

Terms of reference (ToRs) for the procurement of services above the EU threshold

CONFIDENTIAL

Project title:

Implementing regional and national adaptation priorities in
Central and West Africa (PACO)

Country:

Benin, Senegal, Côte d'Ivoire and Republic of Congo

**Processing
number/cost centre:**

G-011977-001

Transaction number:

10004007_1

Subject of the tender procedure:

Provision of Technical Expert Support on Climate Change Adaptation
and Climate Finance in Central and West Africa

0. List of abbreviations	3
1. Context.....	5
2. Tasks to be performed by the contractor	7
2.1 Term	7
2.2 Objectives, indicators, work packages, milestones	7
2.3 Project and knowledge management requirements	17
2.4 Data protection and information security	19
2.5 Other requirements	19
3. Technical-methodological concept.....	21
3.1 Interpretation of objectives (section 1.1 of the assessment grid).....	21
3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)	21
3.3 Strategy (section 1.3 of the assessment grid).....	22
3.4 Project management (section 1.4 of the assessment grid)	24
3.5 Further requirements (section 1.5 of the assessment grid)	25
4. Personnel.....	25
5. Costing requirements	33
5.1 Assignment of experts.....	33
5.2 National administrative staff	33
5.3 Travel expenses.....	34
5.4 Materials and equipment	35
5.5 Operating costs in the country of assignment	35
5.6 Workshops, education and training	35
5.7 Local contributions	36
5.8 Other costs.....	36
5.9 Flexible remuneration item	36
6. Requirements on the format of the tender	36

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

7.	Options or follow-on contract	37
7.1	Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)	37
7.2	Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)	38
8.	Annexes	38

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

0. List of abbreviations

ABM	Adaptation Benefit Mechanism
AfDB	African Development Bank
BMUKN	Federal Ministry of Environment, Climate, Nature and Nuclear Safety (Germany)
CCBC	Climate Commission for the Congo Bassin (Republic of Congo)
CCRS	Climate Commission for the Sahel Region (Niger)
CSE	Center for Ecological Monitoring (Senegal)
FIRCA	Interprofessional Fund for Agricultural Council (Ivory Coast)
FNEC	National Environment and Climate Fund (Benin)
GDPR	General Data Protection Regulation
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IKI	International Climate Initiative
IsDB	Islamic Development Bank
LLF	Lives and Livelihood Fund
LoI	Letter of intent
MoU	Memorandum of Understanding
NAP	National Adaptation Plan
NDC	Nationally Determined Contributions
PACO	Regional Programme for Implementing regional and national adaptation priorities in Central and West Africa
PECG	Climate Change and Green Growth Department (of AfDB)
PIK	Potsdam Institute for Climate Impact Research (Germany)
RMO	Risk Management Office
ToRs	Terms of reference
ZUG	Agency for Future, Environment and Society (Germany)

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa



Transaction number: 10004007_1

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

1. Context

Project structure and approach

The regional project “Implementing regional and national adaptation priorities in Central and West Africa (PACO)” financed by the “International Climate Initiative (IKI)” through the German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN) and is implemented as a technical cooperation module by the German International Cooperation (Deutsche Gesellschaft für Internationale Zusammenarbeit, GIZ) GmbH in Benin, Republic of Congo, Ivory Coast and Senegal. The project is led by a consortium consisting of five members, namely the African Development Bank (AfDB), the Islamic Development Bank (IsDB), the Potsdam Institute for Climate Impact Research (PIK), the Climate Commission of the Sahel Region (CCRS) and GIZ. The main political partners of the project are the Ministries of Environment of the four countries, the National Environment and Climate Fund of Benin (FNEC), the Center for Ecological Monitoring in Senegal (CSE), the Interprofessional Fund for Agricultural Research in Ivory Coast (FIRCA), municipalities, small and medium enterprises, and civil society organizations.

The project’s overall objective is to improve the resilience and climate change adaptation capacities within governments, civil society, municipalities and small and medium enterprises of the three Western and the one Central African country, as these regions depend heavily on primary sector activities, making them directly vulnerable to the changes in climate. Hence, strong governance on adaptation to climate change is crucial in both regions to protect the livelihoods and well-being of significant portions of the population, as they often lack capacities, approaches and tools for higher resilience and better adaptation.

Objective and Outputs

PACO will contribute to making West and Central African countries more resilient to climate change (**Impact**). This impact will be achieved through implementation of the target countries’ adaptation priorities in line with their NDCs and NAPs (**Outcome**).

The assumption is the actors benefitting from the PACO project will have increased their adaptive capacity and are therefore capable of implementing adaptation measures. Thus, adaptation measures are implemented successfully in West and Central Africa countries making this region more resilient to climate change.

To achieve this outcome, PACO will cover the following outputs through regional, national and sectoral approaches, and south-south collaborations:

- Supporting, coordinating and upscaling climate resilience of the member states of the CCRS and CCBC in line with international agendas (**Output I**)
- Strengthening the national climate governance frameworks and adaptive capacities of key stakeholders in the four target countries (**Output II**)
- Public and private investors implementing transformative NAPs/NDCs actions to improve climate-resilient sectoral productivity in the target countries (**Output III**)
- Strengthening south-south-global (SSG) cooperation to combat climate change through the exchange of experience and transfer of appropriate technologies (**Output IV**)

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

Output I of the project will build the organizational, institutional, and administrative capacities of the CCBC and CCRS, enabling them to assist their member countries in implementing their adaptation priorities. Moreover, the commissions will be enabled to support identification and the design process of the adaptation indicators in the target countries.

Given the multiplicity of the stakeholders involved in the planning and implementation of national adaptation priorities, it is essential to have a single national body in charge of the coordination of all adaptation interventions in each country.

In **Output II**, PACO will strengthen national systems to track adaptation projects/programs implemented in each of the target countries. In countries with an existing climate coordination body, the project will strengthen its ability to coordinate its activities at the national and local levels; where such a group does not exist yet but is anticipated by legislation, PACO will help create it. Output II also includes support to private sector stakeholders to assess climate risk and determine the actions they must take to mitigate it. Lastly, relevant stakeholders in the target countries will be trained in project proposal development.

To increase climate resilience, it is necessary to implement adaptation projects in line with each country's adaptation priorities. This will be achieved in **Output III**, which will provide small grants to fund transformative adaptation projects. To encourage the replication of successful activities at larger scale, AfDB will test its Adaptation Benefits Mechanisms through Output III projects, and PIK will conduct research on project impacts.

Implementation of **Outputs I, II and III** will yield some benefits that should be shared more widely. In **Output IV**, the project will foster south-south collaboration by establishing reverse linkages, setting up regional thematic groups that are set to meet regularly and hosting regular webinars on diverse topics.

