



Overview of the Covenant of Mayors in Sub-Saharan Africa Sustainable Energy Access and Climate Action Plan Toolbox (CoM SSA SEACAP Toolbox)

The Covenant of Mayors in Sub-Saharan Africa (CoM SSA) is proud to present this resource to support local governments in Africa to develop their Sustainable Energy Access and Climate Action Plan (SEACAP).

Known as the CoM SSA SEACAP Toolbox, this resource is developed by [ICLEI Africa](#) in partnership with [Deutsche Gesellschaft für Internationale Zusammenarbeit \(GIZ\)](#) and launched on 5 November 2020. This document provides an overview of the contents of the SEACAP Toolbox in order to allow local governments and partners to easily navigate the toolbox.

The CoM SSA SEACAP Toolbox complements the existing [SEACAP Guidebook](#) and provides an easy-to-use step-by-step series of presentations for each of the three pillars of a SEACAP, namely Energy Access, Mitigation, and Adaptation. Please note that this Toolbox is regularly updated and a French version will be available early next year.

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

The Covenant of Mayors in Sub-Saharan Africa (CoM SSA), a regional arm of the Global Covenant of Mayors, is an initiative of local authorities in Sub-Saharan Africa taking action to respond to climate change and in ensuring access to sustainable energy. The initiative is shaped to reflect the local context and specificities. For this reason, there is the need for a flexible framework, in which local authorities can develop and build their strategy according to their peculiarities and potentials.

Under the CoM SSA local authorities are invited to make a voluntarily political commitment to implement climate and energy actions in their communities and agree on a long-term vision to tackle three pillars, namely access to energy, climate mitigation and adaptation to climate change. In order to translate the political commitment into practical measures, CoM SSA signatories commit to elaborating and implementing a Sustainable Energy Access and Climate Action Plan (SEACAP).

The SEACAP is the key document that sets the strategies, plans and actions for a sustainable and low greenhouse gas (GHG) emission development, while including climate adaptation actions and ensuring access to secure, affordable and sustainable energy, in response to the current and future impacts of Climate Change in the territory.

Contents of the CoM SSA SEACAP Toolbox

The CoM SSA SEACAP Toolbox is a hands-on tool designed to support local governments to implement the recommendations in the SEACAP guidebook. It is designed as a series of slide presentations that includes the content for each SEACAP pillar, while also unpacking a number of processes and methodologies for achieving the different SEACAP steps. Additionally, the CoM SSA SEACAP Toolbox includes a number of guided exercises that can be used when facilitating a training on the Toolbox. In this way, the CoM SSA SEACAP Toolbox provides an interactive guide to each step in developing a SEACAP. To assist those using the slide

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presentations, notes have been provided as comments on each slide that provide further detail on the slide contents, where necessary.

The CoM SSA SEACAP Toolbox is divided into four modules, each including a number of chapters:

- Module 1: Setting the scene
- Module 2: Climate Mitigation Pillar
- Module 3: Energy Access Pillar
- Module 4: Adaptation Pillar

The title of the slide presentations and the key concepts that can be learnt in each is provided below to assist local governments and partners to navigate the full resource available here:

<https://comssa.org/SEACAP-toolbox>

Chapter 1.1: Climate change and cities in Africa

- Introduction to Climate change in the African context
- The link between climate change and urban development

Chapter 1.2: CoM SSA's response to the challenges of climate change

1.2.1 : Introduction to CoM SSA

- Presentation of the CoM SSA initiative
- Presentation of the CoM SSA Phase III objectives

1.2.2 : SEACAP process

- Presentation of the SEACAP document
- The SEACAP planning phase: 3 pillars
- The SEACAP implementation and reporting phase

Chapter 1.3 Terminology Game

- [1.3.1 Terminology Game Guide](#)
- [1.3.2 Terminology Game Cards](#)
- [1.3.3 Terminology Game Categorised Cards](#)

Chapter 2.1 Introduction to Mitigation Pillar

- What is climate mitigation?
- The planning phase of the mitigation pillar
- How to compile a baseline emissions inventory
- How to report and act upon a baseline emissions inventory

Chapter 2.2: Data collection – Greenhouse Gas Inventories

- The types of data collection necessary for Greenhouse Gas Inventories
- The sources of this data
- Steps for data collection
- How to address data gaps

