



Covenant of Mayors  
in Sub-Saharan Africa

## Terms of Reference

**Training and coaching for access to climate finance of cities supported by  
Expertise France under the Covenant of Mayors in Sub Saharan Africa**

**Bilingual French/English**

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## 1. Context

### The Covenant of Mayors in Sub-Saharan Africa (CoM SSA)

The Covenant of Mayors in Sub-Saharan Africa (CoM SSA) initiative supports Sub-Saharan cities in their fight against climate change and in their efforts in ensuring access to clean energy. Started in 2015, the initiative is shaped by local authorities for them to reflect the local context and specifics.

Under the CoM SSA, local authorities are invited to make a voluntary political commitment to implement climate and energy actions in their communities and agree on a long-term vision to tackle 3 pillars, namely access to sustainable energy, climate mitigation and climate adaptation.

In order to translate the political commitment into practical measures, CoM SSA signatories commit to produce and implement a Sustainable Energy Access and Climate Action Plan (SEACAP), following the guidelines developed by the Joint Research Centre (JRC) of the European Commission during the first phases of the CoM SSA<sup>1</sup>, with an in-depth definition of the three pillars mentioned above.

The current phase of the initiative, which aims to strengthen the impact of the previous stages and more specifically to unlock climate finance opportunities at local level, is implemented jointly by 4 agencies: Agencia Española de Cooperación Internacional para el Desarrollo (AECID), Agence Française de Développement (AFD), Agence Française d'Expertise Technique Internationale (Expertise France); Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). By signing a funds management delegation agreement, these implementing agencies have been entrusted by the European Union (EU) with the implementation of the Covenant of Mayors in Sub-Saharan Africa initiative in three components:

1. Supporting the design, the implementation and the SEACAP assessment
2. Supporting urban investments in sustainable energy and climate
3. Supporting cooperation and twinning activities between municipalities at different levels (National, regional, international)

### Expression of the need

AFD and Expertise France share the same delegation agreement with the EU, where Expertise France is in charge of above mentioned components 1 and 3, while AFD takes care of component 2. Under component 1, Expertise France is supporting seven (7) local governments (LG) in 4 countries in the development, update and implementation of their SEACAP:

- a) In Mali: District de Bamako and Intercommunalité Balanzan de Ségou
- b) In Togo : Kloto 1 (Kpalimé) and Tchaoudjo 1 (Sokodé)
- c) In Kenya: Kisumu County
- d) In Uganda: Kampala Capital City Authority (KCCA) and Kasese

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<sup>1</sup> <https://comssa.org/guidebook-on-how-to-develop-a-seacap/>

The final aim of these SEACAPs is to identify and prioritise concrete actions, namely urban infrastructure projects, to be implemented by LGs in the long term (10 to 30 years), and significantly contributing to greenhouse gases (GHG) reduction, access to clean energy and adaptation to climate change.

Under component 2, AFD is in charge of bringing such projects to financial closure. Supporting investments in sustainable energy and climate requires concrete and feasible ideas, as well as good and justified project proposals. However, experience so far has shown that cities often lack knowledge regarding available funding and criteria, as well as experience in developing bankable projects.

AFD and Expertise France have therefore decided to join their efforts to provide CoM SSA members, and especially LGs supported by Expertise France, with practical training to succeed in the implementation of their energy and climate infrastructure projects.

## **2. Objectives and expected results**

### Overall objective and scope of work

The overall objective of the capacity building is to provide CoM SSA members in the 4 target countries, and especially those supported by Expertise France, with the required methodologies to develop bankable energy and climate infrastructure projects.

Specifically, the capacity building will be organised over three different components and relative outputs:

#### Component 1: Provide general knowledge on access to finance for local governments

All CoM SSA cities in the 4 countries covered by Expertise France benefit from equal information regarding climate-energy funding opportunities accessible to LGs, as well as the criteria for project selection.

#### Component 2: Coaching for project identification and development

Cities supported by Expertise France in the development of their SEACAP are further supported in the development of their infrastructure projects based on close and regular contacts.

#### Component 3: Matchmaking with investors and donors

Projects supported above, when sufficiently mature, are presented to investors and donors for potential funding and implementation.

## **3. Tasks and expected deliverables**

### Preliminary phase and kick-off meeting

After selection, the service provider will receive a list of documents to review prior to the kick-off meeting, composed of general CoM SSA information, characteristics of supported CoM SSA cities, SEACAP development process, capacity needs assessments, capacity building plans and trainings already organised/attended.

A kick-off meeting between the Consultant and the CoM SSA Coordination team (projects managers and coordinators from AFD and Expertise France) will be organised to discuss the methodology presented as well as a tentative calendar.

Based on the results of the kick-off meeting and the documentation provided, the Consultant will review/adjust the methodology. Key interviews with Expertise France local project officers as well as with local authorities concerned may also be carried out to better understand /assess the needs.

An inception report will be then submitted. It will encompass at least:

- ▶ a detailed methodology for training sessions and content abstracts
- ▶ an implementation calendar.

*Deliverable 0: Inception report*

## Component 1: General training on access to finance

In coordination with Expertise France and AFD, the service provider will be in charge of organising four training sessions (one in each of the 4 countries: Mali, Togo, Uganda, Kenya), open to all CoM SSA member cities (see update list here: <https://comssa.org/en/signatories>), covering at least the following aspects:

- e) Introduction on How to identify Climate / Energy infrastructure projects: The importance of SEACAP and access to quality data, role of the LGs and of other stakeholders, competences needed, size of the projects, the role of private sector (Public Private Partnership), pooled financing, etc.
- f) Fundamentals on project development process : concept notes, proposals, justification of the needs, budget, as well as the minimum duration required, donors expectations and selection criteria, etc.
- g) Country specific national and local framework to access climate finance: through the presentation of selected funding facilities accessible for LGs including general and specific selection criteria of these funding sources

The service provider will build the programme of intervention together with AFD and Expertise France using real case studies. As the financing opportunities for LGs are very different from a country to another it is really important to tailor the proposed trainings as much as possible to the local context.

