



**Local & Regional
Europe**

Terms of Reference

CoM SSA capacity building and advocacy events

| Date 08 February 2022



Council of European Municipalities and Regions

TERMS OF REFERENCE

CoM SSA capacity building and advocacy events

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). Since 2019, CoM SSA is co-funded by the German Ministry for Economic Development and Cooperation (BMZ) and the Spanish Agency for International Development Cooperation (AECID). The Agence Française de Développement (AFD) and Expertise France are also partners since 2019. CoM SSA is part of the Global Covenant of Mayors for Climate and Energy (GCoM) – the largest coalition of cities committed to local climate and energy action.

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

The project started in December 2015 and will finish in May 2022. The project is looking for support to organize capacity building and advocacy events and coordination and editorial of two project publications:

1. "Local Climate Action Advocacy in Sub-Saharan Africa"
2. "Capacity-building for Local Government Associations: lessons learned"

Objectives of the contract

- Coordinate and co-organise a workshop of capacity-building on local climate action, the Covenant of Mayors in Sub-Saharan Africa, climate finance and advocacy strategies to Local Government Associations of the Southern African region (Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe) in partnership with UCLG-Africa.
- Coordinate and co-organize a workshop of capacity-building on local climate action, the Covenant of Mayors in Sub-Saharan Africa, climate finance and advocacy strategies to Local Government Associations of the Eastern African region (Comoros, Djibouti, Ethiopia, Eritrea, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, South Sudan, Sudan, Tanzania, Uganda) in partnership with UCLG-Africa
- Coordinate and co-organize a plenary session on focusing on the local climate action challenges and policy opportunity in Sub-Saharan Africa in relation to the forthcoming COP27 conference for an audience of policy-makers and local climate action professionals at the Africities conference in May 2022 in Kisumu, Kenya in partnership with UCLGA
- Coordinate and draft a publication on "**Local climate action advocacy in Sub-Saharan Africa**", of about 15 pages and to be published in English, French and Portuguese, to relate about the recent CoM SSA experience



of advocacy (by local, national and continental policy-makers), existing opportunities and obstacles, and recommendations. If relevant, city networks should be consulted. A structure of the report will be provided by CEMR.

- Coordinate and draft a publication on “**Capacity-building for Local Government Associations (LGAs): lessons learned**”, of about 15 pages and to be published in English, French and Portuguese, to relate the recent CoM SSA experience of involving LGAs and workshops organized in four regions of the continent (West Africa, Central Africa, East Africa and Southern Africa). A structure of the report will be provided by CEMR.
- Organise or/and participate to the meeting organised by CEMR as the lead partner of the project.
- Provide to CEMR short reports of all foreseen activities, list of participants, presentation ,etc to CEMR within one week after the delivery of each activity.

Project implementation methodology

The contractor is invited to follow the methodology described below:

1. Desk research and documents (provided by CEMR) analysis in order to deepen the context and exploit the existing material to:
 - prepare the program of the two workshops with Local Government Associations and the program of the plenary session at the Africities conference;
 - prepare the presentation material (PowerPoint or else) dedicated to the workshop with Local Government Associations
 - draft the content of the two publications
2. Liaise with CEMR and other partners in order to finalize the program and send invitations to the events; implement the events and produce a short post-event report (including list of participants and feedback)
3. Based on the findings, identify and draft the content for the two publications.

Contract's timeframe

The contract will consist of the following deadlines:

1. Final draft of the program for the workshop in Southern Africa: 1 April 2022;
2. Final draft of the program for the workshop in Eastern Africa and the Africities plenary session: 15 May 2022;
3. Submission of the events documents (agenda, program, presentations, list of participants, and report) to CEMR: one week after the delivery of each event;
4. Submission of the final publications to CEMR: 27 May 2022.

Organisation of the contract

CEMR will contribute with:

1. Providing access to all necessary background documents;
2. Providing feedback to agenda and events' reports;
3. Participate to the events;
4. Providing feedback to the final draft of the publications;
5. Providing feedback on the final draft of the events' reports.

The Contractor is invited to plan **at least three coordination meetings** with CEMR, which can take place on line:

1. (kick-off meeting) assure good understanding of the objectives of the contract, of the scope and nature of the project, and of the background documentation available for the implementation of activities: at the signature of the contract;
2. Present the draft agenda and/ or concept note for events for feedback by CEMR;
3. Present to CEMR the final draft of the two publications.



Contractor profile

- a) The Contractor should have demonstrated experience with project management and delivery, organizing events such as workshops and conferences for civil society and local authorities, notably in a multi-stakeholder multi-level context, and be familiar with delivery of projects financed by the European Commission;
- b) Expertise in climate and energy policy, environmental policy, analysis of national and internal strategies, training and capacity-building;
- c) Knowledge and understanding of local and regional governments, as well as the African context and international cooperation policy is an asset;
- d) Knowledge of European climate and energy policy;
- e) The ability to read documents and conduct workshop in **English and French is mandatory**.

Technical specifications

Language. All deliverables shall be provided in English, except for publications which should be also provided in French and Portuguese languages. 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 or PDF 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 70.000

Contractor selection process

Interested parties are invited to submit the following documentation:

1. A **cover letter** (1 page maximum);
2. Proof of the **company registration**;
3. A **technical offer** including a methodological proposal of the steps to follow (i.e. desk research, agenda preparation, type of presentation made) and their objective;
4. A **financial offer** with the expected cost, including any direct costs (e.g. staff cost or fees)
5. An indicative **list of past contracts** or activities organized 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 with COMSSA in the subject.

Deadlines

Interested consultants shall submit their bids no later than by 22 February 2022 – 12h00



Council of European Municipalities and Regions

Selection

Pre-selected candidates by the selection committee will be contacted on 28 February 2022. All bidders will be informed about the result of the selection process after this date.



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 CoM SSA 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

CoM 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