



United Nations Industrial Development Organization

TERMS OF REFERENCE (TOR)

SUPPORT FOR THE CREATION AND ESTABLISHMENT OF A CLIMATE CHANGE COMPETENCE CENTRE FOR SUSTAINABLE DEVELOPMENT IN MADAGASCAR (4CLIMATE)

CTCN request 2015000053

1 BACKGROUND INFORMATION

The Climate Technology Centre and Network (CTCN) is the operational arm of the United Nations Framework Convention on Climate Change (UNFCCC) Technology Mechanism and co-hosted by the United Nations Environmental Programme (UNEP) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by 11 partner institutions with expertise in climate technologies. The mission of the CTCN is to promote accelerated development and transfer of climate technologies at the request of developing countries for energy-efficient, low-carbon and climate-resilient development.

These requests for Technical Assistance (TA) are being submitted to the CTCN by the National Designated Entity (NDE) of the respective country. The scope of services under these Terms of Reference shall be executed based on a restricted solicitation process, where only accepted Members of the CTC Network, are eligible to submit proposals. Should the bidder partner with another institution to deliver a minor part of the services described in these Terms of Reference, it is expected that the partner institution also joins the CTC Network.

The maximum budget for this contract is USD 150.000.

2 PROJECT CONTEXT

The Republic of Madagascar has normalized its political situation through presidential and legislative elections. This has led to the launch of an inclusive and sustainable national development plan for the period 2015-2019.

However, such efforts are often dampened by the cost of environmental damage — estimated at between US\$ 450 and 500 million per year, that is, between 9 and 10 per cent of the country's GDP according to the World Bank — which represents a major problem for the island's development. This is exacerbated by the fact that Madagascar has been identified as one of the five most vulnerable countries to climate change in the world and that the various forms of climate change will bring about increasingly intense extreme meteorological events over the coming years.



United Nations Industrial Development Organization

In response to a request for assistance from the Maharitra NGO, the CTCN aims to provide guidance on awareness-raising and training on climate change and sustainable development in order to strengthen communities' resilience to climate hazards.

3 AIM OF THE CONTRACT

The main objective of the CTCN's technical assistance is to create suitable conditions for the establishment of a climate change competence centre to support awareness-raising and training, and more generally to share theoretical and practical information on climate change, in line with sustainable development.

In accordance with article 6 of the United Nations Framework Convention on Climate Change (UNFCCC), which addresses education, training and awareness-raising with regard to climate change, and focus no. 3 of the national climate change policy, which provides for the integration of climate change in all levels of administrative planning, the CTCN's technical assistance will enable, specifically:

- Capitalization on lessons learned, good practice, obstacles and funding sources regarding the setting up and running of climate change education and awareness-raising centres at the international and national levels.
- The proposal of practical options for the relevant aspects of the institutional and organizational set-up and for potential funding sources to create the centre.
- The institutional anchoring of the centre and the political ownership and engagement of key stakeholders so that priority needs relating to climate change education and awareness-raising may be addressed by the centre.

The involvement of the CTCN aims to provide Madagascar, via Maharitra (the requesting organization), with the relevant options to create and run a climate change competence centre (4Climate, i.e. "for the climate"). Within the framework of this Contract, which shall be concluded within twelve months (February 2017 to January 2018), the Contractor will produce the following 3 main outputs:

- a. Exhaustive mapping and an analytical review of experiences and initiatives concerning centres and awareness-raising and educational projects and initiatives relating to climate change in Madagascar and at the international level. This analytical review will include detailed information on good practice, obstacles and sources of funding for the creation of similar centres around the world and will also provide further information on the results and impact of the centres and initiatives established in Madagascar.
- b. A set of recommendations relating to institutional and organizational set-ups and potential sources of funding.
- c. A favourable framework and overall strategy for all stages of the process to effectively establish the centre following the CTCN's technical assistance.

