Terms of Reference

Terms of reference for a service provider to support ICLEI Africa with Monitoring Evaluation and Learning (MEL) work for the BRokering Innovation for Decentralised climate finance & Gender Equality (BRIDGE) project

18 December 2023

Proposals due: 19 January 2024 (16:00 GMT+2)

Please indicate interest to submit a bid and submit any queries by 10 January 2024, so responses to queries may be shared with all bidders by 12 January 2024.

Bids will still be accepted if interest is not indicated, but bidders must accept that they may not have received responses to questions submitted.

Proposals and technical queries can be sent to Nicolas Gate (nicolas.gate@iclei.org) with Lucy Lavirotte (lucy.lavirotte@iclei.org) in CC.
TERMS OF REFERENCE

ICLEI – Local Governments for Sustainability (ICLEI) is a global network of more than 2500 local and regional governments committed to sustainable urban development. Active in 100+ countries, ICLEI influences sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. ICLEI’s members and team of specialists work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

This Terms of Reference pertains to supporting ICLEI Africa in developing a Monitoring Evaluation and Learning (MEL) system for the BRIDGE project.

1. BACKGROUND

The BRIDGE project, funded by the Ministry of Foreign Affairs of the Netherlands and the International Development Research Centre (IDRC), Canada as part of the Step Change programme, aims to enhance access to appropriate finance for locally-led and gender-responsive climate change adaptation efforts in Cameroon, with knowledge gained disseminated to the central Africa region and beyond. BRIDGE is addressing knowledge-to-action gaps by strengthening the capacity of relevant climate change knowledge brokers and their networks in moving from planning to action, by generating and integrating the knowledge needed to unlock finance for gender-responsive and inclusive locally led adaptation.

ICLEI Africa, in collaboration with the University of Yaoundé 1, the Special Equipment and Inter-communal Intervention Fund (FEICOM), a minimum of two municipalities, and 30 climate change knowledge brokering organisations in Cameroon, is undertaking this project over 42 months, from 1 September 2023 to 28 February 2027. The project follows a participatory approach and seeks to:

- Strengthen the capacity of knowledge brokers and their networks in Cameroon to enable inclusive planning, project development, and financing for locally-led and gender-responsive climate change adaptation action;
- Identify and enhance the most suitable mechanism(s) for unlocking finance for locally-led and gender-responsive climate change adaptation in Cameroon; and
- Enhance the capacity of knowledge brokers in central Africa to improve access and deployment of finance for locally-led and gender-responsive climate change adaptation projects.

The expected impacts of the BRIDGE project include:

- Strengthened capacity of 30+ climate change adaptation and climate finance knowledge brokers, with improved coordination for mobilising finance for inclusive climate change adaptation action;
- Enhancement of at least one finance mechanism for locally-led adaptation projects or the co-development of such a mechanism;
- Co-development of at least two municipal adaptation project concept notes; and
- Scaling of project learnings to the central Africa region.
2. **AIM OF THE ASSIGNMENT**

ICLEI Africa is looking to appoint a service provider to conduct MEL tasks as part of the BRIDGE project. The assigned responsibilities include formulating a MEL system for the project, to ensure that constant learning, reflection and improvement occur throughout the project implementation period. This system must align with the Step Change programme’s MEL framework and meet the programme’s associated reporting requirements.

3. **THE SERVICE PROVIDER TASKS**

The service provider’s key responsibility is the development of a robust MEL system to ensure that learning, reflection and adjustment occur during project implementation for constant improvement of the project over time, in alignment with project and programme Theory of Change (ToC) and Key Performance Indicators (KPIs). This will include:

1. **Reviewing BRIDGE ToC and KPIs in relation to the Step Change ToC and KPIs, also taking into account updated circumstances in project delivery.**
2. **Developing a MEL system for the BRIDGE project to ensure constant learning and to monitor progress towards BRIDGE and Step Change ToC and KPIs, including guidance on the use of the BRIDGE MEL system and on the collection of relevant data at various project stages.**

1) **Reviewing BRIDGE ToC and KPIs:**

The service provider will review the BRIDGE project’s ToC and KPIs in relation to the Step Change initiative ToC and KPIs. This collaborative process involves assessing the clarity, relevance, and effectiveness of the existing indicators and theoretical framework in alignment with the project and programme’s overarching objectives. The service provider will work closely with the project team to refine and enhance these elements, ensuring they are tailored to the project’s core goals, and align with the project’s implementation timeframe and resource availability.