Strategy

The present terms of reference are focused on activities and indicators from Output 3 and Output 4, more specifically on the work packages dedicated to the two development banks, AfDB and IsDB.

Under Output 3 of the PACO program, GIZ and its consortium partners are supporting the selection and implementation of up to 20 small-scale climate change adaptation projects across PACO countries (five per country) to benefit directly 50,000 people. Through this approach, the program mobilizes public and private investors to support the implementation of these projects and other transformative measures to improve climate-resilient sectoral productivity in the target countries in line with their National Adaptation Plans (NAPs) and their Nationally Determined Contributions (NDCs). For the implementation of this output, GIZ is partnering with several organizations active in the region, including the African Development Bank (AfDB), specifically the Climate and Environment Finance Division (PECG1) of the AfDB Climate Change and Green Growth Department (PECG). The African Development Bank (AfDB) will contribute to the implementation of Output 3 of the PACO program by selecting and implementing four small-scale projects that have an Adaptation Benefits Mechanism (ABM) potential – one in each target countries (four ABM in total). The ABM is a results-based financing mechanism for enhancing the resilience of vulnerable communities and ecosystems piloted by the AfDB in Africa since 2019 and recorded under the United Nations Framework Convention on Climate Change (UNFCCC) as the first non-market approach under Article 6.8

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

of the Paris Agreement as well as the first cooperative approach on adaptation during the 29th Conference of the Parties of the UNFCCC held in December 2024. The UNFCCC recording has officially made the ABM one of the tools for the implementation of the Paris Agreement to raise ambition of adaptation goals contained in the NDCs. The selected adaptation projects under the PACO program with an ABM potential will help mobilize new adaptation finance for replication and expansion through the AfDB's mechanism across the African countries targeted. The Islamic Development Bank (IsDB) will play a role in supporting the development of a pipeline of bankable projects in Benin, Ivory Coast and Senegal which are its member countries, through PACO's Output 3. Thus, IsDB, with the support of GIZ, will contribute to the leverage of public funds. In total, the project is targeting a leverage factor of 3, with the help of IsDB, AfDB and the other MDB involved in this project, to leverage up to EUR 60 Mio. (of which EUR 50 Mio. stem from IsDB) in additional funding for climate resilience actions.

In Output 4, the IsDB, with the support of GIZ, will implement a regional reverse linkage project for transferring the knowledge and the climate adaptation/resilience solutions from a provider of knowledge to a recipient of knowledge and has foreseen the establishment of a regional centre of excellence (in West Africa) to host Reverse linkages. The Reverse Linkage mechanism is defined as a technical cooperation mechanism enabled by IsDB whereby member countries and Muslim communities in non-member countries, exchange their knowledge, expertise, technology and resources to develop their capacities and devise solutions for their autonomous development.

The consulting firm (also referred to in this document as the "contractor") shall provide different thematic short-term expert (STE) pools to support the development and implementation of the mentioned focus areas of the adaptation program, which are composed of three work packages, as described below in section 2. The STE pools shall consist of experts with relevant expertise and work experience in the fields of adaptation finance, ABM from AfDB, preparation of a project pipeline of adaptation projects at national level, capacity development for the implementation of reverse linkages from IsDB, supporting multilateral development banks in implementing their financing mechanisms, as described in Section 2.

2. Tasks to be performed by the contractor

2.1 Term

The expected term of the contract for services must be specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

2.2 Objectives, indicators, work packages, milestones

The contractor is responsible for achieving the objectives and indicators described in this document.

The consulting firm shall provide pools of STE that can be deployed flexibly according to the specific demand of the project. Experts assigned to the pools are required to work on technical tasks and requirements specific to the Banks as well as to provide conceptual know-how and

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

expertise to support project identification, development, scaling-up and strengthening of the climate change adaptation rationale to ensure mobilization of public and private funds form adaptation finance. Furthermore, the STE shall conduct capacity needs assessments, development of capacity development plans, provision of capacity development support and training measures for the implementation of the capacity development plan. Places of the assignments and their duration will be agreed upon between GIZ, bank and the consulting firm on a case-by-case basis. The implementation of the requested support requires close coordination and consultation with the GIZ consultant on climate change adaptation in Benin and the country project teams. Individual tasks of the STE pools will be defined when required.

The project at hand focuses on strengthening climatic governance and climatic finance for the implementation of the National Adaptation Plans (NAPs) and the Nationally Determined Contributions (NDCs) in Benin, Republic of Congo, Ivory Coast and Senegal and aims to utilize local resources and expertise as much as possible. By supporting local expertise responsible for acquisition of climate finance for adaptation to climate change projects and development capacities measurability as well as accountability and reporting of adaptation implementation on a national and international level, the project aims to strengthen access to international climate finance at national and local level.

The contractor is responsible for contributing to the target indicators, outputs and output indicators described in this document and as listed below:

Output 3: Sectoral approaches: Public and private investors implement transformative actions in priority sectors of the target countries' NAPs/NDCs to improve climate-resilient sectoral productivity.

Output indicators:

3.3 4 million EUR of public or private money have been mobilized by AfDB Adaptation Benefits mechanism.

Baseline: 0 EUR

Target value and planned date of attainment: 4 million EUR (12/2027)

3.4 50 million EUR of public money have been catalysed by IsDB

Baseline: 0 EUR

Target value and planned date of attainment: 50 million EUR (12/2027)

Output 4: South-South collaboration: Key stakeholders engage in South-South collaboration and exchange experiences relevant to technology transfer.

Output indicator:

4.1 4 Reverse linkages have been installed

Baseline: 0

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

Target value and planned date of attainment: 4 (12/2027)

Module objective.

Stakeholders in the PACO target countries implement adaptation priorities in line with their NDCs and NAPs.

Module objective indicator(s)

Indicator Output III.1: 70% beneficiaries, of whom 40% are women, in West and Central Africa confirm with 2 examples that they are able to fulfil their adaptation-related roles.

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones that contribute to all previously mentioned outputs and indicators:

Work package 1: (Part of Output 3) Technical studies and supporting advice for four selected small grant adaptation projects to link to the Adaptation Benefit Mechanism (ABM) of the African Development Bank (AfDB)

In this work package, the contractor in collaboration with the African Development Bank will identify and work with project applicants from the pool of projects generated by the national climate funds, financed by GIZ. The contractor and AfDB will identify small-scale high-impact highly replicable climate change adaptation demonstration projects, that are suitable for AfDB's Adaptation Benefits Mechanism (ABM), seeking to mobilize higher amounts of funding than available through the PACO small grants from Output 3.

