

TERMS OF REFERENCE

ICLEI Africa & CoM SSA

Terms of Reference for a gender expert to support the work of Covenant of Mayors in Sub Saharan Africa (CoM SSA)

25th May 2021

Bids due: 16th June 2021

Bids and technical queries can be sent to Ms. Lucy Lavirotte (lucy.lavirotte@iclei.org) with Kirsty Griffin (Kirsty.griffin@iclei.org) in CC.

Please indicate interest to submit a bid and any queries by **28th June 2021**, so that responses to queries may be shared with all bidders by no later than **4th June 2021**.

Bids will still be accepted if interest is not indicated, but bidders must accept that they may not have received responses to questions of other bidders.

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference (ToR).



TERMS OF REFERENCE

ICLEI Africa is working with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) on the Covenant of Mayors in Sub Saharan Africa ([CoM SSA](#)) initiative co-funded by the European Union (EU), the Federal Ministry of Economic Cooperation and Development of Germany (BMZ), and the Spanish Agency for International Development Cooperation. Started in 2015, CoM SSA is the African regional chapter of the Global Covenant of Mayors (GCoM), the largest network of cities driving urban climate action. CoM SSA empowers its network of over 230 African cities to take concrete actions in overcoming the effects of climate change and increasing access to sustainable energy.

This Terms of Reference (ToR) relates to supporting ICLEI Africa with advice on mainstreaming gender into our work within the CoM SSA initiative.

1. BACKGROUND

Climate change impacts men and women differently. As part of ICLEI Africa's work under CoM SSA, we strive to mainstream gender by considering both gender equality and women's empowerment as important factors in low carbon and resilient development. 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. Gender considerations are currently not mandatory in the development of a SEACAP nor in associated tools and resources. To assist cities in bridging this gap, we would like to provide support and concrete tools to African cities for the development of gender-sensitive SEACAPs. This would entail recommendations and tools to ensure an inclusive development and implementation process of a gender-responsive SEACAP, including: i) gender-sensitive data collection; ii) equitable participation and influence of women and men in decision-making; and iii) gender-sensitive design and implementation of energy and climate actions.

GIZ and ICLEI Africa are currently supporting four cities in the development of their SEACAPs. The process is highly participative and involves government officials, representatives from different sectors, CSOs/NGOs, civil society and traditional authorities. In partnership with the cities, on-the-ground service providers, GIZ and ICLEI Africa are responsible for:

- Designing and managing the data collection process for the climate change adaptation, climate change mitigation and energy access pillars of the SEACAP;
- Analysing the data and writing a baseline analysis report, a target setting report and an action planning report for each of the three pillars within the SEACAP (adaptation, mitigation and access to energy); and
- Conducting training workshops for municipal officials and other stakeholders on data collection and other related SEACAP concepts and processes.



In addition to this targeted support to the four cities, GIZ and ICLEI Africa are developing training/support products on SEACAP development which will benefit all CoM SSA cities. This includes a SEACAP Toolbox which aims to guide CoM SSA cities along each step of their SEACAP development.

2. OBJECTIVES

The objective of this Terms of Reference (ToR) is for a consultant to support ICLEI Africa and GIZ to mainstream and embed gender considerations in several activities under CoM SSA. Specifically, the gender consultant will be expected to provide suggestions, recommendations and real world examples to include in the SEACAP toolbox to make it more gender inclusive and gender conscious; and develop case studies successfully showcasing how gender has been considered in climate change adaptation, mitigation and/ or energy projects in Africa.

3. ROLE OF THE GENDER EXPERT

3.1 Inception Meeting

The service provider is expected to take part in a brief inception meeting with the ICLEI Africa team to discuss the assignment. The inception meeting will take the form of a short online meeting via Zoom or a similar platform. During the course of the inception meeting, ICLEI Africa and the service provider will discuss and confirm the requirements and scope of works for this assignment. The service provider will also be offered the opportunity to ask any questions before commencing with the assignment.

