Terms of Reference

ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY

AFRICA SECRETARIAT (ICLEI Africa)

ICLEI Africa seeks to appoint a Bilingual (English and Portuguese) consultant to support the work of the Covenant of Mayors in Sub Saharan Africa (CoM SSA) Secretariat and Technical Helpdesk

05 November 2021

Bids due: 18 November 2021

Email bids and technical queries to Dr Kate Strachan (kate.strachan@iclei.org).

Please indicate interest for submitting a bid and any queries by 10 November 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 a climate change mitigation and energy access service provider to support with providing deep dive services to local governments in the Sub-Saharan Africa region.

Background

This Terms of Reference is for an initiative entitled The Covenant of Mayors in Sub-Saharan Africa (CoM SSA). ICLEI Africa houses the Secretariat for the CoM SSA initiative. Started in 2015, the 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 with a focus to unlock climate finance at the local level.

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.

As signatories to CoM SSA, cities commit to develop, implement and monitor a Sustainable Energy Access and Climate Action Plan (SEACAP), which is both an operational and a political document that covers three pillars: climate change mitigation, climate change adaptation and access to energy. Through the technical helpdesk of CoM SSA, the CoM SSA Secretariat offers technical support to over 250 local governments across the Sub-Saharan Africa region to meet this commitment to developing a SEACAP, and in furthering their climate change objectives. Our support covers the entire journey from the development of baseline studies (Greenhouse Gas Emission Inventories, Risk and Vulnerability Assessments and Access to Energy Assessments), target setting and action planning, and project conceptualisation, prioritisation and early-stage development (e.g. pre-feasibility studies).
CoM SSA is a multilingual initiative communicating in three languages: English (United Kingdom), French (France) and Portuguese (Portugal). In our role as the CoM SSA Secretariat, we endeavor to ensure that all technical helpdesk services to signatories are accessible in English, French and Portuguese. This also includes direct email communications between signatories and the Technical Helpdesk as well as designed mailers to inform signatories about new services and resources, and events.

**Key Tasks**
The objective of this assignment is for a service provider to support the CoM SSA Secretariat team to deliver technical support to cities through the CoM SSA Technical Helpdesk. The specific may include:

- Translation of English communications (e.g. social media posts, email texts, website texts) into Portuguese (Portugal). Portuguese to English translation may also be required, particularly in communicating directly with signatories.
- Email communications between signatories and the Technical Helpdesk.
- Deliver and facilitate online training on climate change mitigation, climate change adaptation and access to energy tailored for Sub-Saharan cities, with support of the CoM SSA secretariat team, in Portuguese.
- Participate in workshop preparatory for online meetings with the project team and make inputs as required.
- Support as required with contacting city stakeholders and workshop service providers.
- Monitor and participate in digital community engagement forums and manage local partner and signatory databases on the CoM SSA website.

**Project meetings and reporting**
The assignment will have a limited number of formal meetings in addition to a weekly meeting with the CoM SSA Secretariat team. It is envisioned that communications between the CoM SSA Secretariat team and the selected service provider 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 a remote platform:

- Inception and briefing meeting, where the process, method and outputs will be discussed and agreed
- Close out meeting to discuss the assignment in full

**Budget**
It is envisioned that this assignment will require approximately 36 days of time between December 2021 and July 2022.

The budget submitted should clearly demonstrate the total for professional fees, including hourly/ daily rate, and any other costs.

**Service Provider Requirements**
Service provider requirements for the purposes of this assignment:
• Bachelor’s or Postgraduate degree in engineering, economics, environmental science, climate science, international relations, or similar.
• Experience working in Sub-Saharan African countries and/or with cities in Sub-Saharan Africa;
• Fluency in English and Portuguese;
• Be able to translate short communications and emails within a short timeframe and to a high standard;
• Communicate with ICLEI Africa in a professional and timely manner on progress.
• Undertake ad-hoc interpretation tasks, as necessary, to facilitate the engagement of the Secretariat team and city officials;
• Experience developing training materials and providing training in Portuguese, would be an added advantage.

Please note: The service provider appointed may be based anywhere; however, preference will be given to those with direct experience of working in Sub-Saharan African countries and cities.

Support to be provided by CoM SSA Secretariat
The CoM SSA Secretariat will support the service provider to ensure the successful delivery of the work by:

• Providing all available background and contextual information relating to the specific deliverables as agreed upon with the CoM SSA Secretariat team;
• Providing all training materials and details of training requirements for the service provider to use during CoM SSA Secretariat workshops;
• Approved and copyedited English communications in a timely and agreed upon manner; and
• A glossary of climate change concepts with approved Portuguese translations.

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, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and the relevant local governments.

Submission process and requirements
Kindly submit your proposal to Kate Strachan at kate.strachan@iclei.org by 12pm (SAST) on 18 November 2021.

Please use the subject line, “CoM SSA Bilingual Service Provider 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
• Total fees, with per hour/ per day rate per proposed expert, included
• Confirmation of availability over the period of: December 2021 to July 2022
● Motivation for being considered for this assignment
● Examples of relevant completed projects/assignments
● **For South African-based service providers:** proof of status for preferential procurement:
  o A B-BBEE certificate
  o 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.
● ICLEI Africa reserves the right to request a verbal and written test of applicant.

**Submission and contracting timeline**
The project may be active for a period of up to 8 months, starting in December 2021 and ending in July 2022. Key milestone dates will be discussed and confirmed during the inception meeting.

Please see below key dates for the submission process:
● 05 November 2021: Terms of Reference released
● **12pm (SAST) on 18 November 2021:** Proposal submission closing date

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

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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 10 December 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 CoM SSA see: [https://comssa.org/en/](https://comssa.org/en/)
For more information on ICLEI Africa see: [http://africa.iclei.org/](http://africa.iclei.org/)