The specific objective is to establish and implement four new and fully validated ABM-Projects, developed according to the ABM Activity Cycle, that will catalyse up to four million Euro of public or private money via the issuance of Certified Adaptation Benefits (CAB). The basis for the four ABM Projects to develop are the identified projects from Output 3 suitable for an ABM Activity. The project documents under Output 3 exist in French only, therefore this work package needs a bilingual approach, as the ABM Action Documents, Methodologies etc. (see below) need to be in English. To obtain the CABs, issued by the AfDB and the goal of the activity, the contractor must in collaboration with AfDB, guide the ABM Activity Participants during the ABM Activity Cycle. Both the small-scale adaptation project, implemented by the project developer under Output 3 and financed by GIZ (responsibility of GIZ), and the demonstration of the ABM must be fully implemented within the project duration (responsibility of the contractor).

The contractor will be responsible for undertaking all activities necessary to establish and demonstrate four ABM Activities, in Benin, Ivory Coast, Senegal and Republic of Congo, which will lead to the issuance of Certified Adaptation Benefits by the African Development Bank. The contractor accordingly will deliver advisory services, technical and process-related assistance, deliver basic studies, and develop ABM Methodologies during the ABM Activity Cycle to the four identified ABM Participants. The African Development Bank will provide guidance and advise on the ABM components. Program activities in relation to the ABM include:

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

- **Identification of the replication potential of the selected projects**, at this stage, the four ABM participants, identified from the pool of the small-scale adaptation projects (20 in total, five per country), are supported by the contractor to develop an ABM activity idea note, or a concept note used to seek clarification on eligibility for the ABM and host country acceptance (letter of approval).
- **Based on guidelines and templates provided by the African Development Bank, the contractor is preparing four ABM activity description documents**, consisting of the following elements:
 - a. ABM activity description,
 - b. Methodology,
 - c. Statement on envisaged co-benefits,
 - d. Description of the stakeholder consultations,
 - e. Financial model.

The description of the ABM activity (project proposal) shall include, among others, a baseline description; a theory of change and a results framework with outcomes, outputs, activities, targets, indicators, verification means, activity duration, timelines for implementation; and a budget, showing clearly the incremental costs for the intervention, and the ABM financial contribution needed to make the activity financially feasible and sustainable.

- **Methodology design and application**, in describing the ABM activity, as referred to under the bullet point above, ABM activity participants shall either use an ABM baseline and monitoring methodology approved by the ABM Executive Committee, or in case no approved ABM Methodology is available for the identified ABM activity, the contractor will develop a new ABM Methodology, following the ABM Methodology Guidelines and process for approval by the ABM Executive Committee.
- **Activity description document (ADD) validation**, the ABM participants shall submit the ADD, as described in Steps 2 and 3 above, for validation to the independent Validation & Verification Roster of Experts managed by the ABM secretariat. During the validation phase, the contractor supports the ABM participant to consider the comments of the ABM Verification Roster of Experts.
- **Activity registration**, the contractor will accompany the ABM activity participants during submitting a request for registration of the successfully validated activity as an ABM activity to the ABM EC. The ADD registration process consists of a completeness check by the ABM secretariat and a 15-days period for consultations with Parties involved in the ABM activity.
- **Activity implementation**, the adaptation benefits generated, and other relevant information concerning activity implementation according to activity indicators must be captured in several monitoring reports, according to the defined reporting scheme in the ABM ADD, the contractor will support the ABM activity participants in the preparation of the reports.
- **Monitoring report verification**, the contractor will support the ABM participants during the preparation of a monitoring report for a defined verification period, containing

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

justification on the achieved number of adaptation benefits, the addressed outcomes of the stakeholder consultations, etc. and submit it for verification to the independent Validation & Verification Roster of Experts managed by the ABM secretariat.

- **Issuance of certified adaptation benefits**, the contractor will assist the ABM participants during the potential review process of their final report, leading to the issuance of the certified adaptation benefits.

All materials provided by the contractor must be in English (for the ABM registration) and French (for the project implementers) language.

Milestones for work package 1	Delivery period
Inception report , containing a detailed work plan for the implementation of all activities.	Up to one months after the contract start.
First progress report including information on the 4 applicants from PACO small scale adaptation project funds that are identified and selected for the AfDB Adaptation Benefits Mechanism and four ABM Activity Ideas or concept notes are developed.	Up to two months after the contract start.
Draft four Activity Description Documents for the selected ABM projects identified and approved in consultations with the government of Benin, Ivory Coast, Senegal and Republic of Congo and consulted with key local stakeholders, addressing all comments by the ABM Executive Committee, additional guidance provided via the AfDB and comments by the stakeholders. This activity includes also a stakeholder consultation with local stakeholders to discuss the methodology, activity and potential benefits and delivery of a stakeholder consultation report, including information on how the comments were addressed.	Up to six months after the contract start.
Draft four revised ABM methodologies , one per ABM Activity Description Document. These methodologies must be in accordance with the ABM Activity and stakeholders have to be informed about how the methodology will be deployed.	By end of Month 6 After contract start
Submission of four drafted new ABM Methodologies to the ABM Methodology Panel and Roster of Experts	Up to six months after the contract start.
Submission of four validated ABM Methodologies and draft Activity Description Documents for approval to the ABM Executive Committee via the ABM secretariat	Up to seven months after the contract start.
Addressing any questions for clarifications and comments by the ABM Executive	Up to eight months after the contract start.

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

Committee and its support structure to facilitate the delivery of an approved ABM baseline and monitoring methodology for the determination of adaptation benefits for the four projects types and finalisation of the four ABM Activity Description Documents, containing information on the adaptation intervention and applying the ABM Methodologies.	
Monitoring reports are generated throughout the activity implementation according to the activity related individual monitoring scheme in place.	
Four final monitoring reports are submitted to the ABM EC and after review accepted	
Certified Adaptation Benefits are being offered for sale from the four Adaptation Benefits Mechanism projects (responsibility of the AfDB).	
Final report , including lessons learned (in French and English language)	Before contract closing.

Work package 2: (Part of Output 3) Supportive provision of (technical) studies, advice, and capacity building for the preparation and use of IsDB financial instruments to promote and catalyse adaptation financing in Benin, Côte d'Ivoire, and Senegal

Project identification and prioritisation will be carried out under the leadership of the governments of Benin, Côte d'Ivoire and Senegal. The contractor will support this process through technical analysis and stakeholder consultations, and will ensure that recommendations are discussed with the respective IsDB Governors to inform project selection

This work package outlines the activities required to develop a pipeline of climate change adaptation projects using the IsDB's financial instruments in Benin, Côte d'Ivoire and Senegal in cooperation with relevant national stakeholders to leverage through catalysation additional adaptation finance (up to 50 Mio. EUR from public and private investors).