Key Deliverables:

Deliverable 1: Inception Meeting & Inception Meeting Minutes

3.2 Provide inputs on the SEACAP Toolbox

Version 1 of the SEACAP Toolbox was developed in 2020 and takes the form of four modules presented as an easy to use pack of PowerPoint slides of approximately 600 slides in total. Version 2 of the SEACAP Toolbox is currently being developed and this will include two additional modules which should also be assessed as part of this piece of work (estimated to be a maximum of 700 slides in total). The SEACAP Toolbox modules consist of the following content:

| Module | Topics covered |
|---|---|
| Module 1: Setting the Scene | Climate change and cities in Africa |
| | Introduction to CoM SSA |
| | Introduction to the SEACAP Process |
| | Terminology Game |
| Module 2: Climate change mitigation pillar | Introduction to Mitigation Pillar |
| | Greenhouse Gas Inventories |
| | Use of Proxy Data for Greenhouse Gas Inventories |
| | Analysis framework: The Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC) |
| | Introduction to CIRIS: a GHG emissions inventory tool |
| | Introduction to Energy Modelling |



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|--|--|
| | Setting Mitigation Targets |
| | JRC Reporting Template: Mitigation |
| Module 3: Energy Access Pillar | Introducing the Energy Access Pillar |
| | Energy Access Data Collection |
| | A Guide for Energy Access Field Data Collection |
| | Access to energy target setting and action planning |
| | JRC Reporting Template: Access to Energy |
| Module 4: Adaptation Pillar | Introducing Adaptation Terminology |
| | Introducing the Adaptation Pillar |
| | Adaptation Pillar Initiation |
| | What to include in a Risk and Vulnerability Assessment |
| | Participatory mapping of local vulnerabilities |
| | Setting an Adaptation Goal and Target |
| | JRC Reporting Template: Adaptation |
| Module 5: Project Packaging and Development | Content currently being developed |
| Module 6: Designing and communicating your SEACAP | Content currently being developed |

The work under this deliverable will entail:

- (1) holding a half-day meeting with the GIZ and ICLEI Africa team to go through the SEACAP Toolbox to discuss what it includes and how GIZ and ICLEI Africa and member cities use it; as well as the expectations of this component of this piece of work
- (2) Reviewing Version 2 of the SEACAP toolbox in detail and providing concrete suggestions, recommendations, tools, methodologies, relevant examples and edits that should be incorporated into the SEACAP Toolbox to ensure that gender considerations are embedded throughout and support the development of gender-responsive SEACAPs

Key Deliverables:

Deliverable 2: Half day meeting & meeting minutes

Deliverable 3: Reviewed version of Version 2 of the SEACAP Toolbox which includes suggestions, recommendations, tools, methodologies, relevant examples and edits that should be incorporated into the SEACAP Toolbox.

3.2 Compile 6 best practice case studies on gender mainstreaming initiatives, programmes and projects in Sub-Saharan Africa related to climate change and energy access

The gender expert will be expected to compile 6 case studies which successfully showcase how gender can/has been considered in climate change adaptation, mitigation and/ or energy projects in Africa. There should be a minimum of two case studies per pillar (adaptation, mitigation and energy access), with each case study covering a different sector (e.g. agriculture, transport, health, etc). To complement the many existing case studies on



successful gender mainstreaming in climate and energy initiatives, this assignment should consider:

- Examples of actions led by Sub-Saharan African local governments;
- Examples of actions financed directly (municipal budgeting) by local governments;
- Innovative adaptation, mitigation and energy access initiatives;
- Innovative ways of mainstreaming gender; and
- A good sub-geographical balance of examples (i.e. not only Southern or Eastern African examples).

Each case study should include, but not be limited to:

- Details on the initiative (project holder, implementation dates, location, funders, stakeholder involved, scope of the initiative, number of beneficiaries, expected impact);
- Key challenges and lessons learned on the gender mainstreaming aspect of the initiative; and
- Sources of information and relevant links to read more about the initiative.

Key Deliverables:

Deliverable 4: 6 case studies which successfully showcase how gender can/has been considered in climate change adaptation, mitigation and/ or energy projects in Africa.

4. ROLE OF THE PROJECT PARTNERS

The project partners (ICLEI Africa and GIZ) will support the gender expert to ensure the successful delivery of the work by:

- Providing all existing gender related material developed as part of the CoM SSA initiative for the consultant's review and to build upon; and
- Providing requirements and specifications for the development of new knowledge products.

