

# **Request for proposals: Vendor to support the regional capacity building program: Climate Finance for Adaptation in North and Sub-Saharan Francophone Africa (June 2024 – March 2025)**

March 2024

## **BACKGROUND**

### **About the NDC Partnership**

The NDC Partnership brings together more than 200 members, including more than 120 countries, developed and developing, and more than 80 institutions to create and deliver on ambitious climate action that helps achieve the Paris Agreement and the Sustainable Development Goals (SDGs). Governments identify their Nationally Determined Contributions (NDC) implementation priorities and the type of support that is needed to translate them into actionable policies and programs. Based on these requests, the membership offers a tailored package of expertise, technical assistance, and funding. This collaborative response provides developing countries with efficient access to a wide range of resources to adapt to and mitigate climate change and foster more equitable and sustainable development.

## **PROGRAM OBJECTIVES**

Recognizing the challenges faced by countries from North and Sub-Saharan Francophone Africa to access climate finance for adaptation, the NDC Partnership Support Unit, with the support of Climate Action Africa (Global Affairs Canada), is organizing a regional capacity building program to provide an opportunity to country members to strengthen and develop their capacities and move towards programmatic approaches to create the enabling conditions and up scaling the mobilization of finance for the implementation of their adaptation priorities.

The Program design will be based on the [Climate Investment Planning and Mobilization Framework \(CIPMF\)](#) jointly developed by the NDC Partnership and the GCF and will be action-oriented, focused not only on providing conceptual foundations for investment planning and resource mobilization for adaptation goals, but also hands-on practical knowledge that can be translated into actionable strategies and plans. Throughout the Program, countries will be invited to reflect on their strengths and areas for improvement, including opportunities to identify and prioritize their support needs through the NDC Partnership.

# SCOPE OF WORK AND DELIVERABLES

## Scope of Work

The NDC Partnership is seeking a vendor to support preparing and facilitating the organization of this capacity building program. The vendor will co-develop the capacity building program in close collaboration with the NDC Partnership Support Unit, and in consultation with the participants and selected partner institutions.

The course will set the scene on adaptation finance and build on the different stages of the Climate Investment Planning and Mobilization Framework (CIPMF) to flesh out the steps and develop sessions content corresponding to the target group learning objectives.

A series of interviews will be conducted at the project's launch to assess capacities, needs and learning objectives for the target audience. This will contribute to the integration of the countries and partners' experiences, bringing the content closer to the countries' realities and reflecting on the specific needs.

The program is envisioned to have an interactive format offering an open space to exchange between the countries and the experts from partner organizations, while enabling the participants' capacity building and empowering them to reflect on clear next steps.

## Target group

The program will be designed for sectoral focal points (for example from ministries of agriculture, forestry, water), national development banks, national climate funds representatives, and/or national designated authorities.

## Approach

After setting the scene on adaptation finance and introducing a strategic and programmatic approach to planning and mobilizing climate finance, the course will dive into the different stages of the Framework, fleshing out the steps and processes to ensure more effectiveness and efficiency in mobilizing finance for adaptation priorities. This would be animated by country and partner experiences with practical examples and peer exchanges in small groups, bringing the content closer to the reality of countries. The emphasis will be placed on practical application including on developing follow-up actions for at least one area that Governments would like to strengthen in their country, including elements that could be turned into a specific scope of work/request for support to be peer-reviewed by members of the cohort and communicated to the NDC Partnership.

The depth of the deep dive and specific focus will be guided by an assessment of existing capacities and priorities defined by participants before the beginning of the course.

## Topics of the program

This section includes a preliminary list of topics to be covered in the program. The exact list, level of detail and

depth of each topic will be informed by an assessment of existing capacities and learning priorities of participants (scoped as part of the design of the curricula):

- Current trends in adaptation finance in Africa: investment needs, sources of finance gaps, challenges, and opportunities.
- Institutional arrangements and stakeholder engagement for successful adaptation finance planning and mobilization, including engaging the private sector.
- Integrating adaptation priorities into national and sectoral planning, budgeting, and financing frameworks.
- Aligning adaptation investment planning with national and sectoral investment frameworks.
- Evidence-based identification and prioritization of adaptation investments.
- Main sources of adaptation finance and existing programs to support countries in the region.
- Innovative financial approaches and instruments for financing adaptation
- Monitoring and evaluating the effectiveness of adaptation finance
- Overcoming investment barriers and risks for adaptation finance mobilization
- Preparing projects and programs for adaptation in line with requirements from different financing sources.

## Delivery language

The program will be developed in English and French (depending on the deliverables) and delivered in French.

