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## TERMS OF REFERENCE (TOR)

**Title: Conducting a diagnosis of vulnerability to climate change and the development of an energy and climate action plan in the municipalities of Méri, Datchéka and Petté in the far-north region of Cameroon**

CTCN request reference number: 2018000023

Country: Cameroon

### **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 hosted by the United Nations Environment Programme (UN Environment) 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 deployment 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. By mandate, only accepted Members of the CTC Network are eligible to execute the required services to implement the response. 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.

**In case you are not a CTCN network member yet, you may bid for implementation of the technical assistance, subject to the condition that you submit your completed application for CTC Network membership before the bid closure and the same is acknowledged by the CTCN. Furthermore, the contract award – should your bid be selected – is conditional to your network membership application having been successfully approved by the Director of CTCN. Should the bidder partner with another institution to deliver 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 134,000.

**It is mandatory for the implementer(s) to allocate at least 1% of the budget to integrate a gender-approach to the activities.** Please refer to the CTCN Gender Mainstreaming Tool for Response Plan Development for guidance at <https://www.ctc-n.org/technologies/ctcn-gender-mainstreaming-tool-response-plan-development>.



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### 2 CONTEXT OF THE ASSIGNMENT

Climate change impacts in Cameroon are characterized by the reduction in rainfall, an increase of the average annual temperature, and the increase of the intensity and frequency of extreme events throughout the country: droughts, more frequent and more violent storms, floods and landslides, mudslides, etc. All this coupled with the low level of knowledge of practical adaptation and mitigation methods makes communities highly vulnerable to climate change impacts. To mitigate this challenge the Government of Cameroon approached the CTCN for a technical assistance.

In order to address this challenge the CTCN has developed these Terms of Reference, outlining an intervention that will produce the outputs listed below and that will be implemented within a period of up to 12 months. The overarching goal is to elaborate vulnerability matrices, to conduct capacity building on climate change adaptation and mitigation, and to develop action plans for the municipalities of Méri, Datchéka and Petté in the far-north region of Cameroon.

The assignment will consist of the following outputs:

- Development of implementation planning and communication documents;
- Development of a vulnerability matrix for the diagnostic of climate change impacts for each of the 3 selected municipalities;
- Capacity building on climate change mitigation and adaptation for municipal officers and the population of the three selected municipalities;
- Development of a local action plan on adaptation and mitigation to climate change for each of the three selected municipalities.

The full text of the request submitted to the CTCN can be found here: <https://www.ctc-n.org/technical-assistance/projects/diagnosis-vulnerability-three-3-communes-cameroon-order-establish>.

The Response plan developed in collaboration with Cameroon can be found here: <https://www.ctc-n.org/content/diagnosis-vulnerability-three-3-communes-cameroon-order-establish-bases-developing-energy>

The specific activities are detailed in section 3.

### 3 OBJECTIVE OF THE CONTRACT

The objective of this contract is to assist in the diagnosis of climate change vulnerability, in capacity building activities, and in the development of an energy-climate action plan in the municipalities of Méri, Datchéka and Petté in the far-north region of Cameroon.



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### **Scope and activities of the proposed contracted services**

Once the contract is signed, the CTCN will organize a kick-off call among all relevant parties involved in the request to introduce the Contractor to the NDE and Proponent, to present the activities, their timeline and clarify roles and responsibilities.

The Contractor shall undertake the following activities:

### **Output 1: Development of implementation planning and periodical reporting documents**

**Activity 1:** Preparing the consultancy work plan, periodical progress reports and final reports.

**Deliverable 1.1:** A detailed work plan of all activities, deliveries, outputs, deadlines and responsible persons/organizations and detailed budget to implement the CTCN response plan. The detailed work plan and budget must be based directly on the CTCN response plan included in the tender package, as per CTCN standard procedure in all technical assistances (In English). The response plan framework represents the basic common structure of the work.

**Deliverable 1.2:** Based on the work plan, a monitoring and evaluation plan with specific, measurable, achievable, relevant, and time-bound indicators used to monitor and evaluate the timeliness and appropriateness of the implementation. The monitoring and evaluation plan should apply selected indicators from the Closure and Data Collection report template and enable the lead implementer to complete the CTCN Closure and Data collection report at the end of the assignment (in English).

