



# DFID Climate Mainstreaming Facility: Terms of Reference for Roster of Experts

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# 1. DFID Climate Mainstreaming Facility

SouthSouthNorth and Paul Watkiss Associates are jointly hosting a facility to provide on-demand support to DFID country offices, regional and central departments to help advance DFID's goals on tackling climate change. The facility will support climate risk management, and assist in identifying opportunities to deliver further climate benefits through the UK's International Climate Finance (ICF).

The facility aims **to support the uptake of climate information, climate risk analysis and adaptation assessment, providing practical advice to support advisors and programme teams in mainstreaming climate risks into DFID's core development work.**

We hereby invite interested experts to partner with us in delivering this work.

## 1.1 Context and rationale

Climate change remains one of the greatest challenges faced. It is estimated that without rapid, inclusive and climate-informed development, more than 100 million people are at risk of being pushed into poverty by climate change by 2030.<sup>1</sup> Mainstreaming climate risks, and continuing to identify high-quality climate benefits to be delivered through UK International Climate Finance, are key for building resilience into and through our work. The UK aims to deliver £5.8 billion in ICF between 2016-2021.

DFID has awarded a grant to SouthSouthNorth to set up a Climate Mainstreaming Technical Advisory Facility to scale up the provision of bespoke support for DFID country offices and central departments between April 2019 and August 2020. The facility will work alongside DFID's network of advisors to provide supplementary support on climate mainstreaming, advising on climate risks and identifying opportunities to deliver additional climate benefits. This will help safeguard the sustainability of DFID's portfolio, maximise the potential of ICF integration and enhance the underpinning evidence base for climate smart development.

This facility builds on recent bespoke support under DFID's Future Climate For Africa and WISER programmes. In 2018 DFID commissioned a set of internal reports providing global and regional assessments of climate risk for all DFID priority countries. This work was completed by SSN in partnership with the University of Reading, University of Cape Town and the International Centre for Integrated Mountain Development. By providing consistent, baseline

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<sup>1</sup> In a pessimistic scenario – i.e. high greenhouse gas emissions (RCP8.5) and a world of high inequality (SSP4)] Hallegatte, S et al (2015) "[Shock waves: managing the impacts of climate change on poverty](#)", Washington, D.C., World Bank Group. See summary in Annex 1.

information on current and future climate risks for each country, the risk summaries highlight opportunities for building climate considerations into planning across DFID's portfolios.

Bespoke technical support on climate mainstreaming has also been provided by Paul Watkiss Associates to DFID country offices, including recent support to DFID's Tanzania office, to identify ICF integration opportunities in up-coming programmes, and to make recommendations on maximising the impact of its overall ICF portfolio (Watkiss 2018).

### **DFID's ICF delivery approach**

Climate smart development requires policies and investments that work together to boost resilience and drive sustainable economic growth. As developing countries build climate action into their economic and development plans, providers of finance and technical assistance need to respond and support this embedded approach.

It is often most efficient and effective to integrate action on climate change - and therefore climate finance - into programmes that also deliver wider development outcomes. This can help to build understanding and skills for climate action, influence the wider development approach, and bring cost savings.

International Climate Finance is therefore used within DFID both in programmes which are 'principally' focused on climate (100% ICF), and in programmes which have 'significant' climate objectives (<100% ICF).

For more information on UK ICF and its impact, please visit <https://www.gov.uk/guidance/international-climate-finance>.

## **1.2 What kind of support will the facility offer?**

The facility will offer flexible, demand-led, in-country, call-down technical advice. Support will be tailored to the needs of individual offices/departments, but could include:

- Advice on integrating current and future climate risks into the concept note and business case phase of new project development, in line with guidance.
- The sourcing and review of primary climate information and translation into user-relevant advice on impacts.
- Design of climate adaptation activities, as part of the mainstreaming of climate change into programme design (concept notes and business cases) and Theories of Change.
- Consultation on the monitoring and evaluation of climate benefits – for example by identifying appropriate indicators to track climate benefits.



- Advice on national-level climate policies and implementation plans and finance.

