



Adaptation Research Alliance

REQUEST FOR QUOTE FOR FACILITATORS

ARA REGIONAL WORKSHOPS

JANUARY 2021

Duration period

20 January – 31 March 2021

Purpose

This Request for Quote covers facilitation for three regional workshops for the Adaptation Research Alliance to be held virtually in March 2022. This tender includes leading the facilitation of a regional workshop in collaboration with the global workshop facilitation lead (which was awarded to the Red Cross Red Crescent Climate Centre in a separate tender process) and the ARA Secretariat. The regional workshops will cover 1) Africa, 2) Asia and the Pacific, and 3) Latin America and the Caribbean. Applicants must be based in one of the aforementioned regions and be fluent in English as well as Spanish (for Latin America applications) and French (for Africa applications). It is anticipated that three separate organisations will host a regional workshop each. However, if the applicant has presence in more than one region, they can bid for more than one region.

Quotes must include the design of a regional workshop process, facilitation of the workshop, and contribute towards a reflection on the process in the form of a short summary report, led by the global facilitator (maximum 10 pages). Quotes are capped to 10 days per region.

A global workshop will be held on the **20th January** (one morning and one afternoon) as a learning event to bring together up to thirty project teams that will have been awarded micro grants to learn about co-production processes to further develop their plans for exploring burning issues. Successful applicants are expected to attend the global workshop (which will be held at two timeslots to accommodate all time zones) and the outcomes from the global workshops are expected to inform the co-development of the regional workshops.

Following the global workshop, micro grant teams will carry out their own co-production activities to grapple with burning issues and will report back in three regional workshops to be held in late March. The regional workshops are intended to provide the space for knowledge sharing and peer-to-peer learning between micro grant teams and other actors in the region, on the burning issues identified in the micro grants. The workshop should include time for learning on the process of running the micro grant co-production activities as well as sharing what the outcome of the process is. The workshop should also include activities to help further connect the burning issues with other actors in the region. Forming new networks between actors in the region and supporting existing networks with knowledge from the burning issue should be a focus of the workshops.

The ARA Secretariat has prepared a list of [Frequently Asked Questions](#) (FAQ) for additional information on the tender. See more on the global workshop facilitation request for quote [here](#). See more on the micro-grant call for application [here](#).

Application process

This call for proposals opens on 5 January 2022 and all applications must be received by **14 January 2022 17:00** (South Africa time) to ara@southsouthnorth.org. Applicants will be notified of the outcome by the 18th January and contracts should be in place by late-January.

Initial clarification questions can be sent to ara@southsouthnorth.org by 7th January 2022.

Please make clear which region/s you are applying for.

Activities to be undertaken

Regional workshops

- Lead the co-design of the regional workshop process with the global facilitator, in close consultation with the ARA Secretariat.
- Lead the co-facilitation with the global facilitator (Red Cross Red Crescent Climate Centre) of a regional workshops in March (no more than 8 hours total over two days), using collaborative techniques to support the co-production of project ideas and promote peer-to-peer learning between participants.

Outputs

- Contribute towards a summary facilitator's report (written by the global facilitator) on the process, specifically the facilitator's reflection on the

process to co-create impactful project ideas. This will feed into ARA learning on co-creation and the micro grant initiative.

All logistical arrangements for the workshops (including Zoom platform) and communication with workshop participants will be managed by the ARA Secretariat.

Background: The ARA

The ARA is a global collaborative effort with over 100 members that seeks to catalyse increased investment and capacity for action-oriented research that supports effective adaptation to climate change – primarily in developing countries – at the scale and urgency demanded by the science. The ARA focuses on ensuring that increased ambition can be delivered through evidence-based action and recognising that practical action is required to minimize and avert loss and damage. We need a step-change on adaptation, collaborating with governments, business, and Civil Society Organisations (CSOs) to prepare for climate risks, mobilise further action, and increase adaptation financing.

The ARA's [Theory of Change](#) has the following **intended impacts**:

- Enabling more effective adaptation and resilience actions that reduce climate risks to achieving societal goals in both developed and developing countries, particularly for the most vulnerable people, including women and girls, indigenous peoples, persons with disabilities, migrants and refugees, and other marginalised groups;
- Facilitating access to climate finance for adaptation through a stronger, more tailored, evidence base that also improves our understanding of what works;
- Increasing capacity in developing countries to do and use research to develop local adaptation and resilience solutions.

In carrying out its activities under each of the strategic functions, the ARA will adhere to **four core values**:

1. The ARA is an **inclusive, open and transparent** coalition of interested organisations.
2. The ARA **promotes Southern leadership** through its activities and ensure that its programmes and activities empower Southern researchers and institutions, building long-term human and institutional capacity and helping address existing informational, structural and power imbalances.
3. The ARA ensures its activities follow the mantra “**think big and think long term**”.

4. The ARA champions the **promotion of gender equality and social inclusion** especially in the conceptualisation and implementation of all ARA activities. These considerations will be shaped by relevant local or regional contexts.

More information on the ARA can be found on the website and in the ARA Concept note.

Reporting requirements

Short weekly meetings between 17 January to 1 April with the ARA Secretariat team member, Julio Araujo, shall be held to update on progress and challenges. This will include a meeting in the week of 24 January to start to plan the overall approach and design of each regional workshop. After the last workshop, one further meeting will be held before the end of the assignment reflecting on the process, which can also be used as input into the summary report.

Results and outputs

- An agenda for the regional workshop
- A detailed facilitation plan, including session purpose; actors involved; facilitation methods / activities; materials, set up and support needed; outputs and documentation, etc.
- Contribute towards a short summary report (led by the global facilitator) reflecting on the workshop process, to feed into ARA learning.

Timeline

Deliverable	Milestones	Deadline	Day allocation
Global workshop	Attend global workshop	20 January	1
Co-design of a regional workshop	Planning meeting with ARA	24- 28 January 2022	6
	Draft facilitation plan	21 February 2022	
	High level agenda completed to send to participants	28 February 2022	
Regional workshop	Lead facilitation of a regional workshop	14 – 22 March 2022	2
Learning report	Reflection on the workshop process and contribution to a report	30 March 2022	1

Personnel committed and budget

Please outline the personnel who would undertake this work and provide short CVs for all named personnel. Please provide a budget that details day rates for each person and any expenses to be incurred. Please stipulate the payment scheduling preferred (i.e. how many payments at what frequency) noting that ARA Secretariat will only make a maximum of two payments.