**Deliverable 1.3:** A two-page CTCN Impact Description formulated in the beginning of the technical assistance and update/revised once the technical assistance is fully delivered (a template will be provided) (in English)

**Deliverable 1.4:** A Closure and Data Collection report formulated in the beginning of the technical assistance and update/revised once the technical assistance is fully delivered (a template will be provided) (in English)

### **Output 2: A vulnerability matrix for the diagnostic of climate change impacts for each of the 3 selected municipalities is prepared and adjusted according to the specific local conditions**

**Activity 2.1:** Analyse the available matrices by selecting the most appropriate matrix and develop a vulnerability matrix for the three selected municipalities.

A vulnerability matrix adapted to the Far North with its Sahelian particularities must be selected from a range of existing diagnostics (UNFCCC 2010, UNDP 2010, Fall et al., 2011, GIZ 2015, Dazé et al. 2010).

The vulnerability matrix is a simplified assessment method that establishes a link with the results of the "climate risk trend analysis". It is used to differentiate vulnerability to climate hazards among different sectors and social groups and to identify the most vulnerable groups and sectors in a given area. The hazards that have been identified through the "climate risk trend analysis" are listed along the vertical axis



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of a grid. Different social groups (age, gender, ethnic group, etc.) or different sectors (agriculture, forestry, water, tourism, etc.) are listed on the horizontal axis. Participants discuss the vulnerability of each sector and social group in relation to each climate hazard to determine if they are unaffected, moderately affected, or severely affected. This activity will be carried out to produce a tool whose application can be replicated to other municipalities and rural communities in the region.

**Activity 2.2:** Identify pilot projects for adaptation to climate change in the short and medium term in the three selected municipalities.

Based on the results obtained in the analysis carried out through the vulnerability matrices, pilot projects for the adaptation of municipalities to climate change will be identified. At least two projects per municipality will be selected. The National Plan for Adaptation to Climate Change in Cameroon (PNACCC, 2015) will be the reference document for the identification of the most appropriate projects. If the results of the country's Technology Needs Assessment (TNA) are available, they will also be taken into account when selecting the technologies that will be used in the selected projects.

The gender dimension and youth, as well as other vulnerable groups, will be taken into account for the identification of these projects.

**Activity 2.3:** Organize a national meeting to present the results of the vulnerability matrices of the three municipalities and the pilot projects that have been identified.

The meeting will familiarize the relevant stakeholders at the local level and from the region of the far north or at most of the far north (Far North, North and Adamaoua) with the matrix produced for the three municipalities.

**Deliverable 2.1:** Report on the matrix selected as appropriate and the vulnerability matrices of the three selected municipalities.

**Deliverable 2.2:** Report presenting the identified pilot projects for the three selected municipalities.

**Deliverable 2.3:** Minutes of the meeting, including list of participants, and a report of the information agreed upon among the key stakeholders.

### Output 3: Capacity building on climate change mitigation and adaptation for municipal officers and the population of the three selected municipalities

**Activity 3.1:** Organize workshops to train the municipal officers of the three selected municipalities.

The PNACCC (2015) shows the widespread absence of specialized municipal officers to address climate change issues. Therefore, it is necessary to strengthen the capacities of the municipal officers in this area to facilitate the inclusion of climate change in local policy documents.

A workshop will be organized in each of the selected municipalities (three in total) for 20 municipal officers. The workshops will include (i) general information on climate change in Cameroon, the region and the municipalities, (ii) the results of the vulnerability matrices obtained in Output 2, and (iii) the most



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appropriate technological options for adaptation and mitigation of climate change in key local socio-economic activities.

In parallel with this technical assistance, the CTCN, in collaboration with the country, has developed a project proposal for the Green Climate Fund that consists of the development of the country's Technology Needs Assessment (TNA) - currently under review by the GCF. Therefore, to complete the information on the most appropriate technological options, it would be desirable to include the information obtained in the early stages of the TNA if they are already available.

The workshops will also include a gender and youth dimension.

### **Activity 3.2:** Conduct public awareness campaigns in the three municipalities.

Awareness campaigns will be organized to inform, educate and mobilize the population of the three selected municipalities, especially vulnerable groups such as youth and women, to adapt to climate change.

Awareness campaigns may include a workshop in each selected community and popularization of information through community gatherings, local radio, posters, religious and association leaders.