Facilitating enhanced learning and knowledge exchange across DFID to increase capacity of individual country offices and departments, and to feedback learning from DFID country offices and departments to central policy departments.

### 1.3 Example of a package of work, including mainstreaming portfolio analysis

An example of the type of request that could be made: a DFID country office could request a comprehensive assessment of how to maximise the impact of its ICF portfolio, and of the potential to target additional climate benefits within their portfolio (current and future).<sup>2</sup> Such analysis could include:

- a. Assess how well the portfolio of ICF integration programmes is meeting best practices in mainstreaming climate change as per DFID guidance.
- b. Advise on any additional opportunities to deliver climate mainstreaming, including in pipeline projects.
- c. Analysis of how the ICF portfolio could be used to strengthen the institutional capacity within the government in building resilience to the risks of climate change.
- d. Identify potential avenues to innovate, learn and scale up the impact of DFID climate spend and climate mainstreaming.
- e. Assess how the country office can leverage the impact of Centrally Managed Programmes focused on climate change and resilience operating in the focus country.
- f. Recommend how to strengthen monitoring and evaluation of the portfolio, and the sharing of lessons across HMG and development partners in the country.

An exemplar of the kind of outputs that the facility will provide include the report Mainstreaming Climate Resilience in DFID Tanzania, prepared by Paul Watkiss Associates, and accessible here: [http://www.futureclimateafrica.org/wp-content/uploads/2019/02/dfid-tanzania-mainstreaming-resilience-final-report-oct2018\\_pwa.pdf](http://www.futureclimateafrica.org/wp-content/uploads/2019/02/dfid-tanzania-mainstreaming-resilience-final-report-oct2018_pwa.pdf)

### 1.4 Eligibility and indicative time allocations for requests

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<sup>2</sup> This will build on any previous stocktake of ICF integration. SSN is aware of at least one such study conducted by Paul Watkiss and Associates for five DFID country offices. The in-depth research will employ PWA's established methodology.

The Facility is initially expecting to provide a maximum of 15 days support from central funding of the facility, to any one Request for Services. Any further support will be assessed by the DFID leads.

Initial benchmarking of example requests are as follows:

- 2 days of support for each project concept note request
- Up to 5 days for each project business case request
- 2-5 days for further provision of detailed national and sectoral climate impact information to support monitoring of climate risks in ICF portfolios.
- 10 days for a comprehensive assessment such as ICF/wider climate mainstreaming portfolio analysis

It is recognised that there may be significant variation according to the individual context and team needs. The above list provides indicative figures on the scale of support available through this facility for specific types of requests.

The initial call for Requests for Services from DFID offices and divisions was issued in April, 2019 and will be reissued in October, 2019. SSN and PWA will continue to promote the facility's service in partnership with the DFID Climate and Environment and Research Evidence divisions. Alongside this, an assessment of available ICF spend and pipeline data will be made. Together these activities will enable an initial analysis of the scale and nature of demand from DFID offices and departments.

## 1.5 Consolidation and Learning

A key objective of the facility is to facilitate learning and knowledge exchange between offices to increase capacity of DFID country offices, and to determine the nature of demand from DFID country offices improving feedback to the DFID ICF MEL Unit. To this end facility partners may be asked to participate in assessing the nature of demand of DFID country offices and departments, participate in DFID learning events, as well as developing learning resources (e.g. sector-focused best practice case studies and/or contributions to updated guidance on climate mainstreaming).

## 1.6 How will the Facility work?

The facility will provide on-demand technical assistance via a Roster of Experts (ROE) – see Section 3.1 – focused on the areas of support outlined in Sections 1.2 and 1.3. DFID country offices and departments will submit Requests For Services (RFS) via DFID's internal Sharepoint system – see Section 3.3. The RFS will be screened by DFID representatives on the Facility



Executive Committee (FEC) and passed on to the Facility Management Team (FMT) – see Sections 2 and 3.3. The FMT, made up of SSN and PWA, will match RFS with appropriate experts from the ROE – see Section 3.4. As the managing partner, SSN holds the facility grant from DFID and procures all services from the ROE sub-contractors.

