



Covenant of Mayors
in Sub-Saharan Africa

CoM SSA is co-funded by:



Terms of Reference

ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY

AFRICA SECRETARIAT (ICLEI Africa)



ICLEI Africa seeks to appoint a climate finance expert/team of experts to support us in providing early stage project identification and development support for urban climate change and energy access projects across Sub-Saharan Africa.

Rerelease 21 October 2021

Bids due: 30 October 2021

Email bids and technical queries to Christelle Beyers: christelle.beyers@iclei.org (Cc Kate Strachan: kate.strachan@iclei.org)

Please indicate interest for submitting a bid and any queries by 25 October 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 the responses to questions other bidders may have received.

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference.

Terms of Reference

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 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.

ICLEI Africa works in over 50 countries on the African continent. Our experts are on the ground, working alongside local governments to anticipate and respond to complex challenges, from urbanisation and climate change to ecosystem degradation and inequity. We invest in the capacity and knowledge needed to design solutions to these challenges and make decisions informed by data, scientific evidence and local realities and pressures.

ICLEI Africa seeks to appoint an expert/team of experts with climate finance and project development expertise and experience to support ICLEI Africa in analysing project ideas and developing city-level project concept notes over the next year.

BACKGROUND

This Terms of Reference is for an initiative entitled The Covenant of Mayors in Sub-Saharan Africa (CoM SSA), of which ICLEI Africa is the head of the Secretariat and provides implementation support. Started in 2015, CoM SSA is the regional chapter of an international alliance of cities, the Global Covenant of Mayors for Climate and Energy. 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. CoM SSA is a major catalyst for local climate action in the region, with political commitment from over 250 local governments. The focus of the CoM SSA is to support local governments in moving from planning to implementation and to unlock climate finance at the local level. For more information on the CoM SSA initiative, please visit: <https://comssa.org/en>

Under the CoM SSA initiative, ICLEI Africa has committed to ensuring at least **five** city-level projects are identified and taken to project concept stage, **two** of which will also be supported to pre-feasibility stage. A climate finance expert/team of experts is sought to support the CoM SSA Secretariat team in the delivery of this work.

KEY TASKS

The objectives of the assignment are to: a) conduct a high-level review of a number of potential city-level projects and work closely with the relevant cities to develop five of these to concept stage; and b) select two city-level projects likely to attract finance, select appropriate funding mechanisms, and develop the concepts to pre-feasibility stage in line with the chosen funder's requirements. In order to



meet the requirements of this Terms of Reference, the appointed expert(s) is expected to undertake the following deliverables:

Deliverable 1: Review and finalisation of a climate finance roadmap for local governments

At the inception of the assignment, the selected expert(s) will review and finalise a climate finance roadmap to unlock urban climate finance in Africa, which has been developed by the CoM SSA Secretariat team. This exercise is envisioned to take up to 10 days (*Deliverable 1*).

Deliverable 2: High-level review of local government climate and energy projects and identification of sectoral and country specific opportunities

At the inception of the assignment, the selected expert(s) should assess a number of climate change project ideas that have been proposed by cities that are signatories to CoM SSA, and identify sectoral and country specific opportunities that would aid the funding of urban climate and energy projects. This assessment will include:

- Conducting a strategic assessment of sectoral and country-level opportunities for urban climate finance, based on expert knowledge of donor/ private sector sectoral preferences, as well as sub-Saharan African countries' (where there are CoM SSA signatory cities present) policy and regulatory landscape that either hinders or aids urban-scale climate projects;
- Together with CoM SSA Secretariat, setting up a meeting with four or five financiers (for example relevant DFIs or private sector representatives) to establish sectors and countries of interest to guide project selection;
- Together with CoM SSA Secretariat, engaging with in-country representatives to understand the constraints (e.g., technical capacity, access to pre-feasibility funding, capacity to develop a set of interventions and quantify their impact, etc.) to unlocking urban climate finance;
- Reviewing case studies of projects that have been funded that are similar to those submitted by CoM SSA signatories, to understand what funding models have worked locally and internationally; and
- Consulting, together with CoM SSA Secretaria, at least two commercial lenders, two institutional investors, and two development finance institutions to understand their requirements for lending to the target list of municipalities.
 - Discussions with potential lenders or investors should focus on measures that would better support project concepts in attracting additional funding and financing, and ultimately being implemented.

The above exercises should culminate in a Synthesis Report (*Deliverable 2*) that summarises the above discussions and findings. This should be a concise report that includes a reflection on lessons learned from the above discussions on challenges and solutions to unlocking climate finance at the local level, and proposed next steps.

Deliverable 3: Five city-level projects developed to concept stage

Based on the Synthesis Report (*Deliverable 2*) developed above, five urban projects should be selected for further development (from the pool originally submitted or new ideas that result from the interrogations during the delivery of Deliverable 1 and 2). The selected expert(s) should:

- Pull together all findings from the Synthesis Report to guide project selection;
- Select five urban projects for further development;



- Work closely with CoM SSA Secretariat team and representatives of each sub-national and national government to develop the chosen concepts to a stage where they can be added to the CoM SSA online project platform, currently under development (*Deliverable 3*);
- Project concept notes should include an indication of which financiers could be approached and a list of envisioned project milestones;
- Connections with Member State Organisations (MSOs) and financiers to take the project concepts forward should be established.

