Terms of Reference

Terms of reference for a service provider to conduct a household survey to collect primary data to support ICLEI Africa with the development of a Sustainable Energy Access Climate Action Plan (SEACAP) for the Maputo Metropolitan Area (MMA), Mozambique

31st August 2022

Proposals due: 21st September 2022

Bids and technical queries can be sent to Lucy Lavirotte (lucy.lavirotte@iclei.org) with Nicola Rule (Nicola.rule@iclei.org) in CC.

Please indicate interest to submit a bid and any queries by 6 September 2022, so responses to queries may be shared with all bidders by 7 September 2022.

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)
ICLEI - Local Governments for Sustainability (ICLEI) is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ 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 continues to enlarge its footprint in Africa, reaching over 450 cities and regions in 53 countries across the continent.

ICLEI Africa is working with UN-Habitat to support the Maputo Metropolitan Area (MMA), which consists of the urban and peri-urban regions of Maputo, Boane and Matola, Mozambique, to develop a joint Sustainable Energy Access and Climate Action Plan (SEACAP).

This Terms of Reference relates to supporting ICLEI Africa with conducting a household survey to collect primary data to support the development of a Sustainable Energy Access Climate Action Plan (SEACAP) for the MMA, Mozambique. The service provider is expected to only undertake work indicated within this ToR.

1. BACKGROUND

The Global Covenant of Mayors for Climate & Energy (GCoM) was launched in 2016 with the aim of supporting cities and local governments with mobilising and developing climate and energy action plans, as well as enabling cities, local governments and the networks that support them, to bridge the gap from climate planning ambition to action delivery.

The Covenant of Mayors in Sub-Saharan Africa (CoM SSA) is an initiative launched by the European Union (EU), and funded by the European Commission, BMZ and AECID, to support local authorities in sub-Saharan Africa in the climate challenge and in their efforts to ensure access to clean energy. CoM SSA is the "regional covenant" or chapter of the GCoM in SSA. Under CoM SSA, local authorities are encouraged to voluntarily commit to the implementation of climate and energy actions in their area of influence.

In order to translate the political commitment into practical measures, CoM SSA signatories commit to producing and implementing a strategic and operational document called the Sustainable Energy Access and Climate Action Plan (SEACAP). The SEACAP is the key document that sets the strategies, plans, and actions for a low carbon development pathway, while including climate adaptation actions and ensuring access to secure, affordable and sustainable energy, in response to the current and future impacts of climate change in the region. The SEACAP is both a strategic and an operational document. It uses the results of a Baseline Emissions Inventory (BEI) to identify the best fields of action and opportunities for reaching the local authority’s greenhouse gas (GHG) emission reduction targets; it uses the results of a Risk and Vulnerability Assessment (RVA), which identifies the city’s most significant climate hazards and vulnerabilities, to identify actions for reducing a city’s risks to the impacts of climate hazards; and it uses the results of an Access to Energy Assessment (AEA), which assesses energy use, to identify actions to improve access to secure, sustainable, affordable and reliable energy. The SEACAP defines concrete measures for
climate mitigation, adaptation and access to sustainable energy, with timeframes and assigned responsibilities, translating the long-term strategy into action.

The three municipalities of Maputo, Boane and Matola (part of the Maputo Metropolitan Area – MMA) have signed up to the CoM SSA and now require support to develop a joint SEACAP covering the MMA. ICLEI Africa is working with UN Habitat to support Maputo, Boane and Matola develop their joint SEACAP as well as the corresponding technical documents (BEI, RVA and AEA).

2. AIM OF THE ASSIGNMENT

ICLEI Africa requires the services of an appropriately qualified and experienced service provider to conduct a small-scale household survey (approximately 385 households) to collect primary data to support the development of a Sustainable Energy Access Climate Action Plan (SEACAP) for the MMA, Mozambique.

3. ROLE OF THE SERVICE PROVIDER

3.1 Inception Meeting and Inception Report

The service provider is expected to take part in a one-hour inception meeting with the ICLEI Africa team to discuss the assignment. The inception meeting will take the form of an online meeting via Zoom or a similar platform. During the course of the inception meeting, ICLEI Africa and the service provider will discuss and confirm the requirements and scope of works for the assignment. The service provider will also be offered the opportunity to ask any questions before commencing with data collection.