## 2. Facility Governance

The facility will be managed by a Facility Management Team (FMT) from SSN and PWA, which will report to a DFID Facility Executive Committee (FEC).

The FMT's responsibilities are to:

- Pre-screen applicants to the Facility Roster of Experts (via the EOI submission process)
- Manage the ROE, including directing experts to relevant previous mainstreaming projects,
- Match Requests For Services (RFS) from the FEC to appropriate experts on the ROE
- Brokering relationships between DFID country offices and departments who have requested support and the assigned expert from the ROE
- Review and quality assurance of outputs by the ROE
- Monitoring of Facility outputs and outcomes
- Commission and review learning outputs from Facility work for wider learning within DFID

The facility evolved out of on-going support that SSN and PWA are providing to various DFID country offices and departments. Accordingly, PWA and SSN are responsible for both the management of the facility (as captured in this TOR), and for responding to *some* of the RFS to the facility. Specifically, PWA has built up extensive experience providing climate mainstreaming support in Rwanda, Tanzania, Malawi, Zambia, Sierra Leone, Ghana, Ethiopia, and Nepal. This experience forms the basis of the facility's setup and focus. In 2018, SSN led production of a set of Global and Regional Climate Risk Reports for internal use by DFID. These reports serve as a consistent baseline of latest (as of 2018) primary climate information and climate impact information for DFID. Accordingly, PWA will have a first right to refuse for any requests to the facility from Rwanda, Tanzania, Malawi, Zambia, Sierra Leone, Ghana, Ethiopia, and Nepal and SSN will have a first right to refuse any requests relating to the sourcing and review of primary climate information for application, before matching requests for support to other, independent experts recruited to the ROE. This arrangement is subject to quarterly review and approval by the FEC.

The Facility Executive Committee consists of two representatives from DFID's Research and Evidence, and Climate and Environment divisions. Its responsibilities include:

- Receiving RFS from DFID country offices and departments (via DFID sharepoint)
- Assessing appropriateness of RFS matching Facility's mandate and scope of work
- Monitoring Facility performance



## 3. Facility Operating Procedures

### 3.1 Selecting and managing a Roster of Experts (ROE)

The facility will provide on-demand technical assistance via a ROE. SSN and PWA will provide some of the expertise required to respond to RFS, but a wider pool of expertise will be sourced to meet the potentially diverse geographic spread of requests and scale of demand. SSN and PWA will pre-screen prospective experts for appropriate skills and experience that match the TOR of the facility. All procurement of experts will be done by SSN.

The ROE will consist of consultants and scientists. The role of the consultants will be to provide the bulk of the support to DFID country offices and departments, whereas the role of the scientists will be predominantly to provide expert review and quality assurance on matters where advice depends on contested science or where expert judgement is needed in the interpretation and application of the latest science to DFID contexts.

Selecting the ROE:

- Interested experts must submit an EOI and be pre-screened by the Facility Management Team to be included on the ROE and be eligible for work under the facility. Applicants will be pre-screened to ensure they have demonstrable expertise in the Facility focus areas listed in Section 1.2 of this TOR.
- SSN will issue a public call for Expressions of Interest (EOIs) for consultants to be added to the ROE. The call will be hosted on the SSN website ([www.southsouthnorth.org](http://www.southsouthnorth.org)) and be advertised via relevant online forums and mailing lists. Applicants will submit their EOI via an online form. The first call for experts was open from 20 March – 18 April and the second call is open from 13 September to 4 October. To be considered for work, prospective candidates need to submit EOIs within this second window period. An initial selection of the experts for the ROE was made in early April, 2019. The selection of experts from the second call will be made by mid-October.
- If appropriate expertise cannot be sourced through the open calls to RFS from DFID, SSN and PWA will search out further experts for the ROE.
- Experts will be asked to provide indicative availability over a six-month period (October, 2019 – March, 2020). However, there is no obligation for SSN to provide experts on the ROE with work, nor is there a guarantee that they will be issued requests for services. Similarly, successful applicants included in the ROE have no obligation to undertake any RFS issued by the facility.
- The Facility will adopt a rate card in line with existing DFID call down rate agreements for short-term work (i.e. less than 80 days). Applicants for the ROE will be asked to submit indicative day rates for support.