Chapter 2.3: The Use of Proxy Data in Greenhouse Gas Inventories

- Proxy data for GHG Inventories
- Assumptions used in development of the Proxy Data Tool spreadsheet
- Sources of proxy data
- How Proxy Data Tool works



Chapter 2.4: Analysis framework: the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC)

- Overview of the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC) framework
- The parameters for reporting using the GPC
- Sectors and scopes within a GPC-compliant inventory
- Determinants of data quality

Chapter 2.5: Introduction to CIRIS, the GHG emissions inventory tool

- What the CIRIS tool is and why to use it
- How to understand global warming potentials and conversion factors
- The structure of the CIRIS tool and how to apply it

Chapter 2.6: Introduction to Energy Modelling

- What we mean by a 'model'?
- The value of simplicity
- The basics of energy modelling
- Difference between scenario and optimisation modelling
- The uses of different tools in the SEACAP development process
- The basics of scenario building
- The basic functions of LEAP and CURB
- Pros and cons of each tool
- Where these models have been used in Cameroon and Kenya as an example
- Experiences from CoM SSA

Chapter 2.7: Setting Mitigation Targets

- What are mitigation targets?
- What purpose do they serve?

- Explaining the different types of targets
- Things to keep in mind while setting targets

Chapter 2.8: JRC Reporting Template: Mitigation

- What the three sheets for mitigation are in the JRC reporting template
- What is presented in the BEI and mitigation report sheets
- Step-by-step guidance for the mitigation action sheets
- Examples of filling in the action sheets

Chapter 3.1: SEACAP development process: Access to Energy

- Key definitions related to Energy Access
- Energy access attributes and indicators
- 4 phases of developing the Access to Energy pillar of the SEACAP

Chapter 3.2: SEACAP Planning: Phase 2.1: Energy Access Data Collection

- The 3 steps of how to conduct an Access to Energy Assessment
- Data collection methods and sampling techniques
- Data collection tools in the toolbox
- Inclusions for Energy Access Assessment Report

3.2.1 A guide for Energy Access field data collection

- The different actors for data collection
- What should be done before, during and after data collection by each actor



Chapter 3.3: Access to energy target setting and action planning

- How to establish an access to energy vision
- How to set access to energy targets
- How to develop access to energy action plans

Chapter 3.4: JRC Reporting Template: Access to Energy

- An overview of the energy access sheets of the JRC SEACAP reporting template
- Steps to follow to fill the energy access sections of the JRC off-line reporting template

Chapter 4.1: Introducing Adaptation Terminology

- A definition of climate adaptation
- Key concepts and terminology for climate adaptation

Chapter 4.2: SEACAP development process: Adaptation Pillar

- A definition of climate adaptation
- The importance of adapting to climate change
- Overview of the SEACAP Adaptation Pillar Steps: Risk & Vulnerability Assessment, Adaptation Goals, Climate Adaptation Plan
- Overview of SEACAP Adaptation Reporting

Chapter 4.3: Phase 1: Adaptation Pillar Initiation

- Initiation
- Obtaining political support
- Setting up a team

- Engaging with stakeholders

Chapter 4.4: What to include in a Risk and Vulnerability Assessment

- What is a Risk & Vulnerability Assessment (RVA)
- Initial steps needed before developing an RVA
- What is included in an RVA

Chapter 4.5: Participatory mapping of local vulnerabilities

- The value of participatory mapping
- The levels of participatory mapping
- Facilitating a participatory mapping process
- Examples of participatory mapping outputs

Chapter 4.6: Setting an Adaptation Goal and Target

- What is an adaptation goal
- Examples of adaptation goals
- What is a sector goal for adaptation
- Examples of sectoral adaptation goals

Chapter 4.7: JRC Reporting Template: Adaptation

- What is an RVA?
- Sheet 1: Risk and Vulnerability Assessment Step 1 – 6
- Sheet 2: Adaptation actions
- Sheet 3: Adaptation planning process

For receiving the latest updates on the SEACAP toolbox (including French versions), contact helpdesk@comssa.org and subscribe to the [CoMSSA newsletter](#) and social media channels on [Facebook](#) and [Twitter](#).

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