Following the inception meeting, the service provider is expected to develop and submit to ICLEI Africa a short inception report, which includes a detailed methodology to complete the assignment within the timeline agreed upon in the inception meeting. Specifically, the inception report should, at the very minimum, detail the following:

- A brief description of tool(s) that will be used for data collection and data analysis (KoBo toolbox encouraged);
- Outline the process for undertaking the household survey, including:
  - the number of enumerators that will be used to conduct the survey (women enumerators encouraged),
  - estimated number of days needed to conduct the survey,
  - confirmation of estimated number and location of household surveys (385 households) to be administered within Maputo, Matola and Boane to ensure a representative sample, and
  - detail on how local stakeholders and vulnerable groups (particularly women, children and the elderly) will be engaged with during the data collection process.
- The methodology for analysing primary data once the household survey has been completed.

Key Deliverables:
Deliverable 1: Attendance at the Inception Meeting
Deliverable 2: Submission of Inception Report

3.2 Attend a training session for enumerators
Once the inception report has been reviewed and accepted by ICLEI Africa, prior to undertaking the household survey, the appointed enumerators are required to attend an online training session on the objectives of the data collection process, the data collection application to be used as part of the assignment (KoBo toolbox), and a simulation of the data collection process. The training will be conducted by ICLEI Africa and is expected to last approximately 2 hours.

**Key Deliverables:**
**Deliverable 3:** Attend the online training session for enumerators, and submit meeting minutes (with actions) post this meeting

### 3.3 Conduct a household survey with the MMA

A household survey questionnaire has been prepared by ICLEI Africa, and will be provided to the service provider during the inception meeting. The questionnaire will also be made available on a digital data collection application, which will be provided by ICLEI Africa to facilitate the data collection process. The survey is a quantitative survey, consisting of approximately 50 questions, covering four sections – General, Access to Energy, Climate Mitigation and Climate Adaptation. The General section covers basic demographic information, while the Access to Energy and Climate Mitigation and Adaptation sections of the survey cover more thematic questions. For almost all questions, fixed option responses are provided.

The service provider is expected to conduct a household survey within the MMA ensuring an appropriate representation of the MMA. Those interviewed should be disaggregated by residential and commercial zones, socio-economic levels, as well as gender, where possible. The survey should be conducted using questionnaires administered by an enumerator to one respondent per household. 385 household surveys should be completed in total within the MMA.

The service provider is expected to document each step of the data collection process as this information is to be included in the post survey report (Deliverable 5).

**Key Deliverables:**
**Deliverable 4:** Conduct 385 household surveys within the MMA

### 3.4 Post Survey Report

Once the data has been collected, the service provider is expected to write a post survey report which includes:
- an explanation on the data collection methodology used to gather the data (and any assumptions made during the collection of data)
- a list of interviewees consulted
- pictures of the field-work conducted
- lessons learnt through the data collection process
- all completed household surveys (raw data)

**Key Deliverables:**
**Deliverable 5:** Completed household surveys and post survey report
3.5 Post Survey Close Out Meeting

Once Deliverables 1 – 5 have been completed, submitted to, and approved by ICLEI Africa, the service provider is expected to be available for one (1) 1-hour follow-up virtual meeting to answer any questions that may arise from the technical team at ICLEI Africa.

**Key Deliverables:**
Deliverable 6: Attend one 1-hour follow-up virtual meeting with the ICLEI Africa team, and submit meeting minutes (with actions) post this meeting

3.6 Post Survey participatory workshops with the MMA

A key component of SEACAP development is the development of the capacity of MMA technical staff. The service provider is expected to virtually attend one (1) capacity building workshop with the MMA technical team, staff and/or other stakeholders identified by ICLEI Africa. During this session (which will be organised and hosted by ICLEI Africa), the service provider will be expected to share their experience around data collection, including the methodology used, the key findings and lessons learnt while conducting the household survey in the MMA.

**Key Deliverables:**
Deliverable 7: Prepare and participate in one (1) participatory workshop with the MMA, to share the service provider’s experience around data collection, including the methodology used, key findings, as well as lessons learnt while conducting the household survey in the MMA, and submit meeting minutes (with actions) post this meeting

4. ROLE OF ICLEI AFRICA

ICLEI Africa will be responsible for the following to support the service provider with this piece of work:
- Set up all virtual briefing meetings (via Zoom or a similar platform)
- Provision of an online training for enumerators to present the objectives of the data collection process, the data collection application (KoBo toolbox), as well as a simulation of the data collection process.
- Provide survey questions to be administered in households within the MMA covering questions to support the development of the BEI, AEA and RVA
- Provide digital data collection application to facilitate the data collection process through household surveys
- Provide feedback on the data collection process and all reports submitted (Inception Report and Post Survey Report)
- Provision of a consent form to be used by the enumerators