2) **Developing a MEL system for the BRIDGE project:**

The service provider will design a comprehensive MEL system tailored specifically to the BRIDGE project. This involves creating a structured framework that includes methodologies, data collection instruments, and analytical approaches to systematically monitor and evaluate progress toward achieving the identified ToC and KPIs, and ensure constant learning and improvement over time. The MEL system will serve as a roadmap to the project team and partners for effective project learning and improvement over time.

The service provider will develop a guiding document on how the project team can collect pertinent MEL data throughout the different stages of the BRIDGE project. This involves advising on the selection of appropriate data sources, methodologies, and instruments to ensure the reliability and validity of the information gathered. The aim is to capture data that reflects the project’s impact, outcomes, and achievements in line with the defined ToC and KPIs. The service provider will develop practical tools and guidance documents to assist project stakeholders, including ICLEI Africa and BRIDGE partners in effectively utilising the MEL system. The tools may include reflection and learning points and methodologies, data collection templates, guidelines for data collection and interpretation, and guidance for...
reporting progress against the established indicators, and incorporating lessons learnt for constant improvement.

4. ROLE OF ICLEI AFRICA

ICLEI Africa will be responsible for the following:

- Providing all necessary BRIDGE project information required for the service provider’s tasks;
- Providing all MEL guidance/requirements from the broader Step Change programme;
- Collecting relevant data to feed into the MEL system;
- Facilitating communication between project partners and the service provider as needed; and
- Providing guidance on technical terms that may arise in the technical documents and materials.

5. Budget

The maximum budget available for this work is ZAR 100,000.00 (VAT inclusive).

7. SPECIFICATIONS TO QUOTE

Interested service providers are required to submit the following:

- A concise technical proposal and workplan (5 pages maximum) outlining the approach proposed for this assignment.
- A detailed financial proposal, including per person daily or hourly rates.
- The complete CV of the service provider (an individual or a team of individuals) designated for this assignment, along with the service provider’s qualifications and demonstrable experience in MEL work related to the objectives of the BRIDGE project. If available, provide website address or links to previous relevant work.
- 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 ZAR 10 million and/or does not have a B-BBEE certificate, a completed and signed sworn affidavit.

9. SERVICE PROVIDER REQUIREMENTS

- Ability to fluently write and speak in English. French is a strong added advantage.
- A proven track record of conducting MEL work as indicated in this ToR.
- A minimum of 5-years’ experience in project MEL with multi-stakeholder groups including national and sub-national governments in Africa. Experience in Cameroon will be a strong advantage.
- Knowledge and understanding of the fields of climate change adaptation, climate finance, gender mainstreaming, inclusion and knowledge of government processes.
- Demonstrable experience on how to incorporate gender and inclusivity tangibly into projects and processes.
- Strong writing skills and experience in developing clear and succinct technical MEL reports.
- Availability to complete this assignment during the month of February 2024.

10. SCORING OF PROPOSALS

All proposals will be considered against the following criteria:

- Individual or team of individuals qualifications
- Previous MEL experience
- Proposed approach
- Cost
- BEE Status (only if applicable)

11. SUBMISSION PROCESS

Kindly submit your proposal including all components outlined in this ToR to Nicolas Gate (nicolas.gate@iclei.org) with Lucy Lavirotte (lucy.lavirotte@iclei.org) in CC by 16:00 (GMT+2) on 19 January 2023. Please use the subject line: ‘Service Provider: BRIDGE MEL’

For any queries related to submission please contact ICLEI Africa via the email addresses above.

