



ICLEI Africa seeks to appoint a professional service provider to coordinate communication and workshop logistics between ICLEI Africa and three Mozambique cities, which forms part of the NDCP CAEP programme in Mozambique

20 April 2021

Quotes due: 27 April 2021

Email bids to Dr Kate Strachan: kate.strachan@iclei.org,

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



Terms of Reference

ICLEI – Local Governments for Sustainability is a global network of more than 2,000 local and regional governments committed to sustainable urban development. Active in 100+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

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 the National Government of Mozambique with the development of three city high-level risk and vulnerability assessments. The service provider will be expected to support ICLEI Africa from the 29th April 2021 and 15th July 2021. The service provider is expected to speak English and only undertake work indicated within this Terms of Reference.

BACKGROUND

ICLEI Africa is an implementing partner of the NDC Partnership (NDCP) Climate Action Enhancement Package (CAEP) in five countries. The NDCP CAEP seeks to assist developing countries that are members of the NDCP to achieve the objective of **enhancing their NDCs, including raising ambition, as part of the Paris Agreement's NDC update process.**

The CAEP is a new offering of the NDCP designed to deliver targeted, fast-tracked support to countries to enhance the quality, increase the ambition, and implement NDCs. Under the Paris Agreement, countries revise their NDCs every five years to cut greenhouse gas emissions to limit Earth's temperature rise and implement solutions to adapt to the effects of climate change. The updating of NDCs presents countries with significant opportunities to align their climate and development agendas, to promote sustainable growth. Since its launch in July 2019, two rounds of CAEP support and a call for supplemental requests have been administered. Requests for support were received from 65-member countries.

Under the CAEP NDC Partnership implementation in Mozambique, ICLEI Africa's activity involves the development of three high-level risk and vulnerability assessments for Mabalane, Vilancuols and Liupo.

OBJECTIVES

In order to develop the content of the high-level risk and vulnerability assessments for Mabalane, Vilancuols and Liupo., ICLEI Africa is required to conduct a number of on the ground workshops with stakeholders in Mozambique. Owing to the ongoing COVID-19 pandemic and associated travel restrictions and regulations, ICLEI Africa are currently not able to travel to Mozambique. In light of this, ICLEI Africa calls upon an appropriately qualified and experienced service provider (based in Mozambique) to assist ICLEI Africa with convening, organizing and running the required workshops. Four virtual workshops are scheduled per city via Zoom as indicated below – **dates have not been confirmed.**

1. 11 May 2021 (9.00 – 12.00) – Mabalane, Vilancuols and Liupo (a venue will be required in each city)
2. 12 May 2021 (9.00 – 12.00) - Only Liupo
3. 13 May 2021 (9.00 – 12.00) - Only Liupo
4. 18 May 2021 (9.00 – 12.00) - Only Vilancuols
5. 19 May 2021 (9.00 – 12.00) - Only Vilancuols



6. 25 May 2021(9.00 – 12.00) – Only Mabalane
7. 26 May 2021(9.00 – 12.00) – Only Mabalane
8. 05 July 2021 (9.00 - 10.30) - Only Liupo
9. 06 July 2021 (9.00 - 10.30) - Only Vilancuols
10. 07 July 2021 (9.00 - 10.30) - Only Mabalane

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:

Deliverable 1: Pre-workshops

- Support as required with contacting stakeholders identified for all workshops. The service provider will be required to undertake all communications with the identified city stakeholders from each city prior and post the virtual workshops. They will also be responsible to compiling attendance lists based on stakeholder responses. The following documents will be provided to the service provider in Portuguese;
 - Stakeholder invites
 - Workshop agenda's
- Book and procure workshop venues in each city. Further details on ICLEI Africa's venue requirements are outlined in **Annexure 1a** below.
- Book and procure catering for each workshop. Further details on ICLEI Africa's catering requirements are outlined in **Annexure 1b** below.
- Book all tech required in order for ICLEI Africa to present the workshop virtually – this includes projectors, Laptop with zoom capabilities, big screens and speakers. The tech should be booked at least one week 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 3 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.

Deliverable 2: During the workshops

- Welcome participants into the venue, ensure compliance with the World Health Organisation and Mozambique national COVID-19 regulations; handout the agenda and facilitate the completion of the attendance register;
- 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 will 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, and to time.

Deliverable 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;

Deliverable 4: Other tasks

While the abovementioned deliverables are confirmed, other activities may arise on an ad hoc basis and require assistance. Any additional deliverables will be within the scope of work and will also require swift turnaround times. These will be discussed with the service provider as and when they arise.

BUDGET

It is envisioned that this project will require between 15-20 days of time, with a minimum of 40% of the total project time being dedicated by a senior consultant.

The budget shall demonstrate clearly the total for professional fees, (including hourly rate and the number of hours per consultant), venue and catering costs, equipment hire costs, printing and scanning costs.

The service provider may include travel, if deemed necessary and if possible due to COVID-19 travel restrictions. This must be included in the total budget, but indicated as a different line item for travel disbursements.

The **maximum all-inclusive budget** available for this work is **\$21,000.00 (VAT inclusive)**. Proposals with a budget over this amount will unfortunately not be considered.

Interested service providers will be required to submit a **Quote in USD(\$)** in order to be considered. This will be the maximum rate that can be charged for the undertaking of all deliverables including venue and catering costs.

SERVICE PROVIDER REQUIREMENTS

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

- Have the ability to communicate with local and national government authorities efficiently and effectively
- Ensure all logistics relating to hosting a workshop are organised ahead of time
- Be able to effectively communicate in both English and Portuguese
- Have a team in each city who can assist with convening, organizing and running the required workshops under your guidance
- Communicate with ICLEI Africa in a professional and timely manner on progress
- 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 Annexure 1a
- A minimum of 3-years facilitation experience of participatory workshops with multi-stakeholder groups including national and sub-national governments in Africa.



- 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 Mozambique.

SUPPORT TO BE PROVIDED

Resources:

ICLEI Africa will provide the service provider with

- Approved Portuguese documents provided in a timely and agreed upon manner

ACCESS TO DATA AND INTELLECTUAL PROPERTY

All data used (that is not available from a public and open source platform) and related outputs produced are confidential and not to be shared without written permission of ICLEI Africa. On completion of the contract, the intellectual property of all outputs will be transferred to ICLEI Africa.

SUBMISSION PROCESS

Kindly submit your proposal to Kate Strachan at kate.strachan@iclei.org by **12:00 (SAST) on 27 April 2021**.

There will not be a Q and A window for this bid. Please use the subject line: Service Provider: NDCP

Coordination when submitting your proposal. Please include the following information:

- Proposal in English and USD
- Curriculum vitae of the service provider and/ or each team member of service providers.
- Company profile (if relevant).
- This bid is only open to in-country Mozambique consultants.
- Risk matrix and mitigation measures (in light of COVID-19).

SUBMISSION TIMELINES

The project may be active, starting on 29 April 2021 and culminating on 15 July 2021.

- 20 April 2021: Terms of Reference released
- 12:00 (SAST) on 27 April 2021: Proposal submission closing date, with availability immediately thereafter

EVALUATION CRITERIA

All proposals will be considered against the following criteria:

- Price
- Skills and expertise (specifically for francophone African audiences)



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 30 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/>



Annexure 1: ADDITIONAL SPECIFICATIONS (VENUE AND CATERING)

1a. 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 Mozambique 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.

1b. Catering

The catering should be arranged for each workshop as follows:

- Provision of morning tea/coffee/juice served with muffins or similar, and lunch buffet.

Provision and replenishing of water jugs (no plastic bottles) throughout the duration of the workshops.