REQUEST TO QUOTE

Request to quote for a service provider to support ICLEI Africa with Gender Equality and Social Inclusion (GESI) work under the Covenant of Mayors in Sub-Saharan Africa (CoM SSA) initiative

23 February 2024

Quote due: 08 March 2024

This Request to Quote (RtQ) relates to supporting ICLEI Africa with the development of a short GESI protocol (maximum 10 pages) guiding CoM SSA implementing entities with best practice and lessons learned from developing Sustainable Energy Access and Climate Action Plans (SEACAPs).

1. ROLE OF THE SERVICE PROVIDER

In order to support ICLEI Africa with developing a GESI protocol for SEACAP development, the service provider would be expected to undertake the following:

- Participate in an inception meeting to validate the scope of work (online or in person).
- Read existing guidance on SEACAP development (e.g. SEACAP toolbox) and GESI mainstreaming resources under the CoM SSA initiative.
- Develop an online survey using Google Forms to collect information from CoM SSA implementing entities on GESI mainstreaming best practices and lessons learned from developing SEACAPs.
- Participate in a call with CoM SSA implementing entities to discuss survey results and collect additional information, as needed.
- Use survey results and additional information to develop a GESI protocol providing guidance to CoM SSA implementing entities on GESI mainstreaming during SEACAP development, illustrated with real case studies.
- Include additional resources for further training/reading on GESI mainstreaming during climate change planning processes in Sub-Saharan Africa.

2. ROLE OF ICLEI AFRICA

ICLEI Africa will be responsible for the following:

- Organise the inception meeting (online or in person).
- Send existing guidance on SEACAP development to the service provider.
- Review the online survey questions and provide one round of comments to the service provider.
• Send the online survey to the relevant informants and follow up as needed.
• Organise the call with CoM SSA implementing entities (online).
• Review the GESI protocol and provide one round of comments to the service provider.
• Review the final GESI protocol during a closing meeting (online or in person).
• Design, translate and share the GESI protocol with implementing entities.

3. SPECIFICATIONS TO QUOTE

The work as described above will require 10 days of work over the period of March-early April 2024. Confirmation of availability over this period is required.

4. QUOTE SUBMISSION PROCESS

Kindly submit your quote to Lucy Lavirotte (lucy.lavirotte@iclei.org) with Kate Strachan (kate.strachan@iclei.org) in CC by 16:00 (SAST) on or before 08 March 2024.

Please use the subject line: ‘Service Provider: CoM SSA GESI protocol’ when submitting your quote, and include the following information:

1) Quote for 10 days of work including daily rate, tax inclusive, in USD.
2) Service provider CV.

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS REQUEST TO QUOTE.