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE.
Annex 1: Step Change Theory of Change

Notes:
1) This diagram describes the holistic view of Step Change, including both CDKN-III and the field builder components. 2) From the outset, projects and cross-cutting functions will be oriented towards long-term sustainability and legacy of outcomes, e.g. investment in synthesis, capitalising on new coalitions built through StepChange, consolidation of lessons learned.
Below is the logic behind the assumptions, inputs, approach and impacts presented in the Theory of Change

**Assumptions**

First, **knowledge and evidence are essential for financed, inclusive and locally-led adaptation**. Despite an abundance of evidence in many forms, and significant investment in further knowledge production through research programs, evidence is seldom taken up effectively in decision-making and implementation of adaptation. Urgent action, as called for by both COP26 and the IPCC, is not an excuse for un-informed policy and practice. The urgent need for evidence-informed action requires facilitated access to knowledge and evidence in a form that decision makers can use, and on building demand through long term relationships with decision makers. Success depends on skilled knowledge brokers and specialised intermediary organisations. **Step Change will build the skills of organisations and individuals to do this work.**

Second, in line with IDRC’s [equality statement](#) and DGIS priority areas, to be effective in the long term **adaptation initiatives must tackle the systems that perpetuate inequalities on the basis of identity**. Canada’s Feminist International Assistance Policy, launched in 2017, sets a strong political commitment by the government of Canada to advance women’s rights and gender equality. Multiple and intersecting categories of identity, including, but not limited to gender, sexuality, age, class, race, caste, ethnicity, indigeneity, citizenship status, religion, and ability affect how different people experience the risks and impacts of climate change and natural hazards, and benefit (or not) from interventions to enhance climate adaptation and resilience. Taking an intersectional approach recognizes these differences and understands diversity as central to advancing equality in a more climate-resilient future.

A third key set of lessons relate to **scaling the impact previous knowledge brokering efforts, specifically CDKN**. A final evaluation of that program found that Southern leadership on climate knowledge brokering was critical to the CDKN-Knowledge Accelerator’s relevance, legitimacy, and success. This success provides strong justification for broader field building efforts that support organizations in the Global South to develop and leverage capacity and skills for knowledge brokering. Studies and evaluations of scaling impact in research for development have shown that policy change is an important scaling pathway, and that we should focus not only on isolated incidents of policy influence, but also on strengthening capacity for informed policy making and contributing to demand for and capacity to use evidence.

**Inputs**

**Step Change** consists of two key inputs that relate directly to the objectives of the program (refer to ToC diagram, above):

1. mobilising knowledge in priority adaptation areas of GESI, EbA and adaptation finance
2. mobilising organisations and networks through capacity strengthening

**Approach**

**Step Change** will scale lessons from previous phases of CDKN in three complementary ways: scaling out (replicating the knowledge brokering approach in more countries and with more organisations); scaling deep (integrating gender equality and social inclusion into adaptation actions and policies) and scaling up (supporting the amplification of lessons learned into national and global policy). Each is explained in turn below.

1. **Scaling out**: Connecting brokering expertise to and across organisations on the African continent. Scaling out is about dissemination and expanding the use of climate knowledge brokering approaches to enhance impact. The two principal mechanisms through which this will be achieved is, firstly, by
increasing the number of organisations who receive funding to conduct impactful knowledge brokering work. This will be achieved first and foremost through the Field Builder component, but also through CDKN-III’s Knowledge-into-Action grants. Second, opportunities to share CDKN’s lessons learned about effective approaches to impacting policy and achieving transformative change will be purposefully shared with new organisations funded through Step Change though regular capacity strengthening opportunities and through IDRC-convened learning reviews.

2. Scaling deep: Enhancing capacity for transformative adaptation
Scaling deep is about changing relationships, values and beliefs. In this initiative, scaling deep will be supported through transformative approaches that specifically take aim at the intersecting root causes of inequality and vulnerability. Step Change will take an intersectional approach, recognising that individuals face a variety of exclusions by virtue of multiple aspects of their identity and contexts in which they live. All initiatives supported through Step Change will develop GESI responsive strategies, and will be supported to strive for transformative climate action wherever feasible. Capacity strengthening for GESI responsive and transformative approaches will be offered by both CDKN (whose capacity in this area has grown tremendously over the past 4 years thanks partly to support from the IDRC), and by IDRC directly.