5. SPECIFICATIONS TO QUOTE

Please see a breakdown of the estimated time required for each phase of the assignment for quoting purposes. Quotes should break down each phase of the assignment as follows

| Activity | Estimated number of days of work |
|--|---|
| Deliverable 1 <ul style="list-style-type: none">• Inception meeting• Inception meeting minutes | 0.5 day |
| Deliverable 2: <ul style="list-style-type: none">• Half day meeting• SEACAP Toolbox meeting minutes | 0.5 day |
| Deliverable 3: <ul style="list-style-type: none">• Reviewed version of Version 2 of the SEACAP Toolbox which includes suggestions, recommendations, relevant examples and edits that should be incorporated into the SEACAP Toolbox | 10 days |
| Deliverable 4: | 7 days |



| | |
|---|----------------|
| <ul style="list-style-type: none">6 case studies which successfully showcase how gender can/has been considered in climate change adaptation, mitigation and/ or energy projects in Africa. | |
| Total | 18 days |

6. SERVICE PROVIDER REQUIREMENTS

Proposals may be submitted by an individual or a team of individuals (as a consortium) and must meet the following requirements:

- Bachelor's or Postgraduate degree in gender studies or similar. Additional qualifications in the fields of development studies, international development, climate change, energy will be an added advantage;
- In accordance with EU funded projects, a minimum of five (5) years gender mainstreaming professional experience including gender training experience;
- Demonstrate expertise, experience (minimum 3-years) and knowledge and understanding of access to energy, climate change mitigation and adaptation;
- Demonstrated experience in contributing to the design of climate change projects (such as the development of a Gender Action Plan for a GCF Funding Proposal) is an added value;
- Experience with mainstreaming gender into climate change and energy sectors is essential;
- Experience working in Africa countries and/or with cities in Africa;
- Fluency in English. A working knowledge of French will be an added advantage but not considered essential;
- Proven experience developing technical reports and training material on gender mainstreaming, climate change and energy access; and
- Excellent workshop facilitation skills.

7. EVALUATION CRITERIA

Bids will be evaluated against the following criteria:

- Demonstrated Skills and Expertise, linked to those indicated in this ToR;
- Demonstration of Experience;
- Interpretation of the Terms of Reference; and Price (per portion of work indicated above), including Hourly/Daily rates and number of Hours/Days per portion of work;

8. PAYMENT

Payment will be made post completion of each portion of work as indicated in this ToR in accordance with the satisfactory and timeous delivery of services and upon receipt of fully compliant invoices.

9. ACCESS TO DATA AND INTELLECTUAL PROPERTY

All data used (that is not available from public and open source platforms) and related outputs produced are confidential and cannot be shared without prior written permission from the



project partners. On completion of the contract, the intellectual property of all outputs and contact data will be transferred to ICLEI Africa and deleted from the consultant's records.

10. SUBMISSION PROCESS

To submit your proposal please email Lucy Lavirotte (lucy.lavirotte@iclei.org) with Kirsty Griffin (Kirsty.griffin@iclei.org) in CC by 16:00 (SSAT) on **16th June 2021**.

Please use the subject line: **'Service Provider: Gender Expert CoM SSA'** when submitting your proposal, and include the following information and supporting documents:

- 1) Proof of all requirements for this work as per section 6 above;
- 2) A detailed proposal including a work plan and a detailed budget in Rand split into the phases as outlined above. The assignment should be unpacked to include the following information:
 - a) Outline of the team working on each deliverable with time allocated to each deliverable,
 - b) Total number of hours/ days assigned to each task (per team member and total); and
 - c) Proposed approach and methodology.
- 3) Curriculum vitae of the consultant and/ or each team member of the consultancy/ consortium;
- 4) Company profile (if relevant);
- 5) A B-BBEE certificate (if applicable); and
- 6) A risk matrix and mitigation measures.

11. SUBMISSION TIMELINE

- 25th May 2021: Terms of Reference released
- 16th June 2021 at 16:00 (SAST): Proposal submission closing date

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE.

If you have not heard from ICLEI Africa by 31st July 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.

ICLEI – Local Governments for Sustainability (ICLEI) is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, ICLEI influences sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. ICLEI's Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

For more information on ICLEI Africa see: <http://www.iclei.org/> and <http://africa.iclei.org/>. For more information on the CoM SSA initiative see <https://comssa.org/>.