



**Local & Regional
Europe**

Terms of Reference

**CoM SSA Final evaluation – added value
and lessons learned**

| Date : 26 November 2019



TERMS OF REFERENCE

Evaluation – CoM SSA added value and lessons learned

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 50 national associations of municipalities and regions from 40 European countries. Together these associations represent some 150 000 local and regional authorities.

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

Moreover, CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

General background

CoM SSA is an initiative founded and funded by the European Union (EU) to support Sub-Saharan Africa cities in their fight against climate change and ensuring access to clean energy, through a voluntary commitment. It is a bottom-up initiative that allows cities to define and meet ambitious and realistic targets set by themselves in line with the covenant methodology. CoM SSA is a consortium of 10 organisations coordinated by the Council of European Municipalities and Regions (CEMR). The partners include; Agence Française de Maitrise de l'Énergie (ADEME), Agencia para a Energia (ADENE), United Cities and Local Governments Africa (UCLG Africa) Climate Alliance, ENDA Energie, Energy Cities, ICLEI Africa, ICLEI World Secretariat, Association Internationale des Maires Francophones (AIMF) and Sustainable Energy Africa (SEA).

For more information on the project, please consult: <http://comssa.org/>

The project started in December 2015 and will finish in February 2020. The project is looking for an end of project evaluation:

Objectives of the evaluation

- Evaluate the achievements of the objectives stated in the action document and in the Logical Framework;
- Showcase the added value of the initiative as such, the Covenant of Mayors Office in Sub – Saharan Africa project as well as the lessons learned, in order to **formulate tailored recommendations to both local governments and national governments in Africa and international donors;**

The final document will be public and it will might be directly shared on the website, among project partners, relevant stakeholders as well as with the EC.

Evaluation methodology

The evaluator is invited to follow the methodology described below:

1. **Desk research** in order to deepen the context and exploit the already identified findings as a starting point (e.g. previous evaluations, Advisory Board meetings minutes, Implementation Committees' minutes, Capacity Building workshops' outputs, mid-term evaluation conducted by the EC, etc.). The Secretariat will provide the relevant documents to be summarized;
2. Tailored questionnaire and/or **interviews** to identified Stakeholders, Partners and Signatories (the Secretariat will provide a list of mandatory and suggested organisations/cities/contacts). The evaluator should aim at 20 interviews with the project partners (5 interviews), pilot cities and signatory cities (8 interviews) and relevant stakeholders (CSOs, Advisory Board members; European Union delegations) (7 interviews).
3. Based on the findings, identify key **recommendations**.



Evaluation timeframe

The evaluation will consist of the following phases:

1. Data collection phase: draft questions to be submitted to CoM SSA Secretariat during the first week of January 2020 informal feedback to CoM SSA Secretariat;
2. First draft of the evaluation report: 12 February 2020
3. Final report to the Secretariat 21 February 2020;
4. Presentation to CoM SSA Secretariat: 25 February 2020.

Organisation of the evaluation

The secretariat will contribute with:

1. Providing access to all necessary background documents;
2. Providing feedback to the semi-structured interviews;
3. Introducing the consultants to interviewees;
4. Providing feedback on the first draft of the report;
5. Providing feedback on the final draft of the report.

The evaluator is invited to plan **at least three coordination meetings** with the Secretariat, which could take place either in Brussels or on line according to the location of the consultants:

1. (kick-off meeting) assure good understanding of the objectives of the evaluation, of the scope and nature of the project, and of the background documentation available for the evaluation: at the signature of the contract;
2. Present and discuss the first draft of the evaluation report for feedback by the Secretariat;
3. Presentation of the final evaluation report.

Contractor profile

The Contractor should have demonstrated experience with evaluation of project management and delivery, notably in a multi-stakeholder multi-level context, and be familiar with delivery of projects financed by the European Commission;

Knowledge and understanding of local and regional governments, as well as the African context and international cooperation policy is an asset;

The ability to read documents and conduct interviews in **English and French is mandatory**.

Technical specifications

Language. All deliverables shall be provided in English. The Contractor shall be responsible for correct language and grammar. Documents with apparent mistakes in spelling, grammar, or style shall be rejected.

Format. All deliverables shall be delivered electronically on Word format;

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.

Costs. The suppliers are invited to communicate a final price including all fees, costs, charges or other expenses not exceeding a total amount of EUR 20.000

Contractor selection process

Interested parties are invited to submit the following documentation:

1. A **cover letter**;
2. Proof of the **company registration**;



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3. A **technical offer** including a methodological proposal of the steps to follow (i.e. desk research, semi-structured interviews etc.) and their objective;
4. A **financial offer** with the expected cost, including any direct costs (e.g. travel expenses for meetings with the Secretariat, in applicable), suggested number of working days with daily cost, number of staff assigned, etc.;
5. A professional **curriculum vitae** (for individual experts) or indicative **list of past contracts** (for companies) demonstrating the bidder's background and experience relevant for the assignment.

Selection criteria

CEMR will select an offer providing the most advantageous combination of cost, quality and sustainability to meet requirements.

Pre-selected candidates will be invited for an interview, in person or by Skype.

Contact

The bids, and any other communication related to the tender, 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 6 December 2019 to Sebastien Leclef (sebastien.leclef@ccre-cemr.org).

Deadlines

Interested consultants shall submit their bids no later than by 11 December 2019 – 23h59.

Selection

Pre-selected candidates by the selection committee will be contacted on 13 December 2019. All bidders will be informed about the result of the selection process after this date. The interviews will take place on 16/17 December 2019.



ANNEXES

Specific background on the project

Project financed under Development Cooperation instrument, with the EC implementing decision 23.7.2014 adopting a multiannual indicative programme for the thematic programme “Global Public Goods and Challenge” for the period 2014-2020.

The project is developed and implemented around three main pillars, namely:

1. Vertical integration and political advocacy promoted through the project’s activities;
2. Technical assistance and capacity development to pilot cities, other signatories and other relevant stakeholders (e.g. CSOs)
3. Communication, knowledge management, awareness raising and visibility instruments established.

The results are being achieved through a series of activities implemented in the following three main areas:

- a) Establishment of the CoMSSA structure and the guiding principles
- b) Raising awareness , outreach and dissemination activities
- c) Networking and advocacy activities
- d) Capacity building and exchange of experience activities

CoMO SSA activities are arranged in 6 Work Packages, led by one or two organisations among the 10 consortium partners.

WP 1: Overall project coordination: lead CEMR

WP 2: Central help desk: lead UCLG Africa

WP 3: Adaptation from CoM to CoM Africa on local energy planning process: co leads CA and ENC

WP 4: Institutional framework, political advocacy and networking: co leads: ICLEI World Secretariat and UCLG Africa

WP 5: Assistance to capacity development on SEACAPs: co leads: SEA and ADEME

WP 6: Management of knowledge, outreach and dissemination: lead: UCLG Africa