The content of the workshops will include, based on the results from Output 2, (i) a description of the local impacts of climate change on key sectors such as agriculture, livestock, fisheries and aquaculture, forestry, silviculture and wildlife, water, sanitation and health, (ii) dissemination of best adaptation practices to be implemented and (iii), if they exist, experiences on adaptation in the three municipalities or in the Sudano-Sahelian ZAE in general. The workshops could take place the same day as the workshops for the municipal officers.

### **Activity 3.3:** Conduct a study to identify appropriate mechanisms and tools to integrate women and youth into decision-making on energy and climate issues.

Women and youth are one of the most vulnerable groups affected by climate change. Their opinion will be considered along the implementation of the technical assistance.

In addition, through the results of the collection and analysis of specific data focused on the gender issue and the vulnerability of women and other groups in relation to climate risks, the assistance of the CTCN will offer a unique opportunity for decision-makers to address this issue.

An evaluation study of the management of gender and youth issues in the planning and management of climate risks will be carried out. This assessment will identify specific gender-related vulnerabilities and needs, particularly in terms of access to resilience actions, funding mechanisms and proposed capacity-building programs, with the aim of providing differentiated responses. This study could be conducted according to the following main evaluative questions:

- i. To what extent is vulnerability specific to gender and age in the far north region?
- ii. How does the country perceive and address vulnerability to climate risks in relation to gender and youth issues?
- iii. How is Cameroon planning to change gender and youth roles in climate risk planning and management?
- iv. How does Cameroon measure changes in gender and age-specific roles in risk management?



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- v. What are the factors encouraging changes in the roles of gender (drivers of change) and youth and what are the limitations and challenges?

CTCN assistance will take into account the gender equality dimension through the selection of women experts at national and regional level with the skills and expertise required to participate in training sessions and other planned activities. The long-term impact of CTCN assistance consists of sustainable risk management and local and national capacity building on resilience for gender benefit but with specific actions for the benefit of women.

**Deliverable 3.1:** Report on the workshops held in the three municipalities for the municipal officers, including materials used, list of participants, photos, etc.

**Deliverable 3.2:** Report on the workshops held in the three municipalities for the population, including materials used, list of participants, photos and other materials.

**Deliverable 3.3:** Report on the community awareness campaigns locally conducted in the three communities, including detailed information on the distribution and content of posters, programs on local radio stations, etc.

**Deliverable 3.4:** Report on mechanisms and tools to reduce imbalances in decision-making on energy and climate issues of vulnerable groups such as women and youth.

### **Output 4: A local action plan on climate and energy including climate change adaptation and mitigation projects is developed for each of the three selected communities.**

The plan must describe the actions needed to achieve communities' goals and must follow these principles: (i) improve knowledge on the effects of climate change to inform public decisions on adaptation and mitigation, (ii) integrate adaptation in existing public policies in order to ensure overall coherence and reflect the cross-cutting nature of adaptation, (iii) inform the population of municipalities about the effects of climate change, adaptation and mitigation, so that everyone can take ownership of the issues and act, (iv) consider interactions between activities, and (v) assign responsibilities in terms of implementation and funding. All proposed measures must be accompanied by a pilot project and impact indicators.

**Activity 4.1:** Formulate and develop three action plans including climate change mitigation and adaptation projects.

Based on the results obtained in the outputs of this technical assistance, an adaptation and mitigation action plan for climate change will be carried out for each of the three selected communities. The action plan should incorporate as reference the NDC and the TNA document that is currently being approved by the GCF. The action plan will include actions in the short, medium and long term.

The action plan will be accompanied by a concept note that the country could use as a basis for submitting a funding request to financial mechanisms that will be selected during the implementation of the work.



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Mechanisms and tools for integrating women and youth into decision-making on energy and climate issues (the results of Activity 3.3) will be used in the development of the action plans.

**Activity 4.2:** Organize a final national meeting for sharing and capitalizing the technical assistance.

At the end of the technical assistance, a final meeting will be organized in Yaoundé for the presentation and capitalization of results. The main recipients of this national sharing and capitalization meeting are the NDE, the government (MINADER, MINEE, MINEPDED, MINFOF, MINSANTE, MINDDEVEL, MINEPAT, MINH DU and ONACC), the concerned NGOs from all over the country. However, CTCN experts will ensure the participation of representatives of regional initiatives (Observatories, Interregional Committee for Drought Control, NDEs, etc.) as well as donors and relevant regional financial entities. The purpose is to present the selected projects and recommendations made as part of the implementation of the technical assistance activities of the CTCN to see if synergies with their programs can be developed.