## 3.2 Review and quality Assurance

The ROE will also include scientists providing review and quality assurance of advice given by the Facility, particularly where advice depends on on-going areas of research or contested knowledge about climate change or adaptation. These scientists will be established experts in their field and will be drawn from noted international research collaborations, such as Future Climate for Africa and Collaborative Adaptation Research Initiative in Africa and Asia.

## 3.3 Evaluation Criteria for ROE applications

EOIs from consultants will be evaluated according to the following criteria:

Criteria	Essential	Desirable	Weighting	
			Essential	Desirable (upper limit)
Formal qualification	A bachelor degree in relevant field	A higher degree, preferably a masters, in relevant field	5%	10%
Experience	At least five years' experience in climate and development	Preferably 10 years' relevant experience	<5 years = 5%	10%
Expertise	Expertise on climate risk assessment and adaptation;	Up to 5 projects	4% per project	20%
Experience	Previous experience working on adaption mainstreaming, preferable work with DFID country offices and departments on climate mainstreaming;	10 percentage points for mainstreaming experience with other clients, 20 percentage points for experience with DFID.	10%	20%
Experience	Demonstrated knowledge and experience of DFID project / programme Theory of Change, M&E and ICF Key Performance Indicators	Up to 5 projects	4% per project	20%

Experience in-country	Experience working in at least one of the DFID countries (for country specific call-down support)	Experience working in several DFID countries	4% per project	20%
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The facility will accept EOIs for consultants from the following three tiers of seniority:

Principal Consultant	Internationally recognised expert in their field with exceptional knowledge of the subject area and extensive sectoral and/or regional expertise. Will have outstanding capabilities to conceptualise, design, and deliver complex interventions in a timely fashion. It is expected that a Principal Consultant will have a minimum of 15 years professional experience relevant to their field.
Senior Consultant	Exceptional knowledge of the subject area with extensive sectoral and/or regional expertise and proven ability to translate theory into practice. Will have proven capability to undertake team leader functions and provide quality assurance of another consultants' work. It is expected that a senior consultant will have a minimum of 10 years professional experience relevant to their field.
Consultant	Thorough theoretical knowledge of the subject area with proven ability to translate theory into practice. Will have recognised, independently verified qualifications, i.e. through professional body membership. It is expected that a consultant will have a minimum of 5 years professional experience relevant to their field.

EOIs from scientists will be evaluated according to the following criteria:

Criteria	Description	Weighting
Formal qualification / research experience	Scientist will have at least a PhD, and there is a strong preference for senior researchers affiliated to an established regional or international centre of research excellence	20%
Expertise	Extensive list of publications in high impact factor peer reviewed journals on relevant issues of regional climate change, climate change impacts and risks, or adaptation in specific DFID countries or regions	50%
Experience in-country	Experience conducting research field work in specific DFID countries and/or regions and in partnership with local partners (if the scientist is not a local expert)	20%
Value for money	Does the fee rate provide good value for money, considering industry benchmarks for seniority and expertise	10%

## 4. Facility Logframe

The Facility will be delivered under the larger Future Climate for Africa accountable grant to SSN. The following logframe excerpt for Output 2 details the indicators and milestones against which the facility will be evaluated.

