

Terms of Reference for a consultant to
identify existing tools available for SS African
cities to implement and develop the SEACAPs

GRANT CONTRACT NO 2015/368-877



Covenant of Mayors in Sub-Saharan Africa

 This project is funded
by the European Union



About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 41 European countries. Together these associations represent some 100 000 local and regional governments.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange of information and knowledge between its member associations and their elected officials and experts.

About the Covenant of Mayors in Sub-Saharan Africa

In 2015, the **European Commission (EC)** launched the initiative Covenant of Mayors in Sub-Saharan Africa (CoM SSA - 'the initiative') to support SSA cities in their fight against climate change and in their efforts in ensuring access to **clean, safe and sustainable energy** to their populations.

Therefore, local and regional SSA authorities adhering to the initiative are invited to voluntarily commit to implementing climate and energy actions in their territory and to agree on a long-term vision to tackle three pillars of action - access to energy, climate change mitigation and climate change 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)**.

In the framework of the initiative, the EC funded a **four-year project led by CEMR** in collaboration with Agence De l'Environnement et la Maîtrise de l'Energie en France (ADEME), Agência para a Energia (ADENE), Association Internationale des Maires Francophones (AIMF), Climate Alliance (CA), ENDA Energie, Energy Cities (ENC), ICLEI Africa, ICLEI World Secretariat, United Cities and Local Governments Africa (UCLG A), and Sustainable Energy Africa (SEA) to implement the Project "Covenant of Mayors Office for Sub - Saharan Africa (CoMO SSA): A Local Authorities Platform to support the implementation of the Covenant of Mayors for Sub-Saharan Africa initiative (CoM SSA)".

Apply!

CEMR invites consultants to conduct a mapping exercise and identify existing financial tools available for African cities for the implementation of concrete actions in the fight against climate change and ensure access to energy.

I. BACKGROUND

One of the key barriers for SSA cities to engage in climate and energy planning has been, on one side, the **lack of knowledge on existing funding opportunities and financial instruments** and, on another side, the **human, technical and financial constraints to prepare projects ready for financing**.

Even though synergies with existing and potential mappings will be sought, there is a clear need for additional resources to be mobilised for financial instruments and their requirements for cities to finance their action plans covering the **three pillars** of CoM SSA:

- Climate change adaptation;
- Climate change mitigation;
- Access to clean, safe and affordable energy.

II. Tender specifications

a) Objectives

- Map the **climate finance and development grant situation in Sub-Saharan Africa**, taking into account the three pillars (adaptation, mitigation, energy access) and the regional contexts of Sub-Saharan Africa (West, East, Central and Southern) as well as a high-level analysis of country contexts.
 - Key issues to be addressed:
 - Overview of the existing system (including granting schemes);
 - Needs assessment (differentiated per target ex. Rural areas, megapolis etc. and geographical context);
 - Useful links
- Map the **financial instruments available to African cities** for the implementation of concrete actions in fighting against climate change and ensure access to energy in line with the designed SEACAPs.
 - Key questions to be answered:
 - What are the different **funding options available** to cities?
 - What are the **criteria of eligibility** for each instrument presented?
 - What are **key platforms/newsletters** that cities should sign up to for notifications on funding opportunities?
 - What are the **tools currently available** to cities? Including their advantages, disadvantages and important considerations.

b) Methodology

The service provider will work closely with the CoM SSA team to define and assess the methodology used for this task.

The evaluator is invited to follow the suggested methodology:

- Desk research (identification of the existing guides, stakeholders, etc.);
- Inclusion of the stakeholders and tools suggested by the CoM SSA team (a list of tools that should be included mandatory will be provided to the service provider, including relevant EU mechanisms pre-identified by the CoM SSA team);
- Analyse the findings;
- Present the key findings from the mapping exercises to the CoM SSA team;
- Articulate the findings in a training material to be presented to the CoM SSA team.

c) Organisational matters

The process will be overseen by the CoM SSA team (led by CEMR and supported by ICLEI Africa, invited to provide feedback on the deliverables). The CoM SSA team will contribute with:

- Background information on the project and access to all necessary documents and relevant contact details;
- Feedback on each deliverable;
- A list of mandatory financial instruments to be included in the mapping;
- Information on CoM SSA cities case studies identified by CoM SSA team.