4 SCOPE AND ACTIVITIES OF THE PROPOSED CONTRACTED SERVICES



United Nations Industrial Development Organization

To get a better understanding of the objectives of the request for technical assistance as well as the necessary collaboration with the request proponent and National Designated Entity in this Response Plan, it is recommended that the Contractor refer to the complete Response Plan 2015000053 attached to this tender (signed response plan in French and English translation). Regarding 2.6 of the response plan, please take into consideration that the estimated budget breakdown is presented on an indicative basis.

Activity 1: Mapping experiences and good practice at the international level regarding the establishment and running of climate change education and awareness-raising centres

Before focusing on Madagascar, a comparative analysis at the international level of the establishment and running of different climate change education and awareness-raising experiences and initiatives and any related lessons learned will be undertaken. This will provide an exhaustive overview of the experience acquired from the creation of education centres at the international level. In specific terms, the deliverable from this activity will provide detailed information on:

- The centres' intervention approaches
- Their organizational and architectural set-ups
- The targeting of sectors and beneficiaries
- The development of education programmes
- Possible sources of funding
- Good practice, the main lessons learned and the results obtained by the identified centres.

This report will be a maximum of 20 pages and will document the experience of between three and five climate change education and awareness-raising centres located mainly in developing countries.

Deliverable	Delivery date
Report on the mapping of experiences and good practice at the international level regarding the establishment and running of climate change education and awareness-raising centres	Week 7
Brief summary of lessons learned from activity 1 (see section 3.4)	Week 7

Activity 2: Analysis of experiences in Madagascar in terms of climate change education and awareness-raising

Activity 2.1 Mapping and review of national policies and strategic approaches to climate change and economic development



United Nations Industrial Development Organization

This activity will produce an exhaustive mapping of strategic approaches to sustainable development and, more specifically, of the policies and programmes relating to adaptation to and mitigation of climate change. This analytical review will also permit to carry out an in-depth analysis of the approaches, strategies, lessons learned and courses of action in terms of the priorities of national climate change policies. Furthermore, the summary should also address issues linked to climate change education and awareness-raising. The analysis will take the institutional context into account, identifying key actors and detailing the roles and responsibilities of national structures in terms of climate change education.

Deliverable	Delivery date
Concept note on national policies and strategic approaches to climate change and economic development (maximum of 15 pages)	Week 10

Activity 2.2 Mapping and analysis of climate change education and awareness-raising initiatives and projects in Madagascar

The analytical review of the national strategic approaches to climate change and sustainable development will be followed by an analysis of the various climate change education and awareness-raising initiatives led in the country. The information collected will therefore provide information on the targets of the existing centres, their intervention approaches, existing structures (buildings, laboratories, etc.), organizational set-ups and training programmes, funding sources and financial independence mechanisms, etc. This analysis will allow for exhaustive mapping of these experiences, in addition to capitalizing on experiences based on their results and limits.

In addition to consultation and interviews with resource persons, a literature review (desk work) will complete the information needed to produce an exhaustive map of climate change education centres and initiatives in Madagascar.

Deliverable	Delivery date
Mapping of climate change education and awareness-raising initiatives and projects in Madagascar (30 pages)	Week 13
Brief summary of lessons learned from activity 2 (see section 3.4)	Week 13

Activity 3: Drawing up a set of alternatives on the establishment and running of the centre

This phase will be based mainly on the conclusions of the first phase, which comprises the analytical review of the climate change awareness-raising and training initiatives in Madagascar. Following consultations with Madagascan stakeholders undertaken during the design of the response plan, experts



United Nations Industrial Development Organization

from the CTCN, Maharitra and the national designated entity (NDE) agreed that the priority programmes of the centre will have to be consistent with the approaches of the institutional and strategic body that will be established.

Activity 3.1 Alternatives for the design of the centre's institutional set-up

This activity will involve exploring and proposing suitable options for the institutional set-up (for example, a steering, consultative or scientific committee) that will enable the centre to undertake its climate change awareness-raising and education activities effectively. Indeed, the institutional set-up will aim to ensure the effective and inclusive participation of political decision makers and chief technical officers in selecting the strategic approaches that target the centre's beneficiaries. This inclusive approach will also strive to foster political ownership of the centre's activity programmes and will take into account the objective of sharing knowledge and data, an objective that is vital to the country's appropriate and sustainable development.