3. Scaling up: ensuring high quality knowledge brokering for equitable, socially inclusive and sustainable climate policy
Scaling up is about changes at the level of laws and policies for the public good, and the emphasis will be on informing and influencing the development of socially equitable and environmentally sustainable climate policies across developing countries. Project teams will be supported to share learning and build capacity in effective approaches to policy influencing. This will ensure that impacts are not isolated to a single region or country, but that we also leverage lessons from these approaches to contribute to capacity for informed climate policy in other regions and at other levels. IDRC’s focus on knowledge translation, research uptake and scaling science will be brought to bear to generate cross-program learning reviews intended to share, synthesise and communicate lessons learned on policy influence.

Impact, results and monitoring
Overall, the ultimate impact of Step Change is improved quality of life and resilience to climate extremes for the most climate-affected people, especially in Africa, but also in South Asia and Latin America. Step Change-funded projects will enhance the resilience specifically of marginalized groups, taking an intersectional approach by addressing the systems that perpetuate inequalities on the basis of identity, including gender, ethnicity, age and the myriad factors that intersect to influence the ability of people to respond to climate risks.

Step Change will leave behind an energised, high capacity and sustainable knowledge brokering sector with networks extending across Africa, South Asia and Latin America. This energised knowledge brokering sector will be a key building block toward ensuring that evidence-based and inclusive adaptation at the scales required in the years ahead is possible long after Step Change ends, especially on the African continent.

A mid-term formative evaluation will provide reflection on progress toward outcomes in Step Change. A final evaluation will offer IDRC and DGIS summative judgment on evidence and impact aimed.

Learning and networking between all Step Change-funded grantees will be supported through two Learning Reviews. These will be face to face events intended to synthesise learning to date with regard to the objectives of Step Change, and to provide fertile ground for new relationships and partnerships among knowledge broker organisations.
### Annex 2: Step Change KPI Framework
Version 2.2, July 2023

<table>
<thead>
<tr>
<th>ToC area to track</th>
<th>Recommended KPI</th>
<th>Definitions</th>
<th>Data source</th>
<th>Frequency</th>
<th>Who is responsible</th>
<th>Targets (notional)</th>
<th>CDKN N-III</th>
<th>Field Builder</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. OUTPUTS</strong></td>
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<tr>
<td><strong>1.1. Actors &amp; Relationships</strong></td>
<td>1.1.1 Number of organisations that work on knowledge brokering funded through Step Change</td>
<td>Knowledge brokering: The practice of facilitating the dissemination, exchange, co-production and use of relevant information for changes in policy and practice.</td>
<td>Grant agreement logs</td>
<td>Annual</td>
<td>IDRC Program Management Officer</td>
<td>9</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.1.2 Number of new partnerships formed as a result of Step Change funding, networking and capacity strengthening activities</td>
<td>Partnerships: an agreement between a Step Change funded organisation and another organisation evidenced by a MOU, contract or other formal partnership agreement</td>
<td>Partnership logs</td>
<td>Annual</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>15</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>1.2 Capacity Enhanced</strong></td>
<td>1.2.1 Number of capacity strengthening activities delivered or supported by Step Change-funded organisations</td>
<td>Capacity strengthening activities: Enhanced or mobilised capabilities of people and institutions including skills, relationships and systems in a sustainable manner to improve their competence and problem-solving capacities.</td>
<td>Activity log</td>
<td>Updated &amp; reviewed quarterly</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>30</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Evidence-based Climate Action</td>
<td>1.2.2 Number of key actors that have participated in capacity strengthening activities convened by Step Change funded organisations, disaggregated by gender and other marginalisation criteria</td>
<td>Key actors: see below</td>
<td>Activity log</td>
<td>Updated &amp; reviewed quarterly</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>100</td>
<td>30</td>
<td></td>
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<tr>
<td>1.2.3 Number of organisations that have taken part in capacity strengthening activities convened by Step Change on knowledge brokering methods</td>
<td>Participating organisations log</td>
<td>Updated &amp; reviewed quarterly</td>
<td>IDRC Program Management Officer &amp; CDKN MEL focal point</td>
<td>20</td>
<td>10</td>
<td></td>
<td></td>
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<tr>
<td>1.3 Accessible and Used Knowledge Products</td>
<td>Demand driven synthesis, adapted knowledge and tools that support use of knowledge by decision makers</td>
<td>Knowledge product: digital or physical outputs that are produced by Step Change grantees or their direct partners, and either published publicly or for limited distribution for key actors (e.g., at an event).</td>
<td>Product log</td>
<td>Updated &amp; reviewed quarterly</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>250</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>1.3.1 Number of knowledge products developed or adapted by grantees</td>
<td>Survey: a periodic user survey conducted with individuals engaged with Step Change grantees Useful: key actors perceive value in the knowledge product for application in their work</td>
<td>User survey</td>
<td>mid and end term (Year 3 and Year 5)</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>80%</td>
<td>80%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3.2 Percentage of survey responses rating a sample of knowledge products as useful</td>
<td>Knowledge-sharing events: events convened or co-convened by Step Change (IDRC or grantees) aiming at sharing knowledge, tools and approaches to inform changes in policy and practice. This can</td>
<td>Activity log</td>
<td>Updated &amp; reviewed quarterly</td>
<td>CDKN &amp; Field Builder MEL focal points &amp; IDRC Program Management Officer</td>
<td>100</td>
<td>20</td>
<td></td>
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</table>
include workshops, webinars, side events at conferences, etc (distinct from capacity strengthening activities)