The evaluator is invited to plan **at least** two coordination meetings with the CoM SSA Team in persons in order to:

- At the start of the mission to ensure good understanding of the objectives, the scope and nature of the assignment, and the background documentation available for the evaluation;
- Present and discuss the final products with the Secretariat.

d) Deliverables and timeline

The following deliverables are required:

- **A narrative document of up to 20 pages:** Context analysis and the mapping of the climate finance landscape in Sub-Saharan Africa and Mapping of financial instruments for climate and energy action for Sub-Saharan cities (including eligibility criteria, tips to access the identified funding, useful contacts and links);
- **A comprehensive Excel table/database:** List of the climate finance instruments available in Sub-Saharan Africa and Mapping of financial instruments linked to climate and energy action for Sub-Saharan cities (including eligibility criteria, tips to access the identified funds, useful contacts and links);
- **A Power Point Presentation** of up to 15 slides, including visuals and tools, of the main findings to be used as training material (using the CoM SSA template format provided by CoM SSA team).
- **A recorded Webinar** explaining the above presentation allowing COM SSA to disseminate the information in the future.

The deadlines for each deliverable will be defined and coordinated with the CoM SSA office. The final documents are due no later than 30 August 2019.

a) Tender Specifications

Language:

- The study should be written in English and should be easily accessible to a wide audience, including those that are not in the finance sector.

Format:

- The service provider will use the CoM SSA templates when developing the presentation.

Intellectual property and data protection:

- The Contractor shall ensure the compliance of all deliverables, or their constituent parts, with applicable intellectual property legislation and personal data protection legislation.

Maximum price:

The suppliers are invited to communicate a final price including all fees, costs, travel and per diem for trips to Brussels, charges or other expenses not exceeding a total amount of **EUR 18.000** (VAT **excluded** from this amount.)

e) Form and structure of the expected offer

Language of the offer: Offers must be written in English.

Structure of the offer: Offers must include three sections: Evidence, Technical and Financial proposal.

➤ Evidence

This section must provide information about the capacity to carry out the work under this contract. Tenderers shall provide with their offer:

- A **cover letter** containing the following information: organisation/company name, VAT number (if applicable), contact person and contact details;
- A copy of the **company registration certificate**;
- Detailed **curriculum vitae** (CV) of each person responsible for carrying out the foreseen tasks.
- **References** or any other document certifying satisfaction of previous clients, if available.

➤ **Technical proposal**

- A short **description of the organisation** including information on how the tenderer will meet the technical specification in terms of delivery, quality check and ability to respect the deadlines is required;
- An example (maximum one page) of **similar work conducted** in the past ;
- A **detailed work plan** for each of the deliverables;
- A draft **methodology approach** on the mapping exercises.

➤ **Financial proposal**

- For each of the above deliverables state the number of working days including working days for meetings with the COM SSA team.
- The price must be fixed and not subject to revision during the performance of the contract.

f) Selection criteria

The CoM SSA Team will select an offer providing the most advantageous combination of cost, quality and sustainability to meet customer requirements (best value for money).

➤ **Deadlines**

Interested suppliers shall submit their bids no later than **Friday, 14th June 2019 – 23h59**.

➤ **Contact**

The bids shall be sent to the e-mail address: application@ccre-cemr.org

➤ **Preliminary questions**

Any preliminary question regarding this tender can be submitted no later than by **Tuesday, 11th June 2019** to the e-mail address Giuditta.Ercolino@ccre-cemr.org

➤ **Selection**

The supplier will be selected by a committee on **Monday, 17th June 2019**. All bidders will be informed about the result of the selection process after this date.

Shortlisted candidates might be invited for a Skype interview.