Deliverable	Delivery date
Alternatives for the centre's institutional set-up	Week 20

Activity 3.2 Targeted study and consultation workshop on the prioritization of education and awareness-raising needs

The centre's activity programmes will be entirely based upon the strategic approaches drawn up by the decision-making bodies of the centre's institutional apparatus. To this end, experts will undertake an in-depth targeted analysis of the priority sectors and actors capable of bringing about change. This exercise will be carried out through interviews with key stakeholders, such as political decision makers, centre and technical department managers, experts, researchers, NGOs and communities. The aim of this activity is to undertake consultation and suggest the possible target sectors that should be monitored by members of the steering committee that is to be established.

During the validation workshop (lasting no longer than one day, with a maximum of 20 participants), the NGOs and key actors identified in activity 2.1 will select the priority sectors.

Deliverable	Delivery date
Sector-targeted study and prioritization of education and awareness-raising needs	Week 25
Report of consultation workshop	Week 28

Activity 3.3 Recommendations on the institutional design and intervention approaches for the training programme



United Nations Industrial Development Organization

This activity represents a very important step in the process of establishing the centre. This activity will identify the departments or divisions and different modules that should make up the centre so as to offer training and awareness-raising that is adapted to the demand (needs) identified and validated by the adopted institutional bodies.

This activity will involve proposing different intervention approaches to implement education and awareness-raising programmes. Training modules will thus be suggested according to the needs of the target beneficiaries, in partnership with national experts or specialist institutions, which will be identified and listed in a database or directory. The plan for interventions could comprise short training courses within the centre and services to be provided.

Based on the previous activities and analyses, the Contractor will propose a range of trainings adapted to the needs of the target beneficiaries.

Deliverable	Delivery date
Options for the organizational set-up of the centre and intervention approaches of the training programme	Week 40

Activity 3.4 Alternatives for establishing infrastructure

This activity consists of exploring and recommending different options for the centre's infrastructure model, based on the targeted sectors and beneficiaries and on options for the centre's intervention approach.

Based on the lessons learned and experiences of other international climate change centres included in the mapping from activity 1, as well as the analysis of the existing national structures from activity 2.2, the Contractor will provide the requesting organization with specific options and recommendations on the strategy for establishing the centre. The options will suggest either the use of existing structures (providing different options) or the construction of a new building, taking examples from other international centres into consideration (outlining different options and proposing one of them).

Deliverable	Delivery date
Report on alternatives to establish infrastructure	Week 43

Activity 3.5 Options for securing funding needed to establish the centre



United Nations Industrial Development Organization

A strategy for engaging donors will be designed to help identify and engage potential donors in the establishment of the centre. This strategy will comprise a list of potential donors, their target sectors and their access to funding. The strategy will also comprise a selection of the most suitable donors and a presentation of the steps to be taken to draw up a funding proposal.

Deliverable	Delivery date
Options for strategies for engaging donors to fund the centre	Week 46
Brief summary of lessons learned from activity 3 (see section 3.4)	Week 46

Activity 4: Workshop for feedback and exchanges with stakeholders on the approaches and options relating to the establishment of the centre

This workshop will be the last stage in the CTCN experts' technical support and strategic advice for Maharitra regarding the establishment of the centre. All of the technical and organizational recommendations will be presented and shared in order to allow the NGO to define a coherent action plan to establish the centre successfully. The workshop, which will last one or two days, will bring together the NGO and key actors involved in the other activities, with a maximum of 25 participants.

Deliverable	Delivery date
Report on the recommendations feedback workshop	Week 50
Brief summary of lessons learned from activity 4 (see section 3.4)	Week 50

5 GENERAL TIME SCHEDULE

The activities under this contract should be completed within a period of ten (10) months from the date Activity 1 starts (foreseen period February 2017 – January 2018).

6 PERSONNEL IN THE FIELD (PROFESSIONAL EXPERIENCE AND QUALIFICATIONS)

The Contractor is expected to provide the services of a team that should ideally comprise the following competencies:

- Expertise in climate change adaptation and mitigation.
- Expertise in national training, education, awareness raising and/or technology innovation programme design.
- Familiarity with national climate change policy and programme design, preferably in Madagascar and at a minimum in the region.



