



CALL FOR AN ORGANISATION OR CONSULTANCY BASED IN ECUADOR/INDIA TO SUPPLY SERVICES FOR THE ADAPTATION FUND NGO NETWORK (AFN) PROJECT

We would like to invite you to submit your proposal for the following services:

Description of project

The Adaptation Fund NGO Network is a coalition of NGOs and interested stakeholders following the development of the Adaptation Fund, its processes and funded projects. It aims at improving the implementation of national and regional Adaptation Fund projects as well as Adaptation Fund policies and processes as a result of successful interaction between Civil Society Organizations, national governments and the Adaptation Fund, with particular attention to the interests of the most vulnerable. Germanwatch initiated the Network in 2010 and serves as a coordinator of the Network's activities with financial support from the International Climate Initiative (ICI) of the German Environmental Ministry. In the context of this project, Germanwatch is looking for two new subcontractors (1 in India/1 in Ecuador) to mainly carry out national and regional activities in the above mentioned countries which support the activities of the Network.

Subcontractors in selected developing countries will enable and promote multi-stakeholder processes related to the Adaptation Fund. This constructive exchange among civil society and with national decision makers should provide the basis for improved regional and international adaptation finance policies. Moreover, the subcontracted organizations will organize activities that improve South-South learning due to increased regional collaboration on Adaptation Fund-projects and processes.

Detailed activities to be carried out by the two organisations or consultancies from India/Ecuador to be subcontracted are listed below.

Nature of contract

- Fee-based (up to 200 working days over the full 27 month duration) plus agreed material expenses
- 12-month-contract (1st January 2018 – 31st December 2018) with option of 15 months extension

Please see for further contract details draft contract in Annex 1.

Specification of services/ Activities to be carried out

On the national level the organisation to be subcontracted will:

- conduct a baseline mapping on civil society participation and multi-stakeholder dialogues in Adaptation Fund processes in India/Ecuador.
- hold dialogues with the National and International Implementing Entities of Adaptation Fund projects executed in the country (India/Ecuador)
- hold national dialogues not only with implementing entities, but also with other national institutions, communities, mayors, civil society organisations and Adaptation Fund beneficiaries to ensure the exchange of information between all stakeholders involved in Adaptation Fund projects in India/Ecuador (e.g. through regular personal meetings, at least one workshop per year, on-site visits, etc.) This shall also promote the collective planning of future Adaptation Fund projects.
- conduct an independent assessment of the Adaptation Fund project implementation (in India/Ecuador) via the M&E score cards developed by the Network.
- undertake efforts to participate in national and regional steering committees on Adaptation Fund projects and/or form coalitions to strengthen the lobby work of civil society organisations on the national level.

- offer capacity building measures on processes of the Adaptation Fund and opportunities for civil society engagement within the scope of these processes.
- organise meetings with the beneficiaries of the Adaptation Fund projects in India/Ecuador. These meetings are supposed to enhance the understanding of Adaptation Fund projects and the connected processes as well as ownership of the beneficiaries. The information collected thereby will then be communicated on the national level.
- communicate the activities of the Adaptation Fund projects in India/Ecuador and the AFN through social media (e.g. Twitter, Facebook, etc.) – based on the general communication strategy of the Network.
- develop a strategy to establish the Network and its activities among national civil society organisations, NGO networks, community-based organisations, research institutes and other institutions in India/Ecuador.
- develop a strategy to establish instruments and channels of communication (e.g. with the local or national press), with the intention of communicating successes, progresses and challenges of the respective Adaptation Fund projects to the public in India /Ecuador.
- develop and elaborate inputs into other national strategy processes in India/Ecuador based on the experiences of the Adaptation Fund.
- participate in monthly update calls with Germanwatch

On the regional level the organisation to be subcontracted will:

- conduct an analysis of the state of play of the Adaptation Fund projects in the respective partner regions
- support the development of a database containing information on all relevant actors who are involved in the implementation of the Adaptation Fund projects and their processes in their respective region. This database shall be made available on the website of the Network and is maintained by Germanwatch, supported through regular updates by the organisations to be subcontracted.
- participate in the development and planning of regional Adaptation Fund projects and related processes.
- organise regional AFN meetings during other regional events, to bring together national partners and get them to further develop their strategies, and to develop advocacy and participation strategies within the scope of regional Adaptation Fund projects
- organise regional Webinars to facilitate the exchange of experiences between countries in the sector of regional adaptation activities
- organise a regular exchange among the members of their respective regional hubs through online media (mailing lists, Websites, social media)
- develop and publish best practices and case studies, as well as other regional information materials as needed (e.g. regional newsletters)

On the international level the organisation to be subcontracted will:

- participate in the annual project's strategy workshop in the margins of the climate change conference
- contribute to official side events during the climate change conferences
- contribute to the Dialogue with Civil Society Organisations held during Adaptation Fund Board meetings
- feed in local and regional experiences related to Adaptation Fund projects and processes into international meetings and committees and facilitate

Eligibility

- Participation in this call is open to all organisations or consultancies based in India/ Ecuador. Please submit an **up-to-date copy of the registration in the local directory** either for companies or non-profit

organisations or equivalent documents. And in addition please submit a One page-Profile of organisation/consultancy, including brief history and short description how the requirements listed above are met (1 page limit + template in Annex 3)

- To evaluate the economic and financial capability we would like you to submit the **annual reports of the last two years** or equivalent documents.
- To evaluate the technical expertise we would like you to submit a **reference list of projects/activities in the last two years (see template in Annex 2)** and a **brief description of the status of Adaptation Fund projects in the country and of relevant contacts with the key stakeholders.**
- To evaluate the technical expertise of the key staff, we would like you to submit **CVs and contact details of staff who will work on the project, including at least 2 policy advisors (or equivalent) and one administrative staff member.** We expect:
 - expertise and experience in climate change adaptation and/or development finance;
 - expertise and experience in working with local communities in the context of adaptation or development projects, existing relationships with communities in areas where Adaptation Fund projects are being implemented are an asset;
 - expertise and experience in conducting activities similar to the ones listed above, in particular multi-stakeholder dialogues, independent assessments, engagement in national policy processes, communications and press work, organisation of regional exchanges.
 - thorough understanding of how relevant civil society stakeholders in the respective country work, and of their networks
 - existing networks with relevant national decision makers, implementing entities and adaptation stakeholders
 - experience in executing similar contracts in the context of projects supported by international donors/ funding agencies and necessary capacity for management, budgeting, accounting and invoicing.
- If you plan to assign specific tasks to subcontractors, **please name the subcontractors in your proposal.** If these are still to be defined, please list the services which you would like to subcontract.

Operational languages

- The capacity of communicating with local beneficiaries of Adaptation Fund projects as well as with national and international decision makers needs to be ensured.
- English is the working language of the project, therefore professional proficiency in English is expected of all staff involved in this contract. Knowledge of further local languages in the regions where activities on the national level are to be implemented are of advantage.

Award criteria

Daily rate offer (25 %)

Qualification and experience of the organisation / consultancy and the key staff in the required work field and key staff (40%)

Substantive quality of the proposal (35%)

Deadline for application

- December 12th 2017, 4 p.m. Central European Time

Alteration or withdrawal of applications

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered or submitted after the deadline.

How applications may be submitted

Please send your complete application (all necessary documents are bold written in this document) electronically to (contact details you find below). Applications submitted by any other means will not be considered.

Contact details for submission and questions

Project coordinator: Julia Grimm (grimm@germanwatch.org)

Financial project manager: Carolin Becher (becher@germanwatch.org)

Date of issue

Bonn, 7th of November 2017