The objective is (1) to build a strong pipeline of IsDB projects in the three countries that are adapted and/or with a main objective of addressing adaptation challenges in relevant sectors, building from PACO small grant projects (Output 3), and NAP/NDC investment plans developed or revised under Output 1, and (2) to facilitate capacity building to strengthen the institutional capacity of financial institutions.

The contractor will be responsible, in coordination with IsDB and GIZ, for deploying a series of country-level consultation workshops to firm up and engage with relevant public and private actors for the strengthening of IsDB project pipelines in Benin, Ivory Coast and Senegal with high adaptation finance potential. In addition, the contractor will consult, compile and, if necessary, conduct missing studies, including gender, socio-economic and environmental analyses supporting the economic case for IsDB intervention in sectors relevant to the countries' NAPs and adaptation-related NDCs or based on existing NAP/NDC investment plans. Lastly, the contractor will provide capacity development to relevant public and private

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

(financial) institutions in these countries, including on tools to identify and manage physical climate risks in their investments and portfolios, climate risk management, and project integration into investment plans and portfolios in line with adaptation priorities contained in the respective NAPs and NDCs

In this scope, tasks relevant to the contractor are the following:

- **Review projects in the pipeline for IsDB financing for Benin, Ivory Coast, and Senegal:** this shall be conducted through meetings with political partners, stakeholder consultations and prioritization workshops in Benin, Ivory Coast, and Senegal with government agencies and key actors to identify climate change adaptation needs aligned with these countries' NAPs and NDCs.
- **Identification of projects with climate change adaptation potential:** following their screening, projects with climate change adaptation potential shall be identified regarding their alignment with national climate priorities and their eligibility for adaptation finance under the IsDB, including Islamic finance.
- **Basic studies to strengthen the climate change adaptation rationale:** this shall be conducted for instance through identification and compilation of existing studies, climate risk and vulnerability assessments, cost-benefit analyses of adaptation options, gender, socio-economic and environmental impact studies of projects and financial models. If specific studies for projects are missing or lacking quality, the contractor is asked to deliver these studies or parts thereof.
- **Engagement with Benin, Ivory Coast and Senegal for the identification and agreement on IsDB financing of climate change adaptation projects in these focus countries:** this shall include exploring financing instruments that are tailored to the identified projects such as Islamic finance, or support from the Lives and Livelihoods Fund (LLF), and others out of IsDB's portfolio of finance mechanisms.
- **Approval of projects with a climate change adaptation dimension for Benin, Ivory Coast and Senegal:** adaptation projects that are aligned with the countries' NAPs and NDCs priorities and eligible for adaptation finance under the IsDB shall be approved by the Bank in consultation with relevant political partners, government agencies and other key stakeholders through validation workshops.
- **Monitoring the implementation of the approved projects** with a climate change adaptation dimension in Benin, Côte d'Ivoire and Senegal.
- **Strengthening the institutional capacity of financial institutions in Benin, Ivory Coast and Senegal, primarily institutions offering Islamic finance products, for climate action:** this shall be done through providing capacity development to relevant public and private institutions in these countries, including on tools to identify and manage physical climate risks in their investments and portfolios, climate risk management, and project integration into investment plans and portfolios in line with adaptation priorities contained in the respective NAPs and NDCs.

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

Milestones for work package 2	Delivery period
One assessment report per country (Benin, Ivory Coast and Senegal) by reviewing, summarizing and ranking projects in the pipeline for IsDB financing according to national priorities, upscaling potential and climate change adaptation potential.	By end of the Month 3 after contract start
Stakeholder consultation must be organised via national workshops (three in total).	Between Month 3 and 4 contract start
Necessary background studies consulted and compiled to strengthen the climate change adaptation rationale of the identified selected projects (studies including climate risk and vulnerability assessments, cost-benefit analyses of adaptation options, gender, socio-economic and environmental impact studies, financial studies).	By end of Month 5 after contract start
Organization of national engagement workshops with Benin, Ivory Coast and Senegal (three in total) for the identification and agreement on IsDB financing of climate change adaptation projects aligned with NAP and NDC priorities in these focus countries, and agreements on finance mechanisms tailored and adapted to the needs of the identified projects, (to be determined together with the bank for each project).	Between end of month 5 and 6 after contract start
Approval of projects with a climate change adaptation dimension.	By end of Month 7 after contract start
Monitoring and implementation of the approved IsDB projects.	From Month 8 to contract closing (continuous)
Identification of beneficiary financial institutions, primarily Islamic finance institutions, from the public and private sector in Benin, Ivory Coast and Senegal and further capacity needs assessment to conduct capacity building, strengthening their institutional capacity.	By the end of Month 6 after contract start
Provision of six capacity development trainings (two per country) , primarily on Islamic finance, to strengthen the institutional capacity of public and private financial institutions in Benin, Ivory Coast and Senegal. Workshops must include sessions on tools to identify and manage physical climate risks in their investments and	Between Month 7 and contract closing after contract start

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

portfolios, climate risk management, and project integration into investment plans and portfolios in line with adaptation priorities contained in the respective NAPs and NDCs. (Training materials from IsDB)	
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Work Package 3: (Part of Output 4) Facilitation of the establishment of four Reverse Linkages and one centre of excellence for IsDB

The present work package focuses on the establishment of four Reverse Linkages in the PACO program with four different host-institutions. Reverse linkages are a mechanism developed by the Islamic Development Bank to establish partnerships between institutions in countries in the global South. In each partnership an institution with proven knowledge, expertise, technology, and resources is the provider of knowledge; the recipient of knowledge can be a public, private, or third-sector organization. The institutions involved must be IsDB members; this limits PACO participation to Benin, Ivory Coast and Senegal, and to the CCRS, since the Republic of Congo is not a member of the IsDB.

The contractor will support IsDB to conduct a stakeholder assessment in each of the three member countries to identify interest and needs among institutions in the three target countries in being the recipient organization in a reverse linkage relationship. Where this offers a good opportunity, the contractor will, with help and consent of the IsDB, identify knowledge-providing institutions (the “Resources-Centre”) to work with the concerned institutions and will facilitate planning and establishing the partnerships. The resulting partnerships may offer a range of services to recipient countries, including training, coaching, advisory services, technology transfer, demo sites, and others. Once set up, the partnerships usually last for a period of three years, so the process will be carried out during the life of the PACO project. Furthermore, the contractor will help IsDB to identify and set up regional or national Centres of Excellence (institutions highly specialized and leading in technology, finance, etc.) to potentially host more Reverse Linkages and to facilitate the flow of information.

External expert will support the preparation, technical strengthening and documentation of projects in line with IsDB financing, appraisal and approval requirements.

