TERMS OF REFERENCE

ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY
- AFRICA SECRETARIAT

ICLEI Africa seeks to appoint a professional service provider to develop a roadmap to unlock urban climate finance in Africa

28 April 2021

Bids due: 14 May 2021

Email bids and technical queries to Dr Kate Strachan: kate.strachan@iclei.org

A compulsory briefing will be held on 6 May 2021 from 1pm to 2pm SAST. Please prepare any queries on this ToR for this briefing.

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 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

ICLEI Africa works in over 50 countries on the African continent. Our experts are on the ground, working alongside local governments to anticipate and respond to complex challenges, from urbanization and climate change to ecosystem degradation and inequity. We invest in the capacity and knowledge needed to design solutions to these challenges and make decisions informed by data, scientific evidence and local realities and pressures.

ICLEI Africa seeks to appoint a service provider with finance expertise and experience to develop a roadmap/action plan for unlocking finance at the local level, working closely with ICLEI Africa. This would include, amongst other tasks, digesting and reflecting on all of the learnings from ICLEI Africa’s flagship climate event, LoCS4Africa 2020, and harmonising the efforts of donors, finance institutions, the private sector and others.

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, the Covenant of Mayors in Sub-Saharan Africa is a major catalyst for local climate action in the region, with political commitment from over 240 local governments. The focus of the CoM SSA is to support local governments in moving from planning to implementation with a focus to unlock climate finance at the local level.

CoM SSA is the regional chapter of an international alliance of cities, the Global Covenant of Mayors for Climate and Energy. It is a partnership between city networks, development agencies and funding institutions, supporting cities in meeting the dual challenge of climate change and access to sustainable energy to achieve a low-emission, climate resilient and sustainable energy future.

In November 2020, ICLEI Africa’s flagship climate event, LoCS4Africa 2020 took place as a virtual congress, in partnership with The Covenant of Mayors in Sub-Saharan Africa and others. The event, co-hosted by The Government of Rwanda, The City of Kigali and The Rwandan Association of Local Government Authorities (RALGA), brought together government (local, regional and national), the private sector, academics, development partners, youth and civil society to discuss the critical topic of financing climate action on the African continent.
A key focus of the CoM SSA, as well as of ICLEI Africa, is unlocking climate finance at the local level.

**Problem statement**
Many studies have been completed on the barriers to finance at the local level, and there are as many initiatives and programmes that have been developed to increase the flow of climate finance. Yet, only 3% of climate finance actually flows to Africa, and even less to the local level. With the urgency of action, especially in Africa, and with COP27 planned to take place on the continent, there is no better time to put on paper a roadmap for unlocking climate finance. One that brings together key stakeholders for collective action in a coordinated fashion as we work toward a common goal.

**Target audience**
The primary target audience for the roadmap are government officials at all levels of government in Africa who are working on urban climate finance solutions. The secondary target audience is development partners, private sector, donors and financiers. It is important that the roadmap highlights the collective responsibility of unlocking climate finance.

**KEY TASKS**

**Task 1: Project inception (Estimated days 3)**
Within two weeks of the start of the project, the service provider must send a project inception report that outlines the following:
- Project milestones
- Project timeline in the form of a Gantt chart
- Project team and focal point
- Risks and mitigation for the project
- Stakeholder mapping identifying key actors involved in unlocking finance at the local level (ICLEI Africa will provide a list of organisations that were invited to LoCS4Africa as a base)

Along with the report, an inception meeting must be scheduled with ICLEI Africa to go through the report. Comments from ICLEI Africa must be addressed and the final inception report sent to ICLEI Africa for our records.

**Task 2: Develop a methodology and approach for the roadmap (Estimated days 2)**
The service provider is to write out a brief with the proposed approach and methodology that will be used for the roadmap. ICLEI Africa will provide notes from- and recordings of all open sessions at LoCS4Africa 2020 as background information.
The approach and methodology must clearly correspond to the problem statement described above.

**Task 3: Baseline assessment (Estimated days 10)**
The service provider will be required to do research on what is already out there in the urban climate finance space – reports, guiding frameworks, principles and good practice case studies. This task will include desktop research as well as interviews with experts in the field. The service provider will deliver a baseline assessment report as part of this task.

