should indicate whether reduced bulk rates would be considered. **Interested service providers will be required to submit a quote for one workshop according to the specifications below in order to be considered for this piece of work. This will then be the maximum rate that can be charged for each workshop going forward. Please note that quotes for venues and catering do not need to be included as this will be arranged separately by ICLEI Africa upon the advisement of the selected service provider.**

Activity	Unit	Cost (NAIRA)	Amount required	Total (NGN)
Familiarization with workshop content (agendas, presentations and exercises)	Hours		8	
Preparatory calls (2 per workshop for 2 hours)	Hours		4	
Printing of workshop material (20 agendas and 20 worksheets)	A4 Black and White Sheet		40	
Dry-run of the workshop (4 hours per workshop)	Hours		4	
Workshop (8 hours per workshop)	Hours		8	
Workshop debriefing calls (1 per workshop for 2 hours)	Hours		2	
Development of workshop reports and other material (1 per workshop, 4 hours)	Hours		4	
Sub-total				
Total Cost				

7. SERVICE PROVIDER REQUIREMENTS

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

- A proven track record of organizing and running high level events as indicated in this ToR
- A list of suitable venues based on the criteria outlined in **Section 5.1**
- A list of suitable venues based on the criteria outlined in **Section 5.2**
- A minimum of 3-years facilitation experience of participatory workshops with multi-stakeholder groups including national and sub-national governments in Africa. Experience in Abuja, Nigeria and with stakeholders based in Abuja specifically will be a strong advantage.
- 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 is critical.
- Knowledge of the venues and catering options (as indicated in this ToR) as well as knowledge of the COVID-19 rules and regulations in Nigeria.
- Knowledge and understanding of the fields of climate change and energy, and knowledge of government processes is considered to be critical.
- Strong writing skills and experience in developing technical reports. Experience in developing reports related to climate change and energy will be an added advantage.
- Examples of pictures and video footage taken in the past that will reflect the level ICLEI Africa may expect from the workshops should be included.

8. EVALUATION CRITERIA

Bids will be evaluated against the following criteria:

- Interpretation of the Terms of Reference
- Price (per workshop), including Hourly/Daily rates
- Demonstrated Skills and Expertise as indicated in this ToR
- Demonstration of Experience particularly evidence of organisation and running of events in the past

9. PAYMENT

Payment will be made post each workshop and in accordance with the satisfactory and timeous delivery of services, reports, video and photographic footage and receipt of a fully compliant tax invoice which includes a breakdown of all completed deliverables.

10. SUBMISSION PROCESS

Kindly submit your proposal to Azizat Gbadegesin (Azizat.gbadegesin@iclei.org) with Kirsty Griffin (Kirsty.griffin@iclei.org) in CC by 16:00 (SAST) on 30th April 2021. For any queries related to submission please contact ICLEI Africa via the email above.

Please use the subject line: **'Service Provider: SEACAP workshop facilitation, Abuja, Nigeria'** when submitting your proposal, and include the following information:

- 1) Per workshop costing taking into account the guidance above.
- 2) Proof of all requirements for this work as per Section 7 above, particularly work experience.
- 3) Proposal and detailed budget in line with Section 6 of this ToR.
- 4) Curriculum vitae of the service provider and/ or each team member of service providers.
- 5) Company profile (if relevant).
- 6) Risk matrix and mitigation measures (in light of COVID-19)

11. SUBMISSION TIMELINE

The project will likely be active for the duration of 2021. Key timelines are as follows:

- 9th April 2021: Terms of Reference released



- 16th April 2021: Enquiries and responses to bidders
- 30th April 2021 at 16:00 (SAST): Proposal submission closing date

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 **30th May 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/>.