TERMS OF REFERENCE
ICLEI Africa

Terms of Reference (ToR) for a service provider to facilitate community engagements in Susan’s Bay, Freetown, Sierra Leone, under the ENACT project

30th June 2021

Bids due: 23rd July 2021

Bids and technical queries can be sent to Ms. Carine Buma: enact.africa@iclei.org with Ms. Mercy Rose: Mercy.Rose@energy4impact.org in copy.

Please indicate interest to submit a bid and any queries by 9th July 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). If you have not heard from us 3 months after the closing date please take it that you were not successful.
1. INTRODUCTION

This document outlines the scope of the ENACT’s project requirements for a service provider to facilitate community engagements in Susan’s Bay, Freetown, Sierra Leone and is issued by ICLEI, a global network of more than 1,750 local and regional governments committed to sustainable urban development and is active in 100+ countries. ICLEI Africa influences sustainability policy and drives local action for low emission, nature-based, equitable, resilient and circular development. Our members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability. As part of a portfolio of projects, ICLEI Africa is working with Energy 4 Impact (E4I) to support the Freetown City Council (FCC), under the Enabling African Cities for Transformative Energy Access (ENACT) project, to increase energy access in informal settlements in Freetown, mainly in Susan’s Bay.

1.1. Project background

The Enabling African Cities for Transformative Energy Access (ENACT) Project is funded by the Foreign Commonwealth and Development Office (FCDO) of the UK government and is part of its Transforming Energy Access for Households and Improved Livelihoods Programme (TEA) programme. ICLEI Africa has been appointed, through Carbon Trust as the lead implementing partner and is working with Energy 4 Impact (E4I), in two project cities: Kampala (Uganda) and Freetown (Sierra Leone) over a three-year period, between July 2020 and March 2023.

In Freetown, ICLEI Africa and E4I are working closely with the Freetown City Council (FCC) and its political leadership in Susan’s Bay, the selected project location, to ensure the success of the project.

The ENACT project aims to create an enabling environment to improve energy security in Africa’s urban areas, with a focus on the urban poor living in informal settlements, by introducing market-led interventions for improved energy access. The project will foster private public partnerships and, through funding to private energy service providers, enable the testing and implementation of financing and business models for improved delivery of clean energy services – for cooking and lighting - to households and microenterprises living and operating in informal settlements within Freetown. This will be done through three pillars: (1) Capacity building of local governments on urban energy data collection and planning; (2) Private sector involvement to test and implement financing and business models for improved delivery of clean energy and cooking interventions; and (3) Knowledge dissemination to share lessons for scale-up and replication in urban areas across sub-Saharan Africa.

2. OBJECTIVES OF THIS ASSIGNMENT

ICLEI Africa seeks qualified local organizations to facilitate community engagements to raise awareness on not only the ENACT project, but also on energy access and, in particular, the implementation of energy solutions (mainly clean cooking) in the Susan’s Bay community, Freetown, which will be rolled out by service provider (s) who will be selected through a competitive bidding process.
Enabling African Cities for Transformative Energy Access

In March 2021, a fire incident occurred in Susan’s Bay, an informal settlement in Freetown; this fire affected about 7,093 people from 1597 households. As part of the restoration and ‘building back better’ process, the service provider will also be expected to provide support to the Councilor of Susan’s Bay, through active communication on clean and safe cooking in the community. As part of the restoration and rebuilding, through this scope of work, provide advice on safe electricity and cooking options, will be provided to people affected by the fire.

It is envisioned that these activities will contribute to increased awareness of accessing and using clean cooking products in Susan’s Bay community, which will in turn lead to increased uptake of clean cooking products and bring the FCC closer to achieving its energy access and climate change mitigation goals and other goals in relation to the Transform Freetown initiative.

This ToR is for individuals, a consortium, or a local organisation active in Freetown, with knowledge of and experience in engaging the Susan’s Bay community on awareness raising campaigns.

3. ENACT COMMUNITY ENGAGEMENT PROCESS

The community engagement and awareness raising within Susan’s Bay is planned to be carried out in two (2) phases. These phases, status of progress, and areas where the service provider’s support is required are outlined below and detailed in section 5.

- **Phase 1: Engagement design (in progress)**
  This phase involves designing a community engagement strategy and planning the activities with the project partners, including the Councillor of Susan’s Bay, and the service provider.