<table>
<thead>
<tr>
<th>2. IMMEDIATE OUTCOMES</th>
<th>2.1 Strengthened capacity of decision makers &amp; knowledge users to advance locally-led adaptation</th>
<th>Strengthened capacity: enhanced or mobilised capabilities of people and institutions including skills, relationships and systems in a sustainable manner to improve their competence and problem-solving capacities. Reporting: via activity feedback log Locally led adaptation: Refers to climate adaptation actions that are owned by local partners, community, and practitioners. It suggests giving local institutions and communities more direct access to finance and decision-making power over how adaptation actions are defined, prioritized, designed, implemented; how progress is monitored and how success is evaluated.</th>
<th>Activity feedback log</th>
<th>Updated &amp; reviewed quarterly</th>
<th>CDKN &amp; Field Builder MEL focal points</th>
<th>60%</th>
<th>60%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1 Percentage of key actors that have participated in Step Change convened capacity building events reporting strengthened capacity to advance locally-led adaptation</td>
<td>Cases: See below</td>
<td>Outcome journal</td>
<td>Updated &amp; reviewed quarterly</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>22</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2.2 Strengthened Southern-based leadership to drive locally-led adaptation solutions</td>
<td>2.2.1 Percentage of total Step Change funded products authored or co-authored by authors from the Global South (outputs disaggregated by GESI content, action area, product type)</td>
<td>Authorship: products that include at least one author from the global South will be included.</td>
<td>Product log, check box as part of output submission</td>
<td>Updated &amp; reviewed quarterly</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>80%</td>
<td>90%</td>
</tr>
<tr>
<td>2.2.2 Number of events hosted or co-hosted by Step Change funded organisations where Southern-based key actors demonstrate thought leadership, experience and expertise (disaggregated by gender and other marginalisation criteria)</td>
<td>Events: knowledge sharing events or capacity strengthening events</td>
<td>Specific field in the activity log</td>
<td>Updated &amp; reviewed quarterly</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>100 (80% of 130)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>2.2.3 Number of cases where Southern based key actors demonstrate leadership to improve policy and practice for locally led adaptation</td>
<td>Cases: See below Southern leadership: the ability to set direction and objective towards shared goals from a southern perspective</td>
<td>Outcome journal</td>
<td>Updated &amp; reviewed quarterly</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>15</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2.3 Strengthened capacity of organisations in under-resourced regions for locally-led adaptation</td>
<td>2.3.1 Number of Step Change-funded organisations reporting strengthened capacity to drive locally-led adaptation policy and/or practices</td>
<td>Annual reports or discussions between IDRC and grantees</td>
<td>Draft cases compiled at mid-term, final cases for end evaluation</td>
<td>IDRC Program Management Officer</td>
<td>5</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>2.3.2 Number of cases where Step Change-funded organisations report using enhanced capacity to implement locally-led adaptation beyond Step Change-funded initiatives</td>
<td>Cases: See below</td>
<td>Outcome journal</td>
<td>Updated &amp; reviewed quarterly</td>
<td>IDRC Program Management Officer</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>
### 3. INTERMEDIATE OUTCOMES