The contractor will accordingly assess the capacity needs of the target countries, identify the centres of excellence, accomplish the installation of four Reverse Linkages and implement capacity development plans with the support of IsDB:

- **Capacity needs assessment for Benin, Côte d'Ivoire, and Senegal:** this shall be conducted through capacity needs assessment and mapping of existing knowledge and expertise among relevant institutions in the targeted countries their involvement in IsDB's Reverse Linkages activities related to South-South cooperation on climate change adaptation technology.
- **Setting up capacity development plans:** The plans shall include cooperation formats and measures that facilitate capacity support for identified institutions which will be involved in the Reverse Linkages cooperation and knowledge network. Such network

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

shall facilitate regular peer exchanges and establish thematic working groups as required.

- **Implementation of the capacity development plan in collaboration with the regional centre of excellence and relevant stakeholders in Benin, Ivory Coast and Senegal**
- **Identification of national or regional institutions (Centre of Excellence) with the right expertise to host the four Reverse Linkages and assess their capacity needs:** this shall include the identification and selection of the host institution and an assessment of their capacity to deliver adequate support through the Reverse Linkages. This also includes the development of capacity development plans. The potential to establish a Reverse Linkage between CCRS as a regional institution and a Center of Excellence in another IsDB member country to help build the CCRS Commission capacity should be analysed.
- **Implementation of the capacity development plan in collaboration with the regional centre of excellence and relevant stakeholders in Benin Ivory Coast and Senegal:** Activities under the Reverse Linkages cooperation and knowledge network shall include regular (virtual) peer exchange, facilitation of established thematic working groups, field visits and peer learning missions, etc. to facilitate and promote South-South collaboration, knowledge dissemination, experience sharing, technology transfer as well as peer-learning.

If appropriate, the IsDB will establish a reverse linkage between CCRS and a centre of excellence in another IsDB member country, to help build Commission capacity. This possibility will be considered by the Commission and the Bank during the inception phase of the PACO project.

Milestones for work package 3	Delivery period
Capacity needs assessment for Benin, Ivory Coast and Senegal regarding their need for e.g. technology, expertise and knowledge transfer, capacity building, etc. (in relation to adapting to climate change) that could be reinforced by the establishment of four Reverse Linkages organised by IsDB. 3 Stakeholder workshops in total to assess capacity needs, one in each country to be planned and conducted	Between Month 2 and month 4 After contract start
Setting up a capacity development plan for the establishment of four Reverse Linkages	By end of Month 5 after contract start
Follow up of implementation of the capacity development plan (protocols, roadmaps etc. of meetings and trainings) in function of the capacity needs identified under milestone, this can be knowledge and/or technology transfer, capacity building, etc. in collaboration with the national or regional Centre of Excellence and relevant stakeholders in Benin, Ivory Coast and Senegal.	From Month 6 to contract closing (continuous)

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

Identification of a future centre of excellence to host Reverse Linkages for knowledge, expertise and technology transfer for Benin, Ivory Coast and Senegal.	By end of Month 6 after contract start
Capacity needs assessment for the future regional centre of excellence (national or regional institution) to host the "Reverse Linkages"	By end of month 7 After contract start
Set up a capacity development plan based on the above conducted capacity needs assessment in consent with the identified respective centre of excellence.	By end of Month 8 After contract start
Follow up of the implementation of the capacity development plan (protocols, roadmaps etc. of meetings and trainings) in collaboration with the national or regional centre of excellence and relevant stakeholders in Benin, Ivory Coast and Senegal.	From month 9 to contract closing (continuous)

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.
- Work package 1 :

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas:
 - Degree to which activities are implemented
 - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
 - Results that have occurred in the contractor's sphere of responsibility
 - Reporting on the amount of funds catalysed and number of people trained during workshops has to be done in program-internal digital monitoring system, called

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

“MIGITAL”. An introduction animated by program staff will be offered to the contractor

- Regular calls updating on the progress of the execution of activities

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ’s General Terms and Conditions of Contract (German), the contractor provides the following reports in the following language: For work package 1 English, for work packages 2 and 3 French.

- Inception report on 01.08.2026
- Interim report(s) on 15.8.2026; 01.03.2027; 01.09.2027
- Final report on 01.09.2027.

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences: input during program and GIZ internal webinars on catalysed and leveraged funds with the help of MDBs and institutional capacity development for financial institutions and other as required.
- The contractor expresses willingness, if required, to support project assistants or staff members on temporary placements who, in the context of GIZ’s separately financed training programmes for junior employees, work in and undertake special tasks for the project.

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ’s General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor’s responsibility for its own staff;
- Ensuring the flow of information between GIZ and the contractor’s field staff;
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;
- Ensuring compliance with reporting requirements;
- Technical support by the contractor’s staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.7. Confidentiality and 1.11. Data protection) apply.

Data Protection

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the General Data Protection Regulations (GDPR) and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

The data collection for GIZ M&E must be conducted strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded.

Unless explicitly required by GIZ, assessments, reports, surveys, or any other data and information shared with GIZ must be provided strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded. Specifically, personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, as well as genetic data, biometric data, or data concerning health or data concerning a natural person's sex life or sexual orientation must only be collected in a strictly anonymous and aggregated manner.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- Gender equality:

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

- Design gender-sensitive training and communication content that consider gender-specific realities/challenges and use an inclusive language.
- Consider the specific needs of women and men when choosing and setting up training environments.
- Ensure to equilibrate between female and male experts and trainers to conduct tasks and trainings.
- Advise the project on gender-sensitive measures that need to be considered while implementing the project pipeline to catalyse funds, for setting up Reverse Linkages and the identification of the right Centres of Excellence.
- Environmental protection and climate action (climate change mitigation/adaptation):
 - Ensure that environmental impact studies in the scope of the ABM Activities as well as in the identified projects used from IsDB's project pipeline are conducted and help to prevent and mitigate possible negative effects of the climate change adaptation projects.
 - Strengthen the climate change rationale for the ABM Activities, the projects in the IsDB project pipeline and during trainings on increasing financial institution's institutional capacity.
 - Avoid excessive air travel and substitute meetings in person where possible by digital interventions.
- Conflict and context sensitivity:
 - In some project areas of the four countries of intervention, missions can involve security risks, therefore the contractor needs to communicate planned missions with GIZ and, if necessary, the local Risk Management Office might be involved to coordinate the mission.
- Human rights:
 - Promote the use of internationally accepted safeguard measures during the design of projects in the scope of the ABM or IsDB's project pipeline, if not yet considered.
 - Design inclusive training and communication content that considers needs of people with disabilities.
- Security precautions:
 - GIZ Benin has drawn up a safety concept to take account of security issues arising from the presence of terrorist groups in the regions bordering Benin and the Sahel countries (Niger and Burkina Faso). As the PACO programme will be operating on the whole territory of Benin, the contractor will have to take account of and implement the GIZ security guidelines (taking into account the Risk Management Offices, (RMO) guidelines of GIZ), which will be communicated at the beginning of the contract during a security briefing.