OUTPUT 2	Output Indicator 2.1		Baseline	Milestone 1 (June 2019)	Milestone 2 (September 2019)	Milestone 3 (December 2019)	Milestone 4 (March 2020)	Milestone 5 (June 2020)	Target (June 2020+)	
DFID Country Offices and Departments increase high-quality integration of International Climate Finance (ICF) and climate risks in their project portfolios and policies.	Strengthened support on climate mainstreaming provided by expert advisors in response to demand from DFID Country Offices and Departments. Facilitated learning between DFID teams.	Planned	Country climate factsheets completed to inform Country Development Diagnostics. A number of countries undertaking integration of ICF.	Roster of Experts identified for facility to provide on-demand support. Virtual kick-off meeting held with partners and webinars completed to advertise the Facility. First ToR received for the new facility and initial meeting held.	The process to facilitate learning and knowledge exchange between offices to increase capacity of DFID country offices, and improving feedback to the DFID ICF MEL and RED Unit, has been initiated.	Learning from initiated and completed requests on improving CMF within portfolios and gap assessments are captured and shared with DFID ICF MEL and RED unit. Scoping of learning to develop guide to facilitate knowledge exchange between DFID Country Offices and Departments and integrate feedback to DFID London.	Learning from initiated and completed requests on improving CMF within portfolios and gap assessments are captured and shared with DFID ICF MEL and RED unit.	Learning from initiated and completed requests on improving CMF within portfolios and gap assessments are captured and shared with DFID ICF MEL and RED unit. Draft "how to" guide using anecdotal and empirical evidence.	Updated "how to" guide with good practice case studies published and shared	
		Achieved								
	Source									
	Programme records									
		Output Indicator 2.2		Baseline	Milestone 1 (June 2019)	Milestone 2 (September 2019)	Milestone 3 (December 2019)	Milestone 4 (March 2020)	Milestone 5 (June 2020)	Target (June 2020+)
	Current and future climate risks are integrated into a greater range of programming, policy and plans.	Planned	0	Partners and scientific advisors contracted to facility to provide on-demand support. Kick-off workshop held with partners. First ToR received for the new facility and	2 instances of ICF and climate mainstreaming support (disaggregated by concept notes, business plans, ToC, logframes and other products)	4 instances of ICF mainstreaming support (disaggregated by concept notes, business plans, ToC, logframes and other products)	8 instances of ICF mainstreaming support (disaggregated by concept notes, business plans, ToC, logframes and other products)	10 instances of ICF mainstreaming support (disaggregated by concept notes, business plans, ToC, logframes and other products)		
			Achieved							
	Source									
	Programme records: user surveys monitoring number, type and depth of stakeholder engagement over the programme									
		Output Indicator 2.3		Baseline	Milestone 1 (June 2019)	Milestone 2 (September 2019)	Milestone 3 (December 2019)	Milestone 4 (March 2020)	Milestone 5 (June 2020)	Target (June 2020+)
Percentage of recipients who judge mainstreaming facility support "very useful" in supporting climate mainstreaming in programme, policy and plans.	Planned		Request for support from DFID Country Offices and Departments		100% of recipients judge facility support as "somewhat useful" and 75% of recipients judge facility "very useful"	100% of recipients judge facility support as "somewhat useful" and 75% of recipients judge facility "very useful"	100% of recipients judge facility support as "somewhat useful" and 75% of recipients judge facility "very useful"	100% of recipients judge facility support as "somewhat useful" and 75% of recipients judge facility "very useful"		
		Achieved								

# Annex A: Eligible DFID Offices and Departments

(*italics*\* denotes development partnership)

Middle East and North Africa	East Africa	West Africa	Southern & Central Africa
Iraq	Ethiopia	Ghana	Democratic Republic of Congo
Jordan	Kenya	Liberia	<i>South Africa*</i>
Lebanon	Malawi	Nigeria	Zambia
Occupied Palestinian Territories	Mozambique	Sierra Leone	Zimbabwe
Syria	Rwanda		
Yemen	Somalia		
	South Sudan		
	Sudan		
	Tanzania		
	Uganda		
Southern and Central Asia	East and Southeast Asia	Caribbean	
Afghanistan	Burma	Caribbean	
Bangladesh	<i>China*</i>		
<i>India*</i>	Indonesia		
Kyrgyzstan			
Nepal			
Pakistan			
Tajikistan			
Divisions: Regional and thematic			
Economic Development Policy	Conflict, Humanitarian Security	Research and Evidence Division	International Relations
	International Finance	Chief Economist	East and Central Africa
West and Southern Africa	West Asia and ASCOT	Middle East and North Africa	