The programme will include the intervention of partners and potential financiers, which may be relevant for cities to access climate finance at local level. Relevant funding instruments may include: Development banks, i.e. AFD, WB, EIB, Caisses des depots, etc. Local banks, other donors or specific programs such as NGO, philanthropies/foundations, Gap Fund, GCF, FFEM, GEF, decentralised cooperation, etc. The list of the relevant funding instruments and facilities proposed by the consultant will be discussed and agreed with the AFD project team.

*Training organisation and logistics:*

The length of the trainings shall not exceed 2 days and may vary according to each country and needs. They will be provided in French for Mali and Togo and English for Uganda and

Kenya. An average of two staff per city will be invited to the training. In case the COVID pandemic prevents the service provider from travelling, online sessions may be envisaged.

The Service provider is in charge of the organisation of the four (4) events. In Togo, the service provider will have to organise this event together with the local service provider in charge of the CoM SSA network under procurement with Expertise France.

*Deliverable 1:*

- a) *A draft Detailed training programme and invitation, Training content for each of the four trainings shall be submitted at least 4 weeks before the event, so that AFD and EF staff have enough time to make their comments. A final draft shall be ready 2 weeks before the events.*
- b) *Minutes of the trainings, main questions asked and follow-up needed two weeks after each of the four events*

## Component 2: Coaching for project identification development

*NB: This task can be started at the same time as the previous one.*

Following the general sessions, the seven LGs directly supported by Expertise France are invited to identify at least one project to be coached. The service provider will review, together with the municipalities, the SEACAP documents (roadmaps, baseline studies, finalised SEACAP if available) and other development plans (i.e. Plan de Développement communal – PDC - in Togo, Plan de Développement Economic, Social et Culturel – PDESC – in Mali, Integrated Development Plans, etc.) in order to identify potential projects to be brought to bankability. Meetings will be organised with the LGs or project holders (private entities such as NGOs, local associations, communities or companies are eligible as long as their projects are approved by the city) in order to further detail the projects and support the cities/project holders in developing concept notes, project proposals and/or ToRs for feasibility studies.

*Deliverable 2:*

- a) *Notes describing potential projects to be supported*
- b) *At least seven project proposals reviewed*

## Component 3: Matchmaking with investors and donors

For the projects reaching maturity, LGs will be invited to prepare project pitches and to identify potential financiers with the help of the service provider, which will be in charge of organising matchmaking events and meetings. This will require a phase of financiers mapping, which will be based on the work already started by Expertise France with each of its partner city, during the initial SEACAP stakeholder mapping.

*Deliverable 3:*

- a) *Mapping of potential financiers per country, city and type of project*

- b) Programme, content and invitation for each of the four matchmaking events shall be submitted at least 4 weeks before the event, so that AFD and EF staff have enough time to make their comments. A final draft shall be ready 2 weeks before the events.
- c) Minutes of the events, mains questions asked and follow-up needed two weeks following the events

#### 4. Previsional Chronogram, Deliverables and Timeline

The total length of the assignment shall not exceed 11 months.

The following is the tentative schedule of the activities.

November 2021	Inception phase
January - Mars 2022	General training
January – July 2022	Coaching
July – September 2022	Matchmaking

The consultant will produce the following deliverables:

Deliverables	Timeline (indicative)
Inception report	<i>Within 1 month following the start of the contract</i>
1a - Training program and invitation, Training content for each of the four workshops	<i>Within 3 months following the start of the contract</i>
1b - Minutes of the trainings, main questions asked for each of the four workshops	<i>Within 5 Months following the start of the contract</i>
2a - Notes describing potential projects to be supported in the different cities	<i>Within 7 Months following the start of the contract</i>
2b – At least seven project proposals reviewed	<i>Within 8 Months following the start of the contract</i>
3a - Mapping of potential financiers per country, city and type of project	<i>Within 9 Months following the start of the contract</i>
3b - Programme, content and invitation for the matchmaking events	<i>Within 9 Months following the start of the contract</i>
3c - Minutes of the events, mains questions asked and follow-up needed	<i>Within 10 Months following the start of the contract</i>

#### 5. Skills and Qualifications

The Consultant shall propose a team of local and international experts encompassing at least the following skills:

- a) Deep knowledge of local climate finance (donors, facilities, funds accessible for cities) in West and East African regions
- b) Very good understanding and knowledge of sub-Saharan Africa local governments financial structure
- c) Proven experience in training and coaching for access to climate and energy finance
- d) Similar experience in Africa and ideally in SSA would be a strong asset
- e) Fluent French and English, both spoken and written

## **6. Workshops and travel costs**

The consultant shall foresee lump sum budgets for the organisation of the following items:

### **Component 1:**

All logistic related to the organisation of the 4 events on the base of the following estimates:

- Training in Togo: 2 days x 60 participants (30-40 cities) + Flights (economy class) and per diem for trainers
- Training in Mali: 2 days per 28 pers (14 cities) + Flights (economy class) and per diem for trainers
- Training in Uganda 2 days 12 pers (6 cities) + Flights (economy class) and per diem for trainers
- Training in Kenya 2 days x 6 pers (3 cities) + Flights (economy class) and per diem for trainers

### **Component 2**

Flights (economy class) and per diem

### **Component 3:**

All logistic related to the organization of a maximum of 4 Matchmaking events