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

- As for the countries of Ivory Coast, Senegal and the Republic of Congo, the security situation is considered stable, in case that changes, the contractor will receive a security briefing and implement GIZ security guidelines.
- Nevertheless, the contractor must ensure medical precautions during the international experts' stays in Benin, Ivory Coast, Senegal and Republic of Congo. To this end, costs related to the experts' contract must be provided for health insurance, vaccinations and medical check-ups in advance of travel.

GIZ points out that the contractor bears the duty of care for the deployed experts.

The contractor's staffing profile should be balanced in terms of gender and age.

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation
- assessing the technical concept.

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

Processes describe actions or sets of tasks that are necessary to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses,

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

The tenderer is required to describe, using existing documents where possible (see annexes), the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

In addition, the tenderer is required to describe the interaction between the actors mentioned above. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats (section 1.2.3 of the assessment grid).

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs (section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

The tenderer is expected to describe the strategic approach to carry out the tasks formulated in section 2 (not a description of activities). The tenderer must then set out and justify the strategy it intends to use to achieve milestones for which it is responsible through the work packages described in section 2.

3.3.2 Building partnerships with the relevant actors (section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account.

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

3.3.3 Approaches for leverage effects and measures for scaling-up (section 1.3.3 of the assessment grid)

The tenderer is required to state whether there are promising approaches for leverage effects beyond the measures mentioned in section 2 (for example through targeted measures in the field of 'knowledge management') and to describe them. In doing so, the tenderer is required to present and explain measures that promote both horizontal and vertical scaling-up. In particular, the tenderer must submit proposals on how innovations that have been developed in the context of implementation can be disseminated beyond the sphere of influence of the project.

3.3.4 Consideration of environmental and social compatibility requirements (section 1.3.4 of the assessment grid)

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures, e.g. bundle country visits and avoid short term displacement for international consultants to reduce air travel to a minimum (see also relevant requirements in section 2.5).

Conflict and context sensitivity

The tenderer is required to outline in the tender how it is planning its activities in the context of conflicts or violence and what specific measures it has adopted for conflict- and context-sensitive implementation (see also relevant requirements in section 2.5).

Human rights

The tenderer is required to outline in the tender how it can prevent negative impacts on the human rights situation in its area of responsibility and how it can contribute to improving the human rights situation through corresponding measures (see also relevant requirements in section 2.5).

Requirement: 'Gender equality':	3 points out of 10 (maximum)
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	3 points out of 10 (maximum)

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

Requirement: 'Conflict and context sensitivity':	2 points out of 10 (maximum)
Requirement: 'Human rights':	2 points out of 10 (maximum)

3.4 Project management

(section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in chronological order. The tenderer can define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project.

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

In the tender, the tenderer is required to name the implementing partners relevant for implementing the services and to describe and explain the procedure for steering or coordinating the measures with them. A coordinating outline to imply and ensure the implication of the two banks is required from the contractor.

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2. Regular updates between the contractor and the PACO team on the contribution of

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

this mission and the overall PACO project module indicators (please refer to 1. Output and Objectives) ensure the fulfilment of the overall output indicators of the PACO project.

3.5 Further requirements

(section 1.5 of the assessment grid)

- As part of the offer evaluation process, particular attention will be given to the bidder's previous experience relevant to the subject of these Terms of Reference. To this end, please submit references for previous work accomplished with the two MDBs and their specific finance mechanism, mentioned in WP1, 2 and 3 as external content (links). Please identify the external content with its date of creation. This date must not be outside the tendering deadline.
- The tenderer is required to explain and, as far as possible, provide specific evidence of how it will make use of national resources (for example national institutions, network partners etc.) in the context of service delivery.
- The tenderer is required to describe its backstopping strategy. A CV must be provided for the positions for technical and, where appropriate, administrative backstopping.

Requirement: Technical Backstopping: 5 points out 10 (max.)

Requirement: Administrative Backstopping: 5 points out 10 (max.)

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

Key Expert 1: Lead Expert (Project Coordinator) (section 2.1 of the assessment grid)

This position is a key expert. The team leader is responsible for the coordination, implementation and monitoring and evaluation of WP1, WP2 and WP3. He/she will also be responsible for ensuring the quality assessment of the developed product and the communication with the AfDB.

Tasks of expert 1: (team leader)

- Overall responsibility for the advisory packages of the contractor across all work packages (WP1, WP2 and WP3)
- Ensuring close coordination and cooperation with the GIZ, AfDB and IsDB teams

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Overall coordination of the design, implementation, monitoring and evaluation of capacity development measures for local partners in the areas covered by the contract
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ
- Quality management of deliverables and ensuring commitment to timelines
- Identify in close coordination with AfDB and GIZ project activities suitable for AfDB's ABM
- Supervise the ABM Action Document Development (including new ABM Methodologies, basic studies etc.) for all four PACO countries where AfDB is active
- Provide overall coordination and strategic oversight of stakeholder consultations conducted under WP1, in close cooperation with AfDB, GIZ and the expert pools
- Provide coordination and quality oversight of basic studies supporting the strengthening and upscaling of identified projects under WP1
- Ensure coordination and coherence of national engagement workshops implemented under WP1
- Provide strategic oversight of project approval and implementation processes under WP1, ensuring alignment with national adaptation priorities and AfDB requirements
- Ensure overall coordination and coherence across WP1, 2, 3, including effective interface between AfDB and IsDB related activities
- Providing strategic backstopping and ad-hoc advice to the two expert pools, as well as to GIZ, AfDB and IsDB, across all work packages
- Regular updates on monitoring of contractor's outputs and their relationship with the PACO projects Output Indicators (frequency to be defined during the official kick-off workshop)

Qualifications of expert 1:

Education/training (section 2.1.1 of the assessment grid):	University degree (e.g. master's) in economics or environmental science or management of natural resources or climate change policy
Language (section 2.1.2 of the assessment grid):	Knowledge of French B2-level in the Common European Framework of Reference for Languages (5 out of 10 points) Knowledge of English C1-level in the Common European Framework of Reference for Languages (5 out of 10 points)
General professional experience (section 2.1.3 of the assessment grid):	7 years of professional experience in the sector of climate change or climate change policy or climate change planning or natural resources management with a focus on adaptation to climate change acquired within the last 10 years.