Deliverables 4 and 5: Select two urban projects likely to attract finance as well as detail appropriate funding mechanism/s

The Synthesis Report (*Deliverable 2*) will inform the selection of the two most likely project concepts to attract finance. To make this selection, the expert(s) should:

- Undertake a high-level comparison of project options, including an assessment of each concept's strengths, weaknesses, threats and opportunities aligned with attracting finance;
- Undertake high-level financial modelling to demonstrate the financial viability of all 5 project concepts, including their financial sustainability;
- Compare each project concept with the requirements of potential and relevant funds and financial mechanisms. The choice of funds and financial mechanisms will be decided in consultation with CoM SSA Secretariat team;
- Develop a Recommendations Report (*Deliverable 4*) that summarises the above comparison and makes recommendations for final selection of project options that are most likely to attract finance. This should be an eye-catching, concise report, supported by graphics/tables/figures wherever possible; and
- Lead discussions with CoM SSA Secretariat in order to select the appropriate funder(s) and financial mechanism(s) to guide the development of *Deliverable 6* (see below). This exercise should culminate in two concise Concept Notes (*Deliverable 5*) which summarise the final funder(s) and financial mechanism(s) chosen for each selected project option and indicate clearly how these decisions were made.

Deliverable 6: Develop two selected projects to pre-feasibility stage in line with chosen funder(s) requirements

The selected expert(s) should develop the two chosen concepts to pre-feasibility stage in line with the relevant funder(s) requirements (*Deliverable 6*).

PROJECT MEETINGS AND REPORTING

The assignment will have a limited number of formal meetings in addition to a bi-weekly meeting with CoM SSA Secretariat. It is envisioned that communications between CoM SSA Secretariat and the selected expert(s) will continue throughout the assignment to allow for a close working relationship. The following project meetings will occur, with an assumption that all will be hosted using remote platforms (e.g. MS Teams, Zoom):

- Inception and briefing meeting, where the process, method and outputs will be discussed and agreed
- Meetings with financiers as part of *Deliverable 2* (see above)
- Meetings as part of *Deliverable 2* (see above)
- Meetings as part of *Deliverable 5* (see above)
- A close out meeting to discuss the assignment in full



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BUDGET

It is envisioned that this project will require up to 150 days of the service provider's time over the project period, with a minimum of 30% of the total project time being dedicated by a senior consultant.

The budget shall clearly demonstrate the total for professional fees, for each member of the service provider's team, including hourly rate and the number of hours per person, per task, as well as any additional costs (e.g. travel).

EXPERT REQUIREMENTS

The successful service provider must:

- Have extensive and demonstrable experience in project identification, technical assistance and project development in Africa. Experience with municipal/ sub-national/ local-level projects will be a strong advantage.
- Demonstrate the ability to access all relevant information required for completion of the activities.
- Have demonstrable experience in completing similar projects in African countries and cities, in particular in developing concept notes and financial pre-feasibility assessments to access climate and energy funds.
- Have demonstrable skills and experience related to climate and energy finance.
- Have demonstrable skills in managing projects timeously and producing high quality outputs within short delivery periods.
- Have excellent English writing and presentation skills. The ability to write and present in French and/or Portuguese will be a strong advantage.
- Communicate with CoM SSA Secretariat in a professional and timely manner on progress.
- The ability to be flexible and agile to allow for a needs-based approach.

Please note: Proposals may be submitted by an individual or a team of individuals (as a consortium). The service provider appointed may be based anywhere; however, preference will be given to those with significant Africa-based experience.

SUPPORT TO BE PROVIDED BY ICLEI AFRICA

Resources:

ICLEI Africa will provide the selected expert(s) with:

- A draft climate finance roadmap for urban climate finance in SSA;
- An introduction to key stakeholders in target cities and countries;
- Dedicated staff and timely feedback: CoM SSA Secretariat will designate a focal person to serve as direct point of contact for all issues related to this assignment; this staff person will be responsible for timely coordination with co-workers and others as needed; and
- All necessary platforms for virtual engagements as part of this project.

ACCESS TO DATA AND 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 ICLEI Africa and the relevant government representatives. On completion of the contract, the intellectual property of all outputs will be transferred to ICLEI Africa.



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SUBMISSION PROCESS AND REQUIREMENTS

Kindly submit your proposal to to Christelle Beyers: christelle.beyers@iclei.org (Cc Kate Strachan: kate.strachan@iclei.org) by **12pm (SAST) on 30 October 2021**.

Please use the subject line, “**CoM SSA Finance Expert ToR**”, when submitting your proposal. Please include the following information:

- Full Curriculum Vitae(s) of the expert(s) that will be working on this project, and website address/links to previous work if available
- Proposal including the approach and methodology
- Budget and proposed work plan
- **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 must be provided.

SUBMISSION TIMELINE

The project may be active for a period of 9 months, culminating on 31 July 2022. Key milestone dates will be discussed and confirmed during the inception meeting.

Please see below key dates for the submission and contracting process:

- Rerelease 21 October 2021: Terms of Reference released
- **12pm (SAST) on 30 October 2021: Proposal submission closing date**
- November 2021: Expert(s) appointed
- July 2022: Close-out meeting and final payment processed

EVALUATION CRITERIA

Bids will be evaluated on the response to the Terms of Reference, qualifications/skills, demonstrated experience, methodology proposed, budget, and, if a South African service provider, B-BBEE Criteria.

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE

Please note: If you have not heard from ICLEI Africa by 30 November 2021, 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.

For more information on ICLEI Africa see: <http://africa.iclei.org/>

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