- **Phase 2: Initial community engagement and awareness raising (not started)**
  This phase will involve conducting a series of engagements with a representative group of stakeholders in the target community to: a) introduce the ENACT project to the community, b) begin awareness raising on clean cooking access and c) enlist community champions to support with awareness raising.

Part of this work will also involve offering support to the Susan’s Bay Councillor, particularly considering the Councillor’s central role in ensuring community buy-in of the ENACT project and what it is aiming to achieve in Freetown, particularly in relation to promoting clean cooking, and its benefits for community health and safety, and the climate. The community engagement and awareness raising activities will therefore also involve supporting the Councillor in both phases to mobilise key stakeholders, ensure data and information needed for the project is collected, and in organising key events related to the project.

4. ROLE OF THE SERVICE PROVIDER

All the engagements will be participatory and interactive, with the service provider facilitating activities in-person/on-the-ground in Freetown with guidance from the Freetown City Council, ICLEI Africa and E4I, who will engage remotely. Given the nature of the engagements, the service provider
undertakes to always adhere to all Sierra Leone government’s health and safety (including COVID-19) regulations and the World Health Organisation guidelines when conducting such events and/or meetings.

To meet the objectives of the community engagement and awareness raising activities in Susan’s Bay community, the service provider is expected to carry out the activities and deliver outputs as detailed in the table below:

<table>
<thead>
<tr>
<th>Key engagement activities</th>
<th>Service provider’s role</th>
<th>Service provider’s activities &amp; outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase 1: Engagement design</strong></td>
<td></td>
<td></td>
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<tr>
<td>Developing a community engagement strategy and work plan:</td>
<td>1. Identify and map key community stakeholders within Susan’s Bay. The selected stakeholders should be representatives of the community and may include, but are not limited to administrative officials; elected leaders; religious leaders; prominent businesspersons or small business group representatives; youth leaders; women groups; opinion leaders in the community; and heads of social institutions such as schools and hospitals.</td>
<td>1. List of community stakeholders to engage.</td>
</tr>
<tr>
<td>1. Mapping key community stakeholders, training the service provider on community engagement and key messaging for ENACT, and</td>
<td>2. Provide inputs on the design of the training and participate in the training by project partners on ENACT key messaging.</td>
<td>2. Administer survey questionnaires to community representatives</td>
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<tr>
<td>2. Conducting a baseline survey on energy access to understand knowledge gaps in the target community</td>
<td>3. Work with the local councillor to conduct a baseline survey to map community stakeholders and their knowledge using tools designed by the project partners.</td>
<td>3. Provide inputs in the design of the training and attend the community engagement training.</td>
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<td></td>
<td>4. Support the Councillor of Susan’s Bay with response to the fire incident in line with the ENACT project objectives and activities and contribute to the broader communication engagement strategy.</td>
<td>4. List of key stakeholders interviewed</td>
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<td></td>
<td></td>
<td>5. Survey results</td>
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<tr>
<td></td>
<td></td>
<td>6. Comments on the community engagement strategy</td>
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<td></td>
<td></td>
<td>7. Support the Councillor</td>
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<tr>
<td><strong>Phase 2: Initial community engagement and awareness raising</strong></td>
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<tr>
<td>1. Conducting a series of discussions with key stakeholders to introduce ENACT, and its aims and objectives</td>
<td>1. Support FCC and the local councillor in organising engagements with key stakeholders identified in Phase 1, as part of community ownership of the project.</td>
<td>1. Signed attendance registers of participants that attend community engagements.</td>
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<tr>
<td>2. Designing and developing material for community engagement and awareness raising</td>
<td>2. Support project partners in designing awareness raising material approved by ICLEI Africa and identifying suitable channels through which to disseminate the material. This also includes support with translating the material to Krio, the most used language in the area.</td>
<td>2. List of verified platforms for awareness raising and key messaging.</td>
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<tr>
<td>3. Enlisting community champions and influencers to help with awareness raising.</td>
<td>3. Approved communication material.</td>
<td>3. Approved communication material.</td>
</tr>
<tr>
<td></td>
<td>4. List of selected and confirmed community champions and</td>
<td>4. List of selected and confirmed community champions and</td>
</tr>
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</table>
5. ROLE OF THE PROJECT PARTNERS

The project partners will support the service provider to ensure the successful delivery of the activities. This will involve the following:

1. Prepare relevant work plans for activities to be carried out in each phase.
2. In collaboration with the service provider, prepare relevant material for community sensitisation, awareness raising, surveys, and learnings, including agenda, presentations, and other relevant material.
3. Review and provide feedback on engagement and awareness raising reports.
4. Analyse data from surveys and information from community engagements, and share outputs in the form of reports, case studies, presentations, or infographics.
5. In collaboration with the service provider, identify suitable platforms/channels for community awareness raising and sensitisation.
6. Where possible, participate in and co-facilitate key events either physically or virtually.