**Activity 4.3:** Develop a concept note on one of the projects identified in one of the three action plans for international climate finance.

The NDE and the proponent will support the process of identifying financial mechanisms, such as the Green Climate Fund, the Global Environment Facility or another source of climate finance, for the scale-up of the project.

**Deliverable 4.1:** Draft action plans for mitigation and adaptation projects in the three communities.

**Deliverable 4.2:** Report on the final national sharing and capitalization meeting of technical assistance.

**Deliverable 4.3:** Final action plans for mitigation and adaptation projects in the three communities.

**Deliverable 4.4:** A concept note on one of the identified projects to obtain international climate finance.

## 4 GENERAL TIME SCHEDULE

CTCN technical assistance activities under this contract have an expected duration of up to twelve (12) months from the contract signature. However, the bidder has the option of proposing a customised duration of the activities under this contract. The proposed plan for the implementation of activities and deliveries:

| Outputs   | Month |   |   |   |   |   |   |   |   |    |    |    |
|---|-------|---|---|---|---|---|---|---|---|----|----|----|
|   | 1     | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| <b>O1. Planning and communication documents</b>   |       |   |   |   |   |   |   |   |   |    |    |    |
| D1.1 Work plan in the form of CTCN response plan template   | *     |   |   |   |   |   |   |   |   |    |    |    |
| D1.2 Monitoring and Evaluation Plan   | *     |   |   |   |   |   |   |   |   |    |    |    |
| D1.3 CTCN Impact Description  | *     |   |   |   |   |   |   |   |   |    |    | *  |
| D1.4 Closure and Data Collection Report   | *     |   |   |   |   |   |   |   |   |    |    | *  |
| <b>O2. A vulnerability matrix for the diagnostic of climate change impacts</b>                                  |       |   |   |   |   |   |   |   |   |    |    |    |
| A2.1 Analyze the available matrices by selecting the most appropriate matrix and develop a vulnerability matrix |       |   |   |   |   |   |   |   |   |    |    |    |



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|---|--|--|---|---|--|--|---|---|---|---|---|---|
| A2.2 Identify pilot projects for adaptation to climate change in the short and medium term  |  |  |   |   |  |  |   |   |   |   |   |   |
| A2.3 Organize a national meeting to present the results of the vulnerability matrices and the pilot projects  |  |  |   |   |  |  |   |   |   |   |   |   |
| D2.1 Report on the matrix selected as appropriate and the vulnerability matrices  |  |  | * |   |  |  |   |   |   |   |   |   |
| D2.2 Report presenting the pilot projects identified  |  |  |   | * |  |  |   |   |   |   |   |   |
| D2.3 Minutes of the meeting   |  |  |   | * |  |  |   |   |   |   |   |   |
| <b>O3. Capacity building on climate change mitigation and adaptation for municipal officers and the population</b>  |  |  |   |   |  |  |   |   |   |   |   |   |
| A3.1 Organize workshops to train the municipal officers   |  |  |   |   |  |  |   |   |   |   |   |   |
| A3.2 Conduct public awareness campaigns   |  |  |   |   |  |  |   |   |   |   |   |   |
| A3.3 Conduct a study to identify appropriate mechanisms and tools to integrate women and youth into decision-making on energy and climate issues                          |  |  |   |   |  |  |   |   |   |   |   |   |
| D3.1 Report on the workshops held for the municipal officers  |  |  |   |   |  |  | * |   |   |   |   |   |
| D3.2 Report on the workshops held for the population  |  |  |   |   |  |  |   | * |   |   |   |   |
| D3.3 Report on the community awareness campaigns locally conducted  |  |  |   |   |  |  |   |   |   |   | * |   |
| D3.4 Report on mechanisms and tools to reduce imbalances in decision-making on energy and climate issues of vulnerable groups such as women and youth.                    |  |  |   |   |  |  |   | * |   |   |   |   |
| <b>O4. A local action plan on climate and energy including climate change adaptation and mitigation projects is developed for each of the three selected communities.</b> |  |  |   |   |  |  |   |   |   |   |   |   |
| A4.1 Formulate and develop three action plans including climate change mitigation and adaptation projects   |  |  |   |   |  |  |   |   |   |   |   |   |
| A4.2 Organize a final national meeting for sharing and capitalizing the technical assistance.   |  |  |   |   |  |  |   |   |   |   |   |   |
| A4.3 Develop a concept note on one of the projects identified in one of the three action plans for international climate finance  |  |  |   |   |  |  |   |   |   |   |   |   |
| D4.1 Draft action plans for mitigation and adaptation projects in the three communities   |  |  |   |   |  |  |   |   | * |   |   |   |
| D4.2 Report on the final national sharing and capitalization meeting of technical assistance.   |  |  |   |   |  |  |   |   |   | * |   |   |
| D4.3 Final action plans for mitigation and adaptation projects in the three communities.  |  |  |   |   |  |  |   |   |   | * |   |   |
| D4.4 Concept note for international climate financing   |  |  |   |   |  |  |   |   |   |   |   | * |