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

Specific professional experience (section 2.1.4 of the assessment grid):	5 years of professional experience in working with climate change adaptation or climate finance with a focus on climate change adaptation or assessment of climate change adaptation-related projects and programmes or specific expertise in working with IsDB or AfDB adaptation specific tools for financing adaptation to climate change or climate change adaptation project development or international climate finance with a focus on climate change adaptation or non-markets approaches under Article 6 of the Paris agreement acquired within the last 10 years.
Leadership/management experience (section 2.1.5 of the assessment grid):	10 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 5 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	5 years of professional experience in one country outside the Republik of Benin, Ivory Coast, Senegal, Republic of Congo
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	2 years of professional experience in Western and Central Africa (in accordance with UN DESA Statistics Division)
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	5 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	Not applicable

Key Expert 2: Expert in climate finance and finance mobilisation (section 2.2 of the assessment grid)

This position is a key expert. The key Expert is responsible for the coordination tasks related to WP2 and WP3. He/she will also be responsible for ensuring the quality assessment of the developed product and the communication with the IsDB.

Tasks of expert 2

- Identify in close coordination with IsDB and GIZ projects from the IsDB Project pipeline suitable for strengthening their climate rationale and well adapted to national priorities regarding NDCs and NAPs.
- Coordinate stakeholder consultations in the countries with the project partners and banks (WP 2 & 3)
- Coordinate basic studies to do the actual strengthening and upscaling of the identified projects (WP 2 & 3)
- Coordinate the national engagement workshops (WP 2 & 3)
- Supervise project approvals and implementation (WP 2 & 3)

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

- Identify beneficiary financial institutions, primarily Islamic finance institutions, from the public and private sector in Benin, Ivory Coast and Senegal (WP 2)
- Coordinate the capacity needs assessment to conduct capacity building, strengthening the institutional capacity of identified financial institutions (WP 2)
- Coordinate capacity development trainings with the support from IsDB for the identified financial institutions (WP 2)
- Coordinate Reverse Linkage installation with IsDB and the national partners (WP 3)
- Coordinate the choice and capacity building of the regional or national centre of excellence with IsDB (WP3)
- Provision of ad-hoc advice and support for the two expert pools, GIZ, IsDB and AfDB

Qualifications of expert 2.

Education/training (section 2.2.1 of the assessment grid):	University degree (e.g. 'master's') in environmental sciences or natural resources management or environmental policy or economics or climate change policy
Language (section 2.2.2 of the assessment grid):	Knowledge of French B2-level in the Common European Framework of Reference for Languages (5 out of 10 points) Knowledge of English B2-level in the Common European Framework of Reference for Languages (5 out of 10 points)
General professional experience (section 2.2.3 of the assessment grid):	7 years of professional experience in the sector of climate change policy or climate change planning or natural resources management with a focus on adaptation to climate change
Specific professional experience (section 2.2.4 of the assessment grid):	5 years of professional experience in the sector of climate change adaptation or climate finance with a focus on capacity development measures in climate change adaptation or coordination of capacity development measures for financial institutions or assessment of climate change adaptation-related projects and programmes or expertise in working with IsDBs project pipelines or climate change adaptation project development or IsDBs Reverse Linkages and centres of excellence
Leadership/management experience (section 2.2.5 of the assessment grid):	3 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 3 people
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	3 years of professional experience in one country outside the Republik of Benin, Ivory Coast and Senegal
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	2 years of professional experience in Western Africa (in accordance with UN DESA Statistics Division)
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	4 years of experience in development cooperation projects

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

Other (section 2.2.9 of the assessment grid):	2 years of experience in the implementation of specific instruments related to IsDB
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Experts Pool 1: ‘Experts in climate finance, finance mobilisation and financing instruments (WP1) with 2 to 4 experts (section 2.3 of the assessment grid)

A CV for each expert must be added to the tender.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

Contribution to the implementation of WP1 of the project under guidance and coordination of Expert 1 (while contributing to other work packages if required) in close coordination and exchange with the responsible focal points of the GIZ team in Benin, Republic of Congo, Ivory Coast and Senegal and the respective partners involved in the project. This includes, among others:

- Coordination and drafting of four ABM methodologies and ABM Activity Description Documents
- Coordination and implementation of the stakeholder-consultations
- Coordination and implementation of the necessary basic studies and analysis of existing studies and policy documents to fulfil ABM requirements for ABM ADD development
- Ensuring regular exchange of information with AfDB and GIZ
- Interlocutor for all processes during the ABM development and implementation
- Responsible for answering the comments of different ABM organs of AfDB and the independent roster of experts during the ABM development and revision processes
- Tracking of project implementation
- Facilitation of issuance of Certified Adaptation Benefits

Qualifications of the expert pool

Education/training (section 2.3.1 of the assessment grid):	University degree (e.g. ‘master’s’) in environmental sciences or natural resources management or environmental policy or economics or climate change policy
Language (section 2.3.2 of the assessment grid):	Knowledge of French B2-level in the Common European Framework of Reference for Languages (5 out of 10 points) Knowledge of English B2-level in the Common European Framework of Reference for Languages (5 out of 10 points)
General professional experience (section 2.3.3 of the assessment grid):	5 years of professional experience in the sector of climate change or climate change policy or climate change planning or natural resources management with a focus on adaptation to climate change acquired within the last 10 years

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

Specific professional experience (section 2.3.4 of the assessment grid):	5 years of professional experience in working climate finance with a focus on climate change adaptation or assessment of climate change adaptation-related projects and programmes or expertise in working with AfDB adaptation specific tools for financing adaptation to climate change or non-market approaches (Article 6 of the Paris Agreement) acquired within the last 10 years.
Leadership/management experience (section 2.3.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	All experts with 5 years of professional experience in West and Central Africa (in accordance with UN DESA Statistics Division), of which 2 years in Benin (2.5 out of 10 points), Ivory Coast (2.5 out of 10 points), Republic of Congo (2.5 out of 10 points) and Senegal (2.5 out of 10 points)
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	All of experts with 3 years of experience in development cooperation projects
Other (section 2.3.9 of the assessment grid):	Not applicable

Experts Pool 2: “Experts in cooperation formats for evidence-based climate change adaptation policy, science, research, information and service (WP2 and WP3) with 2 to 4 experts” (section 2.4 of the assessment grid)

A CV for each expert must be added to the tender.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

Experts Pool 2 supports the implementation WP2 and WP3 under the guidance and coordination of Expert 2 (while contributing to other work packages if required) in close coordination and exchange with the responsible focal points of the GIZ team in Benin, Ivory Coast, and Senegal and the respective partners involved (in the WP 2 & 3 especially CCRS) in the project. This includes, among others:

- Identify in close coordination with IsDB and GIZ projects from the IsDB Project pipeline suitable for strengthening their climate rationale and well adapted to national priorities regarding NDCs and NAPs (WP2)