6. DURATION

It is envisaged that the service provider will provide support for the two phases listed above between August and October 2021. For these phases, the service provider will offer services for an estimated 12 days, broken down as below:

<table>
<thead>
<tr>
<th>Phases</th>
<th>Timeline</th>
<th>Service provider days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1: Engagement design</td>
<td>May 2021 – July 2021</td>
<td>5</td>
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<tr>
<td>Phase 2: Initial community engagement and awareness raising</td>
<td>July – October 2021</td>
<td>7</td>
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</tbody>
</table>
7. SERVICE PROVIDER REQUIREMENTS

Applications may be submitted by an individual, a consortium, and/or a local organization. The applicant must meet the following requirements:

1. Hold at least a diploma or degree in Renewable Energy, Community Engagement/Development, Social Sciences and related fields.
2. At least 3 years demonstrated experience and knowledge in engaging with local communities, especially those in urban informal settlements, local governments, local councils and committees, and civil society organizations. Experience engaging with national government, clean energy, climate change, or gender associations is an added advantage.
3. Experience working with the FCC and in Susan’s Bay will be an added advantage.
4. Ability to fully communicate (read, write, speak) English and Krio.
5. A minimum of 3 years of experience facilitating community engagements, awareness raising and community sensitization. Facilitating some of these activities using a blended physical and virtual approach is an added advantage. The service provider must also be able to connect with the project partners virtually throughout the project.
6. Demonstrated experience in administering surveys in urban informal settlements using various tools/platforms. A demonstrated experience with the use of Kobo Toolbox for data collection will be an added advantage.

8. EVALUATION CRITERIA

Bids will be evaluated in response to this ToR based on Qualifications/Skills of the team, Demonstrated Experience, Methodology proposed hourly rates (budget) per person in the team.

9. PAYMENT

Payment will be made in accordance with the satisfactory and timeous delivery of services and activities as outlined in section 5 above, and upon receipt of a fully compliant invoice and supporting material for proof of expenditure, e.g. receipts and timesheets.

10. ACCESS TO DATA AND INTELLECTUAL PROPERTY

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

11. SUBMISSION PROCESS
Kindly submit your proposal to Ms. Carine Buma at enact.africa@iclei.org with Ms. Mercy Rose, Mercy.Rose@energy4impact.org in copy, by 17:00 (SAST) on 23rd July 2021. For any queries related to submission, contact ICLEI Africa via the email above.

Please use the subject line: ‘Service Provider: ENACT, on-ground support on community engagement in Freetown, Sierra Leone’ when submitting your proposal, and attach the following:

1) Proof of all requirements for this work as per section 7 above.
2) Concept note, work plan and detailed budget (itemised budget showing hourly rates per staff in the team) in British Pound Sterling (GBP). The concept note should also include a methodology on how the service provider intends to carry out community engagement and awareness raising activities within the Susan’s Bay community, taking into account the fire incident that happened in March 2021.
3) Each activity should be unpacked to include the following information:
   a) Outline of the team working on each deliverable with time allocated to each deliverable, and daily/ hourly rate. A team member should be assigned to work closely with the Susan’s Bay Councillor in community engagement and awareness raising activities for the project, and also in liaising with the FCC.
   b) Total number of hours/ days assigned to each task.
   c) Approach and methodology.
4) Curriculum vitae of each team member to be involved in the project.
5) If applicable, a company/organisation profile and examples of communication materials/products previously developed.
6) Risk matrix and mitigation measures (including COVID-19).

12. SUBMISSION TIMELINE
• 30th June 2021: Terms of Reference released
• 23rd July 2021 at 17:00 (SAST): Proposal submission closing date
• 10th August 2021: Service provider appointed

For more information on ICLEI Africa see: http://www.iclei.org/ and http://africa.iclei.org/.
For more information on the ENACT project see ENACT | ICLEI Africa.