All drafts and final deliverables are subject to approval by the CTCN Climate Technology Manager, before these can be considered as completed. The deliverables will be produced in English. Meetings (Activity 2.3), workshops (Activity 3.1) and awareness campaigns (Activity 3.2) will be conducted in French but deliverables will be in English.





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### 5 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 (see Section 4 in the Response Plan for a detailed description):

| Expert title  | Minimum qualification requirements  | Necessary experience   |
|---|---|--|
| Expert in adaptation to climate change (agriculture, livestock, REDD +, forestry, reforestation, etc.), | Master degree in environmental sciences, agriculture or other relevant education. | <ul style="list-style-type: none"> <li>• A minimum of 7 years relevant work experience in the assessment of climate risks and climate change adaptation studies.</li> <li>• Experience in conducting vulnerability matrices to the impacts of climate change.</li> <li>• Experience in capacity building and developing action plans.</li> <li>• Desirable experience in GIS applications for multi-risk assessment and mapping and multi-risk management.</li> <li>• Demonstrated experience in the development, implementation and management of projects in a climate change technology context.</li> <li>• Excellent abilities to interact with local stakeholders, collect and evaluate data and transform the information into high quality documentation tangible to the target audience</li> <li>• Previous work experience in Africa is required.</li> <li>• Excellent written and communication skills in French and English.</li> </ul> |
| Expert in climate change mitigation   | Master degree in energy engineering or other relevant education.                  | <ul style="list-style-type: none"> <li>• A minimum of 7 years relevant work experience in climate change mitigation and renewable energy.</li> <li>• Experience in capacity building and developing action plans.</li> <li>• Demonstrated experience in the development, implementation and management of projects in a climate change technology context.</li> <li>• Excellent abilities to interact with local stakeholders, collect and evaluate data and transform the information into high quality documentation tangible to the</li> </ul>  |



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|---|--|--|
|   |  | <p>target audience</p> <ul style="list-style-type: none"> <li>• Previous work experience in Africa is required.</li> <li>• Excellent written and communication skills in French and English.</li> </ul>  |
| Expert in Gender  | Master in sociology, gender studies or other relevant education.     | <ul style="list-style-type: none"> <li>• A minimum of 5 years relevant work experience in conducting socio-economic surveys.</li> <li>• Desirable gender experience in the context of adaptation and mitigation to climate change</li> <li>• Excellent abilities to interact with local stakeholders, collect and evaluate data and transform the information into high quality documentation tangible to the target audience.</li> <li>• Previous work experience in Africa is required.</li> <li>• Excellent written and communication skills in French and English.</li> </ul>  |
| National Consultant - Expert in adaptation and mitigation of climate change | Master degree in environmental sciences or other relevant education. | <ul style="list-style-type: none"> <li>• A minimum of 5 years relevant work experience in climate change mitigation and adaptation.</li> <li>• Regional experience in Cameroon and the Sahel.</li> <li>• Experience in capacity building and development of action plans in Africa.</li> <li>• Demonstrated experience in the development, implementation and management of projects in a climate change technology context.</li> <li>• Excellent abilities to interact with local stakeholders, collect and evaluate data and transform the information into high quality documentation tangible to the target audience.</li> <li>• Previous work experience in Africa is required.</li> <li>• Excellent written and communication skills in French and English.</li> </ul> |

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



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## 6 LANGUAGE REQUIREMENTS

The working languages for the purposes of this assessment are English and French, thus an excellent command of English and French is required for the proposed personnel.

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