<table>
<thead>
<tr>
<th>3.1 Gender and social inclusion are integrated in climate change policies and practice from local to global scales</th>
<th>3.1.1 Number of cases of improved climate policies and practices that demonstrate the integration of GESI in target countries</th>
<th>GESI: See below</th>
<th>Outcome journal</th>
<th>Draft cases complied at mid-term, final cases for end evaluation</th>
<th>CDKN &amp; Field Builder MEL focal points</th>
<th>12</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2 Strengthened implementation of equitable ecosystem-based adaptation</td>
<td>3.2.1 Number of cases of improved EbA policy and practices that are gender-responsive, socially inclusive and locally-appropriate in target countries</td>
<td>Cases: See below</td>
<td>Outcome journal</td>
<td>Draft cases complied at mid-term, final cases for end evaluation</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>3.2.2 Number of Hectares of agricultural land reached through improved EbA policy and practice</td>
<td>Agricultural land reached: agricultural land that is serviced by designated national or local authorities (including non-state actors) which has adopted improved EbA practices</td>
<td>Project monitoring reports</td>
<td>Updated &amp; reviewed annually</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>3.2.3 Number of people benefitting from improved river basin management and/or safer deltas, disaggregated by gender</td>
<td>Project monitoring reports</td>
<td>Updated &amp; reviewed annually</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
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<tr>
<td>3.2.4 Number of innovations informed by Step Change supported work adopted by food systems actors to support healthy and sustainable food systems</td>
<td>Innovations: Refer to technologies, methods, processes resulting from Step Change supported project to tackle specific issues/problems. Solutions can be understood as</td>
<td>Outcome journal</td>
<td>Draft cases complied at mid-term, final cases for</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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</table>
improved, alternative, and new ways of doing or organizing something.

Broad examples of innovations are:
- Technology: seeds, post-management machinery, vaccines
- Policy innovation: including new policy recommendations, norms, and regulations
- Process/Method/Best practices: farm management practices, innovative business venture approaches, changes in practice resulting from policy directive.

Food systems: A food system gathers all the elements (environment, people, inputs, processes, infrastructures, institutions, etc.) and activities that relate to the production, processing, distribution, preparation and consumption of food, and the outputs of these activities, including socio-economic and environmental outcomes.

Food system actors: Range of actors involved in the
### 3.3 Improved access to appropriate and equitable finance for locally-led solutions

<table>
<thead>
<tr>
<th>3.3.1 Number of cases of improved conditions for accessibility to appropriate and equitable finance, including for locally-led climate action</th>
<th>Improved conditions for accessibility: simplified funding frameworks, delivery mechanisms and communication that takes into consideration of the needs and experiences of local actors</th>
<th>Outcome journal</th>
<th>Draft cases complied at mid-term, final cases for end evaluation</th>
<th>CDKN &amp; Field Builder MEL focal points</th>
<th>3</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3.2. Number of cases where key actors design fundable projects</td>
<td>Cases: See below Fundable projects: solution or project proposal that is good enough to be submitted for funding that meets relevant administrative, technical, quality and implementation criteria.</td>
<td>Outcome journal</td>
<td>Draft cases complied at mid-term, final cases for end evaluation</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>3.3.3 Number of cases where finance has been accessed for locally-led solutions with some contribution from Step Change investments</td>
<td>Cases: See below</td>
<td>Outcome journal</td>
<td>Draft cases complied at mid-term, final cases for end evaluation</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>3.3.4 Total value of adaptation finance accessed as a result of Step Change interventions</td>
<td>Total value: finance accessed in cases documented in 3.3.3</td>
<td>Project monitoring reports</td>
<td>Updated &amp; reviewed annually</td>
<td>CDKN &amp; Field Builder MEL focal points</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### 4. LONG TERM IMPACT