## Duration of the consultancy

This is a consultation that will start early May 2024 and end with the delivery of the capacity building program summary report, in March 2025. The capacity building program will encompass two in-person workshops that will take place on 9 – 11 July 2024, in Abidjan, Côte d'Ivoire and in February 2025 (location and exact dates TBC), with 4 virtual sessions of 3 hours each taking place in between.

## Deliverables

Deliverables	Description	Deadline
1	Interviews with five participants and partner organizations to inform the capacity building program content and approach	By 7 June 2024
2	Finalized capacity building program including: <ul style="list-style-type: none"> <li>• description of the methodological approach with learning objectives (in English)</li> <li>• draft concept notes for two in-person workshops (an inception workshop and a final workshop) (in English)</li> <li>• draft concept notes for the 4 virtual sessions (in English)</li> <li>• a full program implementation plan (in French)</li> </ul>	
3	Inception workshop concept note (in French).	By 28 June 2024
4	Moderation plan for the inception workshop and its various sessions (in French)	
5	Working group guiding questions and materials for the workshop (in French)	
6	Inception workshop attendance and moderation (in French)	9-11 July 2024

Deliverables	Description	Deadline
7	Inception workshop final summary report (in English and in French)	By 30 July 2024
8	1 <sup>st</sup> Online training sessions' moderation plan and content (in French)	By 16 August 2024
9	1 <sup>st</sup> Online training moderation (in French)	Late August 2024 (date TBC)
10	2 <sup>nd</sup> Online training sessions' moderation plan and content (in French)	By 20 September 2024
11	2 <sup>nd</sup> Online training moderation (in French)	Late September 2024 (date TBC)
12	3 <sup>rd</sup> Online training sessions' moderation plan and content (in French)	By 22 November 2024
13	3 <sup>rd</sup> Online training moderation (in French)	Early December 2024 (date TBC)
14	4 <sup>th</sup> Online training sessions' moderation plan and content (in French)	By 10 January 2025
15	4 <sup>th</sup> Online training moderation (in French)	Mid-January 2025 (date TBC)
16	Final workshop concept note (in French).	By 31 January 2025
17	Moderation plan for the final workshop and its various sessions (in French)	
18	Working group guiding questions and materials for the final workshop (in French)	
19	Final workshop attendance and moderation (in French)	February 2025 (dates TBC)
20	Capacity building program final summary report with recommendations and findings related to further support to adaptation finance in the region (in English and in French)	By 28 March 2025
Number anticipated of working days		55 days (including travel days)

## Payment

One invoice to be submitted for deliverables 1-5, one invoice for deliverables 6-7, one invoice for deliverables 8-11, one invoice for deliverables 12-15, one invoice for deliverables 16-19, and one invoice for deliverable 20.

## REQUIREMENTS

The consultant(s) will have the profile below, with the lead consultant having at least 10 years of experience in (a) and (b).

- Significant experience working on climate finance, climate finance mobilization for adaptation, and adaptation financial instruments and mechanisms, demonstrating professional competence and mastery of the program subject matter;
- Significant international or country experience related to the development of concept and training modules on climate finance and adaptation;
- Strong experience in multi-stakeholders' workshops facilitation and working with governments and international organizations delivering capacity building services;
- Experience working in Francophone Africa;
- Strong interpersonal skills and the ability to work and communicate with teams from different countries;

- f) Strong computer skills, including conducting online training sessions;
- g) Excellent writing, editing, and oral communication skills in French and English;

## TO APPLY

### Selection process

Review and selection of a vendor will be based on the following criteria:

- Completeness & quality of the proposal in addressing all required elements described in the Request for Proposal;
- Experience with similar projects.
- Vendor's technical expertise relevant to the stated requirements of the RFP.
- Vendor's proposed methodology and ability to complete the activities within the set timelines.
- Overall cost of the vendor's proposal and best value for money.

The NDC Partnership Support Unit will select and approve the final vendor, and a contract will be issued through the World Resources Institute (WRI). Work is expected to begin in early May 2024 and be completed in March 2025.

### Proposal content

Prospective vendors should submit:

- a. A statement of interest describing the proposed team, proposed workplan; and how it meets the above requirements (maximum of 10 pages);
- b. CVs of the team member(s);
- c. A financial proposal for this work, including a budget breakdown of costs.

### Submission deadline

All proposals must be sent **by 19 April 2024, 17:00, Eastern Daylight Time (EDT) in electronic format via e-mail to Ms. Blanca Rincondearellano** [blanca.rincondearellano.5@ndcpartnership.org](mailto:blanca.rincondearellano.5@ndcpartnership.org)

Please use the following format for the email subject line: “[Adaptation finance CB\\_Consultancy](#)”