TERMS OF REFERENCE
ICLEI Africa & CoM SSA

ICLEI Africa seeks to appoint a service provider to design and reformat a number of technical climate change and access to energy documents

24 June 2021

Bids due: 8 July 2021

Interested service providers should submit their proposal to Ayanda Mthethwa (ayanda.mthethwa@iclei.org) with Adéé Strydom (adel.strydom@iclei.org) and Kirsty Griffin (Kirsty.griffin@iclei.org) in CC by 14:00 CAT on 8 July 2021.

Please indicate interest to submit a bid and any queries by 1 July 2021, so responses to queries may be shared with all bidders by 5 July 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).
TERMS OF REFERENCE

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 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.

This Terms of Reference (ToR) relates to assisting ICLEI Africa in designing a series of technical climate change and energy access documents. The service provider will be expected to only complete work included in this ToR.

1. BACKGROUND

This Terms of Reference is for an initiative entitled the Covenant of Mayors in Sub-Saharan Africa (CoM SSA), co-funded by the European Union (EU), the Federal Ministry of Economic Cooperation and Development of Germany (BMZ), and the Spanish Agency for International Development Cooperation (AECID), 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 230 local governments. The focus of the CoM SSA is to support local governments in moving from planning to implementation of energy access and climate change actions with a focus to unlock climate finance at the local level.

CoM SSA is the regional chapter of an international alliance of more than 10,000 cities, the Global Covenant of Mayors for Climate and Energy (GCoM). 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.

As part of the CoM SSA initiative, ICLEI Africa is supporting four cities across sub-Saharan Africa develop Sustainable Energy Access and Climate Action Plans (SEACAPs). Nine technical documents are required to develop one SEACAP; the SEACAP itself is a summary of these nine technical documents. For each of the four cities, the full SEACAP document will require design, while the nine supporting documents will require only cover design and text reformatting. There will be 40 documents in total.

2. AIM OF THIS ASSIGNMENT

ICLEI Africa seeks to appoint a service provider to design 4 full SEACAP documents and reformat and design covers for the 36 technical documents produced as part of the SEACAP development process. The primary target audience for these documents is government officials from Sub-Saharan Africa.
Documents for two of the cities will also require additional typesetting in French and it should be noted that French text is often longer than English. This will be a maximum of 20 documents. The total amount of hours required to complete the work is estimated at 240.

2.1 Look and feel

All of the documents need to adhere to the CoM SSA visual identity guidelines and logos agreement. They should feature a sleek, professional design style that will appeal to the target audience. These documents need to provide each city with a set of reports that they can be proud to present to partners and funders, as these documents present the future the city is working toward. ICLEI Africa will supply the CoM SSA visual identity guidelines, logos agreements, individual city logos and relevant infographics and images to the successful service provider.

2.2 Reformatting and cover design for 36 supporting documents

The service provider will be expected to design a MS Word template, as well as a cover template, that adheres to the CoM SSA visual identity guidelines and makes provision to include the city logo(s). The service provider can choose to create the cover templates in MS Word or professional design software (and saved as .pdf so that they can be incorporated into the Word document). The Word template should include styles for:

- Headings 1, 2 and 3
- Tables
- Titles for tables and figures
- Footnotes

The service provider will reformat the 36 documents (9 supporting documents from each city) to adhere to these templates. The Word documents will be exported as PDFs and the full documents, including covers, be supplied to ICLEI Africa in both Word and PDF format.

2.3 Designing four SEACAPs

The four completed SEACAPs will require full design and layout, as they are the flagship documents for each city’s climate change and sustainable energy efforts. They should feature the following:

- Front and back covers
- Individual city logos
- Icons (to be supplied by ICLEI Africa)
- Recreated tables and figures to fit the document’s style
- Design elements to introduce new chapters and/or sections
- Boxes and pop-outs to highlight key information
- High resolution images to compliment content (to be supplied by ICLEI Africa)
- Map of country and city location in Africa (recreated from maps supplied by ICLEI Africa)

The content of the four SEACAPs are based on templates, and therefore largely have the same chapters, sections and headings throughout. The service provider will design the first city’s SEACAP, which, once approved by ICLEI Africa, will serve as a template for the roll out of the other three SEACAPs.

2.4 Typesetting French versions

Using signed off, translated and proofread text supplied by ICLEI Africa, typeset French versions for two cities (a total of 20 documents).
3. DOCUMENT DETAILS AND LENGTH

The table below provides an overview for the documents which need to be designed. Please note ICLEI Africa will provide the proofread and signed off versions of these documents. ICLEI Africa will also provide the proofread, translated and signed off copies of the French versions of the documents where applicable.

ICLEI Africa estimates the total amount of hours required to complete the work at 240.

