

Climate Mainstreaming Facility: Terms of reference for the roster of experts

Terms of reference to provide support to
Dutch embassies in the development of their
Multi-Annual Country Strategies (MACS)

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1 Climate Mainstreaming Facility

SouthSouthNorth hosts the Climate Mainstreaming Facility to provide on-demand support to donor country offices/embassies and regional and central departments to help advance their goals on tackling climate change. The Facility will support climate risk management and assist in identifying opportunities to deliver further climate benefits through climate spend.

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 donor core development work.**

SouthSouthNorth currently hosts the Climate Mainstreaming Facility to support the UK's Foreign Commonwealth and Development Office (FCDO). The Facility is being scaled up to support the Netherlands Ministry of Foreign Affairs (MFA). In this instance, the Facility will work alongside the MFA's network of advisors under the Inclusive Green Growth (IGG) Department to provide supplementary support on climate mainstreaming, advising on climate risks and identifying opportunities to deliver additional climate benefits. This support will help safeguard the sustainability of MFA's portfolio, maximise the potential of climate spend integration and enhance the underpinning evidence base for climate smart development.

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

1.1 Context and rationale

Climate change remains one of the most significant 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 as a result of the impacts of climate change by the year 2030.¹ These impacts are already evident, affecting those in the Global South who are most vulnerable and at the front line of extreme events. These impacts erode gains in alleviating poverty, achieving the Sustainable Development Goals (SDGs), and exacerbate the development challenges in the Global South.

Climate change is a policy priority. Donors are increasingly integrating climate finance across a broad range of activities and sectors to deliver programming to achieve climate-resilient economic growth. The approach to climate action is vital to bringing donor work in line with the principles of the SDGs and the landmark UNFCCC Paris Agreement.

Climate action, especially adaptation and resilience, requires a coherent and coordinated approach across sectors, ministries, departments and programmes. The process is facilitated by mainstreaming, where climate change considerations are integrated through cross-sectoral and sectoral policy, regulations and protocols.

¹ 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.

Mainstreaming can leverage existing funding of development budgets and steer national and sector development plans along climate-resilient pathways.

As donor ambitions on climate mainstreaming and climate finance continue to grow, demand is increasing for up-to-date information on the climate risks and opportunities relevant to offices' geographies and sectors of operation. This information can guide programming and policy teams to support the most cost-effective climate-smart activities for the poorest and most vulnerable. Access to the best evidence also supports organisational learning and capability, creating a better environment for innovation.

The Climate Mainstreaming Facility contributes to this goal by supporting embassies in the identification, integration and translation of context-specific climate risks into strategic choices for the country in question when drafting the **Multi-Annual Country Strategies (MACS)**. In the long term, the Facility can provide support on climate mainstreaming, for example, advising on maximising the impact of existing climate programming and integrating climate and/or identifying climate risks in new programs with selected Dutch embassies and at the central level in Dutch policy development. Climate mainstreaming in development policies and activities has the advantage to leverage existing funding from development budgets and steering national and sector development plans along climate-resilient pathways.

1.2 What kind of support will the facility offer?

The MFA's first phase of using the CMF is **to respond to embassies' demand to contribute to the development of Multi-Annual Country Strategies (MACS)** by informing strategic choices, monitoring and evaluation, and risk identification, and coherency.

The Facility will offer flexible, demand-led, call-down technical advice. Support will be tailored to the needs of individual embassies and departments but could include:

- Translating complex climate information into user-friendly advice to aid decision-making;
- Integrating current and future climate risks into concept notes and business plans for new project development;
- Sourcing and reviewing primary climate information to inform early project design
- concept notes and business plans;
- Assisting with more apparent narratives at the programme and office level;
- Advising on the monitoring or evaluation of climate benefits (e.g. identifying appropriate KPIs);
- Advising on national-level climate policies and implementation plans.

1.3 Eligibility and indicative time allocation for requests

The Facility is initially expecting to provide a maximum of 15 days of support from central funding of the Facility to each Request for Support. Any further support will be assessed by the IGG department. It is recognised that there may be significant variation according to the particular context and team needs.

1.4 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 Section 1.2.
- Dutch embassies and departments will submit Requests For Support (RFS) – see Section 3.1.
- The RFS will be screened by IGG department representatives and passed on to the Facility Management Team (FMT) – see Section 2.
- The FMT will match RFS with appropriate experts from the RoE – see Section 3.1.
- As the managing partner, SSN holds the facility grant and procures all services from the RoE sub-contractors

2 Facility Governance

The Facility will be managed by the Facility Management Team (FMT) from SSN, which will report to the MFA's Inclusive Green Growth (IGG) Department.

The FMTs 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 Support (RFS) from the MFA to appropriate experts on the RoE;
- Brokering relationships between MFA embassies 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.

The Facility Executive Committee consists of MFA's Inclusive Green Growth (IGG) Department representatives. Its responsibilities include:

- Receiving RFS from MFA's embassies and departments;
- Assessing the appropriateness of RFS matching the Facility's mandate and scope of work;
- Monitoring Facility performance.

3 Facility Operating Procedures

3.1 Selecting and managing the Roster of Experts (RoE)

The Facility will provide on-demand technical assistance via the RoE. A wider pool of expertise will be sourced to meet the potentially diverse geographic spread of requests and scale of demand. SSN 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 whose role will be to respond to MFA's embassies and departments.

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 1.3 of this ToR, **especially experience developing MACS.**
- 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) and be advertised via relevant online forums and mailing lists. Applicants will submit their EOI via an online form. To be considered for work, prospective candidates need to submit EOIs within the specified window period as advertised.
- If appropriate expertise cannot be sourced through the open calls to RFS, SSN will search out further experts for the RoE.
- Experts will be asked to provide indicative availability during the period as indicated in the advertisement. 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 support. Similarly, successful applicants included in the RoE have no obligation to undertake any RFS issued by the Facility.
- Applicants for the RoE will be asked to submit indicative day rates for support.

3.2 Evaluation Criteria for RoE applications

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

Criteria	Minimum Requirement	Preferred Requirement	Weighting	
			Essential	Desirable (upper limit)
Formal qualification	A Bachelor's degree in a relevant field.	A higher degree, preferably a master's, in a relevant field	Bachelors = 5%	Masters/higher degree = 10%
Experience	At least five years' experience in climate and development.	Preferably ten years' relevant experience	≥5 years = 0-5%	1% for every year over five years, max. 10%.
Expertise	Clear and applicable expertise on climate risk assessment and adaptation, mainstreaming climate into programmes, plans and policy.	Up to 5 projects	5% per project	max. 25%
Experience	Previous experience working on adaptation	15 % for experience with climate mainstreaming	10%	25%

	and mitigation mainstreaming. Preferable work with MFA's embassies and departments on climate mainstreaming.	(5% for each project). 10 % for experience with MFA. <i>Maximum allocation if there is experience working on MFA's MACS.</i>		
Experience	Demonstrated knowledge and experience of MFA project/programme, Theory of Change, MEL and Key Performance Indicators.	Up to 4 projects	5% per project	max. 20%
Experience in-country	Experience working in at least one of the MFA's countries.	Experience working in several MFA countries. The priority countries where the MACS will be drawn up are noted in Annexe 1.	5% per project	max. 10%

4 Annexe 1: Priority list of MFA countries

- Bangladesh,
- Benin,
- Burkina Faso,
- Burundi,
- Egypt,
- Ethiopia,
- Ghana,
- Kenya,
- Mali,
- Mozambique,
- Niger,
- South-Sudan and
- Uganda.