5. ACCESS TO 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 UN-Habitat and ICLEI Africa. On completion of the contract, the intellectual property of all outputs will be transferred to UN-Habitat and ICLEI Africa.
6. SPECIFICATIONS TO QUOTE

The service provider is expected to deliver Deliverables 1 – 5 within a 6-week period of time as follows (this should be indicated in the workplan submitted with the proposal). Deliverable 6 and 7 will fall outside of this period of time:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Time required (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1: Attendance at the Inception Meeting</td>
<td>1 hour</td>
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<tr>
<td>Deliverable 2: Submission of Inception Report</td>
<td>4 hours</td>
</tr>
<tr>
<td>Deliverable 3: Attend the online training session for enumerators</td>
<td>2 hours</td>
</tr>
<tr>
<td>Deliverable 4: Conduct 385 household surveys within the MMA</td>
<td>192.5 hours</td>
</tr>
<tr>
<td>Deliverable 5: Post survey report</td>
<td>4 hours</td>
</tr>
<tr>
<td>Deliverable 6: Attend one (1) 1-hour follow-up virtual meeting with the ICLEI Africa team</td>
<td>1 hour</td>
</tr>
<tr>
<td>Deliverable 7: Attend one (1) participatory workshop with the MMA, to share the service provider’s experience around data collection, including the methodology used, key findings, as well as lessons learnt while conducting the household survey in the MMA</td>
<td>1 hour</td>
</tr>
</tbody>
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Please note: The service provider may only sub-contract other parties to assist them if approved in writing by ICLEI Africa.

7. SERVICE PROVIDER REQUIREMENTS

Proposals may be submitted by an individual or a consortium with collective proven expertise to complete all aspects of this ToR. A lead consultant, who will remain the focal point of contact throughout the assignment, must be indicated in the proposal. The individual or consortium must meet the following requirements:

- Experience (minimum 2 years) with data collection and research. Experience specifically with data collection and research in the environmental, energy, climate change, social sciences, urban planning and/ or urban development sectors will be an added advantage.
- Evidence of undertaking similar assignments, including experience in conducting field surveys.
- Experience (minimum 2 years) developing technical reports and undertaking post survey reporting.
- Good writing skills.
- Excellent knowledge and experience with Excel. An understanding and previous experience using the KoBo toolbox, is an added advantage.
- Experience working with local community members in Mozambique.
- Excellent communication skills in English and Portuguese.
- Ability to work independently and as part of group comprising professionals and government officials.
- Ability to deliver high quality outputs within specified commitment periods.
8. SCORING OF PROPOSALS

All proposals will be considered against the following criteria:

● Price, including hourly/daily rates and number of hours/days per portion of work, as well as any other costs necessary for fulfilling this assignment
● Demonstrated qualifications relevant to this ToR
● Demonstrated experience relevant to this ToR

9. SUBMISSION PROCESS

Kindly submit your proposal including all components outlined in the specifications to quote to Lucy Lavirotte (lucy.lavirotte@iclei.org) with Nicola Rule (nicola.rule@iclei.org) in CC by 16:00 (SAST) on 21st September 2022. Please use the subject line: ‘Service Provider: MMA SEACAP Survey’.

When submitting your proposal please include the following information:

1) Proof of all requirements for this work.

2) Proposal, work plan and detailed budget in USD. Each deliverable should be unpacked to include the following information: Proposed approach, methodology and data collection strategy.

b) Detailed workplan/Gantt chart indicating how the work will be carried out within indicated timeframes.

c) Outline of the team working on each deliverable with time per team member allocated to each deliverable.

d) A detailed budget, including the total number of hours/days assigned to each task (per team member and total). The total cost must be VAT inclusive and should be quoted in USD.

3) Company profile (if relevant).

4) CVs of the lead consultant, key team members and enumerators who will be involved in all stages of the work.

5) A summarised list or table of similar projects, including title, description, the client, the project duration, your role in the project, and a minimum of three contactable references.

10. SUBMISSION TIMELINES

Key timelines are as follows:

● 31st August 2022: Terms of Reference released
● 6th September 2022: All questions submitted
● 7th September 2022: All responses to questions provided
● 21st September 2022: 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 the end of November 2022, 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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