United Nations Industrial Development Organization

- Proven experience in designing donor engagement and fundraising strategies with a focus on international multilateral and bilateral donors, as well as the private sector.
- Experience with multiple stakeholder consultations and workshop facilitation.
- The staff assigned must have previous experience with providing technical assistance to different stakeholders (NGOs, government entities, academic sector, local communities) exceeding 10 years in the country/region.
- The staff assigned to the project must have previous experience and qualification of supporting climate projects, preferably in Francophone Africa.

The CVs of the respective experts assigned to this project by the Contractor must be provided.

7 LANGUAGE REQUIREMENTS

The working language for the purposes of this project is French, thus an excellent command of French is required of the proposed personnel. The final deliverables must be submitted in French and some must also be in English (please see section 8 for language requirements of the different deliverables).

All delivered documents must be of sufficient enough quality so that no further editing shall be required.

8 DELIVERABLES AND SCHEDULE

The table below details the indicative schedule for this assistance.

Activities	Delivery date (after contract start date)
Activity 1: Mapping experiences and good practice at the international level regarding the establishment and running of climate change education and awareness-raising centres	
Report on the mapping of experiences and good practice at the international level regarding the establishment and running of climate change education and awareness-raising centres (in English and French)	Week 7
Brief summary (1-2 pages) of any relevant challenges encountered and ways to mitigation them, as well as lessons learned through activity 1 (see section 3.4 of the Response Plan) (in French and English)	Week 7
Activity 2: Analysis of experiences in Madagascar in terms of climate change education and awareness-raising	
Activity 2.1 Mapping and review of national policies and strategic approaches to climate change and economic development	
Concept note on national policies and strategic approaches to climate change and economic development (maximum of 15 pages) (in French)	Week 10
Activity 2.2 Mapping and analysis of climate change education and awareness-raising initiatives and projects in Madagascar	
Mapping of climate change education and awareness-raising initiatives and projects in Madagascar (30 pages) (in French)	Week 13



United Nations Industrial Development Organization

Brief summary (1-2 pages) of any relevant challenges encountered and ways to mitigation them, as well as lessons learned through activity 2 (see section 3.4 of the Response Plan) (in French and English)	Week 13
Activity 3: Drawing up an “options paper” on the establishment and running of the centre	
Activity 3.1 Drawing up an “options paper” for the design of the centre’s institutional set-up	
“Options paper” for the centre’s institutional set-up (in French)	Week 20
Activity 3.2 Targeted study and consultation workshop on the prioritization of education and awareness-raising needs	
Sector-targeted study and prioritization of education and awareness-raising needs (in French)	Week 25
Report of consultation workshop (in French)	Week 28
Activity 3.3 Recommendations on the institutional design and intervention approaches for the training programme	
Options for the organizational design of the centre and intervention approaches of the training programme (in French)	Week 40
Activity 3.4 Options for establishing infrastructure	
Options to establish infrastructure (in French)	Week 43
Activity 3.5 Options for the funding needed to establish the centre	
Options for strategies for engaging donors to fund the centre (in French)	Week 46
Brief summary (1-2 pages) of any relevant challenges encountered and ways to mitigation them, as well as lessons learned through activity 3 (see section 3.4 of the Response Plan) (in French and English)	Week 46
Activity 4: Workshop for feedback and exchanges with stakeholders on the approaches and options relating to the establishment of the centre	
Report on the workshop documenting recommendations and feedback workshop (in French)	Week 50
Brief summary (1-2 pages) of any relevant challenges encountered and ways to mitigation them, as well as lessons learned through activity 4 (see section 3.4 of the Response Plan) (in French and English)	Week 50
Technical Assistance closure report including brief (1-2 pages) description of the objective and assistance provided, summary of relevant lessons learned, anticipated impacts of the assistance, and all relevant products listed. (Template to be provided by the CTCN) (in English and French)	Week 52