<table>
<thead>
<tr>
<th>List of documents</th>
<th>Approximate length</th>
<th>Approximate dates for when final, proofread documents will be made available to the service provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline emissions inventory (BEI)</td>
<td>(40-50 pages)</td>
<td>July 2021, August 2021</td>
</tr>
<tr>
<td>Risk and vulnerability assessment (RVA)</td>
<td>(80 – 90 pages)</td>
<td></td>
</tr>
<tr>
<td>Access to energy assessment (AEA)</td>
<td>(60-70 pages)</td>
<td></td>
</tr>
<tr>
<td>Target setting report for mitigation</td>
<td>(10-15 pages)</td>
<td></td>
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<tr>
<td>Target setting report for adaptation</td>
<td>(10-15 pages)</td>
<td></td>
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<tr>
<td>Target setting report for energy access</td>
<td>(10-15 pages)</td>
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<tr>
<td>Action plan for energy access</td>
<td>(40-50 pages)</td>
<td></td>
</tr>
<tr>
<td>Full SEACAP</td>
<td>(40-50 pages)</td>
<td></td>
</tr>
</tbody>
</table>

*These documents will also be produced in French

**PLEASE PROVIDE FOR THE FOLLOWING STAGES IN THE PROCESS**

- Up to three rounds of comments/corrections from the ICLEI Africa team on the design and layout of the MS Word templates, cover templates and full SEACAPs, that then need to be dealt with appropriately by the service provider.
- Supply of both print-ready and digital versions of the publications upon completion, together with any graphics created; these should be exported separately as PNG files (with transparent backgrounds).
• Supply of all Adobe InDesign files (.idml/.indd) files, correctly packaged for use on another computer.
• Supply of all Word documents and templates created.
• Supply of all illustrations created specifically for the design of the documents included in this ToR.

4. TURNAROUND TIMES

The service provider will adhere to the following turnaround times indicated below:

MS Word template and cover template for supporting documents:
• Draft 1: 1 week after ICLEI Africa supplies relevant content
• Draft 2: 1 week after receiving feedback from ICLEI Africa
• Draft 3 (if applicable): 3 working days after receiving feedback from ICLEI Africa
• Final files: 3 working days after receiving final feedback from ICLEI Africa

Reformatting of 9 supporting documents per city (36 in total):
• 9 PDFs with covers for each of the four cities: 2 weeks after ICLEI Africa supplies final content per city
• Corrections: 1 week after ICLEI Africa sends comments/feedback per city
• Process repeats for each of the four cities

Design of first full SEACAP:
• Draft 1: 2 weeks after ICLEI Africa supplies final content
• Draft 2: 1 week after receiving feedback from ICLEI Africa
• Draft 3 (if applicable): 3 working days after receiving feedback from ICLEI Africa
• Final files: 3 working days after receiving final feedback from ICLEI Africa

Roll out of 3 additional SEACAPs:
• Draft 1: For each city, 1 week after ICLEI Africa supplies final content
• Draft 2: For each city, 1 week after ICLEI Africa supplies feedback
• Draft 3 (if applicable): For each city, 3 working days after receiving feedback from ICLEI Africa
• Final files: For each city, 3 working days after receiving final feedback from ICLEI Africa
• Process repeats for each of the three cities

Typesetting of 20 documents in French:
• 10 typeset documents for each city: 3 weeks after ICLEI Africa supplies final content
• Corrections: 1 week after ICLEI Africa sends comments/feedback
• Process repeats for second city

NOTE: If the design of the abovementioned tasks overlap, ICLEI Africa will discuss with the service provider adjusted turnaround times.

5. SERVICE PROVIDER REQUIREMENTS

The service provider must:
• Have extensive and demonstrable experience in designing technical documents in a sleek, professional style using brand guidelines.
• Have the ability to create similar documents using varying data, ensuring the documents look the same but respect the data/text for each.
• Have experience in typesetting documents.
• Be able to design documents within a short timeframe and to very high standards.
• Communicate with ICLEI Africa in a professional and timely manner on progress.

Please note: The service provider may not sub-contract to other parties without prior written approval from ICLEI Africa.

6. PROVIDED BY ICLEI AFRICA

ICLEI Africa will provide the service provider with the following:
• Final, signed off and proofread content of all 40 English documents in MS Word.
• Final, signed off and proofread content of all 20 French documents in MS Word.
• CoM SSA visual identity guidelines.
• All logos that need to be included, including city logos, and the logos agreements.
• Guidance on logos to be included as well as guidance on the CoM SSA visual identity guidelines.
• Icon pack to be used.
• Images to be used.

7. EVALUATION CRITERIA

Bids will be evaluated against the following criteria:
• Price (hourly/daily rates and number of hours/days per individual to be submitted with the proposal)
• Demonstrated skills and expertise
• A B-BBEE certificate (if applicable)

8. SUBMISSION TIMELINE

Key timelines are as follows:
• 25 June 2021: Terms of Reference released
• 1 July 2021: All questions on clarification submitted
• 5 July 2021: Responses submitted to bidders
• 8 July 2021: All proposals due

9. SUBMISSION PROCESS

Interested service providers should submit their proposal to Ayanda Mthethwa (ayanda.mthethwa@iclei.org) with Adél Strydom (adel.strydom@iclei.org) and Kirsty Griffin (Kirsty.griffin@iclei.org) in CC by 14:00 CAT on 8 July 2021.

Please use the subject line: “Service Provider: Design of CoM SSA documents” when submitting your proposal. Please include the following information with your proposal:

• Detailed costing related to all the above-mentioned deliverables
• Full CV(s) of designer(s) and/or team member(s) that will be working on this assignment
• A website address/links to professional portfolio for similar work
• A company profile (if applicable)
• Three references – either written letters or contact details of previous clients
• Confirmation of ability to meet the proposed turnaround times
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, which we can supply on request.

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 July, 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.


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