**Task 4: Roadmap for unlocking urban climate finance (Estimated days 14 days)**
The service provider will provide an outline for the roadmap to ICLEI Africa for approval, and set up weekly meetings to discuss progress on the roadmap. The main deliverable for this contract is a finance roadmap that clearly illustrates the collective and individual roles that all key stakeholders could commit to in order to unlock climate finance at the local level. Part of this roadmap will also be to clearly indicate timelines and processes aligned with the UNFCCC COP26 and COP27, with the aim of achieving tangible financial commitments to urban climate finance.

**Task 5: Design and layout (Estimated days 2)**
The service provider will work with ICLEI Africa, and an appointed designer to develop a graphical representation of the roadmap that easily and strikingly delivers its key actions and messages. ICLEI Africa will appoint the designer through a separate contract, therefore this cost should not be included in the service provider's quote. The service provider should set aside time to review and comment on the design and layout of the roadmap as it progresses.

**Task 6: Project close (Estimated days 1)**
The service provider must include a close-out meeting in the project timeline. Due to the current pandemic, it is likely that the close-out meeting as well as other project meetings will be hosted virtually.

**SERVICE PROVIDER REQUIREMENTS**
The successful service provider must:
- Have extensive and demonstrable experience in project identification, technical assistance and project development in Africa. Priority will be given to those with experience at unlocking climate finance in urban areas and at the local level.
- Have proven experience in climate change and climate finance.
- Have the ability to translate technical finance concepts into language that the aforementioned target audience can understand.
- Proven ability to conceptualise and communicate complex topics, such as urban climate finance, by writing succinct and accessible documents.
- Have excellent writing and presentation skills. The ability to write and present in French will be an added advantage.
- Be creative and have proven experience in delivering out-of-the-box, innovative solutions.
- Communicate with ICLEI Africa in a professional and timely manner on progress.
Please note: The service provider is welcome to form a consortium to collectively bid for this work, but may only sub-contract additional parties to assist them after signing the contract if this is pre-approved by ICLEI Africa.

SUPPORT TO BE PROVIDED BY ICLEI AFRICA

Resources:
ICLEI Africa will provide the service provider with:
- A list of organisations that were invited to participate at LoCS4Africa 2020
- Notes and recordings for all open sessions at LoCS4Africa 2020
- Quotes and high quality photos from Mayors, city staff, private sector, donors and/or financiers for the final roadmap, if required.
- All necessary platforms for virtual engagements as part of this project.

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 AND REQUIREMENTS

Interested service providers are to attend a compulsory briefing on Zoom at 13:00 on 6 May 2021, information for the call is given below:

https://us06web.zoom.us/j/87203202474?pwd=QmNONFN6bEY0bi9JU1FKRU45UDI1dz09
Meeting ID: 872 0320 2474
Passcode: 860822

ICLEI Africa aims to work through questions during the compulsory briefing session. All service providers wanting to submit a bid must attend this briefing session.

Kindly submit your proposal to Kate Strachan at kate.strachan@iclei.org by 13:00 (SAST) on 14 May 2021.

Please use the subject line: Service Provider: Urban Climate Finance Roadmap when submitting your proposal. Please include the following information:

- Proposal including your understanding of the ToR, approach to the project, proposed overall timeline and basic budget including number of days per task and per expert
- Full CV(s) of the expert(s) that will be working on this project, and website address/links to previous work if available
- Confirmation of ability to complete this work by the end of July 2021
- Company profile, if available

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Examples of previous project work/reports/outputs that demonstrate writing skills and out-of-the-box thinking/solutions

For South African-based service providers only, provide proof of status for preferential procurement:
  - A B-BBEE certificate
  - If the service provider has an annual turnover of less than R10 million and/or does not have a B-BBEE certificate, a completed and signed sworn affidavit.

**SUBMISSION TIMELINE**

The project may be active for the duration until 31 July 2021, with all tasks completed by this date.

Please see below key dates for the submission process:

- **28 April 2021**: Terms of Reference released
- **13:00 (SAST) on 6 May 2021**: Compulsory briefing session
- **13:00 (SAST) on 14 May 2021**: Proposal submission closing date

**SCORING OF PROPOSALS**

All proposals will be considered against the following criteria:

- Price
- Skills and expertise (specifically for francophone African audiences)
- Interpretation of the Terms of Reference
- BEE Status (if applicable)

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

**Please note:** If you have not heard from ICLEI Africa by 30 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://africa.iclei.org/](http://africa.iclei.org/)