| 4.1 Improved quality of life and resilience for the most climate-affected people | 4.1.1 Number of cases illustrating progress on improving the quality of life for the most climate-affected people through gender-responsive and socially inclusive climate-resilient development | Cases: See below | Outcome journal | Draft cases compiled at mid-term, final cases for end evaluation | CDKN & Field Builder MEL focal points | N/A | N/A |

**Key actors:** People of all genders as well as institutions in the global South involved in implementing or influencing climate actions at local, subnational, country, regional and global levels – defined specifically in country, regional and global engagement plans. These do not include knowledge brokers directly funded by Step Change.

**Cases:** A qualitative account of an observed or reported behaviour, action, activity, relationship or policy of a key actor, with three distinct components: (1) Description of change: which key actors did what differently, when and where? (2) Significance: why does this matter for the most climate-affected people? (3) Contribution: what did Step-Change funded grantees do to contribute to the change described?

**Climate-resilient development:** Process of implementing greenhouse gas mitigation and climate change adaptation measures to support sustainable development for all.

**Locally led adaptation:** Pertains to climate adaptation actions that are owned by local partners, community, and practitioners. It suggests giving local institutions and communities more direct access to finance and decision-making power over how adaptation actions are defined, prioritized, designed, implemented; how progress is monitored and how success is evaluated.

**Gender equality:** the equal rights, responsibilities and opportunities of women and men, girls and boys, and non-binary people. Equality does not mean that women, men and non-binary people will become the same, but that people’s rights, responsibilities and opportunities will not depend on whether they are born male or female. Gender equality implies that the interests, needs and priorities of women, men and non-binary people are taken into consideration, recognizing the diversity of different groups.

**Social Inclusion:** the practice of ensuring that all individuals are valued and respected for their contributions and are equally supported. Research into inclusion aims to understand why some people are more at risk to changes in climate, and how their social positions influence their vulnerability and capacity to respond to climate signals in particular contexts. Advancing inclusion has two interrelated dimensions: 1) improving the terms on which individuals and groups take part in social, political and economic development processes, and 2) enhancing the agency of those who are excluded on the basis of social positions.

**Innovations:** Refer to technologies, methods, processes resulting from Step Change supported project to tackle specific issues/problems. Solutions can be understood as improved, alternative, and new ways of doing or organizing something.

Broad examples of innovations are:
- Technology: seeds, post-management machinery, vaccines
- Policy innovation: including new policy recommendations, norms, and regulations
- Process/Method/Best practices: farm management practices, innovative business venture approaches, changes in practice resulting from of a policy directive.

**Food systems:** A food system gathers all the elements (environment, people, inputs, processes, infrastructures, institutions, etc.) and activities that relate to the production, processing, distribution, preparation and consumption of food, and the outputs of these activities, including socio-economic and environmental outcomes.

**Food system actors:** Range of actors and their interlinked value-adding activities involved in the production, aggregation, processing, distribution, consumption and disposal of food products that originate from agriculture, forestry or fisheries, and parts of the broader economic, societal and natural environments in which they are embedded.

**Disadvantaged & marginalised groups:** those whose conditions, including access to resources such as assets and income but also physical impairments, render them more disadvantaged than others. Marginalised groups are those who are systemically excluded from exerting power and influence in the structures that govern their lives, for instance women, young people and people of specific ethnic backgrounds. It is possible for individuals and groups to be both marginalised and disadvantaged and this is often the case.