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

- Coordinate and animate stakeholder consultations (WP2)
- Coordinate basic studies to do the actual strengthening and upscaling of the identified projects from IsDB's project pipeline (WP2)
- Coordinate and animate the national engagement workshops (WP2)
- Supervise project approvals and following project implementation (WP2)
- Identify beneficiary financial institutions, primarily Islamic finance institutions, from the public and private sector in Benin, Ivory Coast and Senegal (WP2)
- Conduct capacity needs assessment to develop capacity building plans, strengthening the institutional capacity of identified financial institutions (WP2)
- Coordinate capacity development trainings with the support from IsDB for the identified financial institutions (WP2)
- Capacity needs assessment for Benin, Ivory Coast and Senegal regarding the establishment of four Reverse Linkages to ensure knowledge, expertise and technology transfer (WP3)
- Identification of the right expertise providing national or regional institutions (Centres of Excellence) to host the four Reverse Linkages for knowledge, expertise and technology transfer for Benin, Ivory Coast, Senegal and possibly the CCRS (WP3)
- Set up capacity development plans based on the conducted capacity needs assessments for Benin, Ivory Coast and Senegal and for the identified respective Centres of Excellence (WP3)
- Implementation of the different capacity development plans in collaboration with the national or regional Centres of Excellence and relevant stakeholders in Benin, Ivory Coast and Senegal (WP3)
- Preparation of Environmental and Social Safeguards in line with IsDB requirements (WP2 and WP3)

Qualifications of the expert pool

Education/training (section 2.4.1 of the assessment grid):	University degree (e.g. 'master's') in environmental sciences or natural resources management or environmental policy or economics or climate change policy
Language (section 2.4.2 of the assessment grid):	Knowledge of French B2-level in the Common European Framework of Reference for Languages (5 out of 10 points) Knowledge of English B2-level in the Common European Framework of Reference for Languages (5 out of 10 points)
General professional experience (section 2.4.3 of the assessment grid):	5 years of professional experience in the sector of climate change policy or climate change planning or natural resources management with a focus on adaptation to climate change
Specific professional experience (section 2.4.4 of the assessment grid):	5 years of professional experience in the sector of climate change adaptation or climate finance with a focus on capacity development measures, the assessment of climate change adaptation-related projects and programmes or expertise in working with IsDBs project pipelines or IsDBs Reverse linkage or climate change adaptation project development
Leadership/management experience (section 2.4.5 of the assessment grid):	Not applicable

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	All experts with 5 years of professional experience in West and Central Africa (in accordance with UN DESA Statistics Division), of which 2 years in Benin (2.5 out of 10 points), Ivory Coast (2.5 out of 10 points), Republic of Congo (2.5 out of 10 points) and Senegal (2.5 out of 10 points)
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	All of experts with 3 years of experience in development cooperation projects
Other (section 2.4.9 of the assessment grid):	Not applicable

UN DESA regions are defined as East Africa, Central Africa, North Africa, Southern Africa, West Africa, South America, the Caribbean, Central America, North America, Central Asia, East Asia, South Asia, Southeast Asia, West Asia/Middle East, Eastern Europe, Northern Europe, Southern Europe, Western Europe, Australia, Melanesia, Micronesia and Polynesia; refer to [USND methodology](#) for country assignment.

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

Staff presentation

(section 2.11 of the assessment grid)-Not applicable-

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

5. Costing requirements

5.1 Assignment of experts

In your tender, please do not deviate from the specification of quantities required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence /remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.3.2)	Number of international flights	Number of national flights
Key Expert 1: Team leader (project coordination)	35	15	50	No	4	0
Key Expert 2: Climate finance and Finance Mobilisation	50	30	80	No	3	0
Expert Pool 1: Experts Pool 1 Climate Finance / ABM	40	140	180	No	2	0
Expert Pool 2: Experts Pool 2	60	160	220	No	2	0

5.2 National administrative staff

– Not applicable –

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

Travel expense budget: EUR 29.319,00

Budget for CO₂ offsets for flights: EUR 1.400,00. An unalterable budget for CO₂ offsets for settlement against evidence is specified.

As the number and duration of the business trips is not yet clear, the above-mentioned unalterable travel expense budget for all trips in Germany and abroad for all experts is specified in the price schedule. The budget contains the following travel expenses:

- Per-diem allowances and accommodation allowances
- Flights and other transport costs
- Ancillary travel expenses (visa, etc.)

The costs are reimbursed as a lump sum (per-diem allowances up to the maximum amounts permissible under tax law for each country) as set out in the country table in the circular from the German Federal Ministry of Finance on the reimbursement of travel expenses (see <https://www.bundesfinanzministerium.de>), or on presentation of evidence (airfares and other main transport costs).

Notes on the settlement of accommodation allowances outside Germany:

- Accommodation allowances up to 75% of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis**.
- Accommodation allowances up to the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed in the **amount evidenced**.

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

- Accommodation allowances outside Germany that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification.**

Notes on the settlement of accommodation allowances in Germany:

- Accommodation allowances up to EUR 80.00 will be reimbursed **on a lump-sum basis.**
- Accommodation allowances between EUR 80.00 and EUR 130.00 will be reimbursed **in the amount evidenced.**
- Overnight accommodation allowances that unavoidably exceed EUR 130.00 can be settled only in exceptional cases (e.g. trade fairs) **in the amount evidenced** and subject to a EUR 250.00 limit. A written individual justification must be provided.

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

5.4 Materials and equipment

– Not applicable –

5.5 Operating costs in the country of assignment

– Not applicable –

5.6 Workshops, education and training

The contractor runs the following workshops/study trips/training courses:

- Training of trainers and key stakeholders
- Local and national stakeholder consultations
- National pre-validation and validation workshops

Workshop budget: EUR 57.000

The fixed, unalterable budget above is earmarked for workshops and entered in the price schedule. The budget includes the following costs relating to the planning and running of workshops:

- Room hires
- Technical systems
- Translation/interpreting services

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

- Catering
- Workshop materials
- Travel expenses for partner experts (subsistence, accommodation, travel costs)
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

5.7 Local contributions

– Not applicable –

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 50.000

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.3.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English or French.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 30 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section of the ToRs must be in the EU format and not more than four pages in length. The CVs can also be submitted in English and French.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget) (if relevant)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in section 4 were fulfilled (for example, actual duration of assignment on the ground in full-time expert days, weeks or months) (if relevant)

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

GIZ can exercise the following option if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition:

GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project or an agreement is concluded to provide cofinancing for the measure.

Subject of the tender procedure: Provision of Technical Expert Support on Climate Change Adaptation and Climate Finance in Central and West Africa

Transaction number: 10004007_1

7.2 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

Scope of possible services:

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

Condition: The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.2 can be considered only as an alternative to the option in 7.1.

8. Annexes

- a. Summarized PACO programme proposal
- b. PACO factsheet