**Section II – Schedule of Requirements- RFQ/2021/11312**

**Creation of final Learning Report for the project “Enabling local governments and urban communities to build up and improve adaptation and advocate for people-centered resilience”**

1. **Background**

The Cities Alliance is a global partnership supporting cities to deliver sustainable development, with a longstanding track record of addressing urban poverty. The Cities Alliance offers support to cities and development partnerships to foster effective local government, promoting an active citizenship and encouraging pro-poor public and private investment. Based in Brussels (Belgium), the Cities Alliance is hosted by The United Nations Office for Project Services (UNOPS).

The project ‘Enabling local governments and urban communities to build up and improve adaptation and advocate for people-centred resilience’ is a two-years project (200-2021) funded by Sida and managed by the Cities Alliance Global Programme on Climate Change, Resilience and Informality in Cities and the Innovation Programme. The overall objective is to support communities in partnership with local government to build resilient cities that reduce both risk and vulnerability by strengthening urban ecosystems, promoting investment in local resilience efforts, and advocating for people-centred resilience. The project is divided in three major components described below.

**Component 1: Innovation Call for Proposals (CfP) 2020 – Stronger Partnerships: Local Innovations for New Climate Realities in Cities**

Cities Alliance launched the Stronger Partnerships: Local Innovations for New Climate Realities in Cities initiative in March 2020 to award small grants for local organisations working on innovative ways to improve community resilience and local climate adaptation in two specific regions, the Great Horn of Africa and the Bay of Bengal.

The aim of the Call is to advance affordable, accessible and innovative climate adaptation concepts, products and processes at the community level, and foster dialogue and means of engagement between local communities and local governments.

Five Grantees were selected for funding of up to $30,000 each and have implemented their approach between July 2020 and May 2021. The projects have worked on improving the adaptation capacity of the urban poor and address the potential impacts of climate change on women, young people, and vulnerable and underrepresented groups. The projects further sought to create opportunities for engagement with local governments and other relevant stakeholders. In the end, they’re expected to demonstrate that new climate adaptation approaches built upon Public Community Partnerships have the potential to catalyse transformational change in cities.

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| **Project Title** | **Country** |
| **Future Yetu: Amplifying community voices for sustainable climate adaptation**  Organization: Hope Raisers Initiative  Project Duration: 10 months  Future Yetu (Our Future) is employing digital storytelling as a way to spark dialogue between residents and policymakers on climate adaptation interventions, engage the greater Korogocho community and local government in innovating and sharing smart solutions, and enable collaboration on climate adaptation ideas that could form the basis of future policy, especially regarding how the Korogocho community can create climate change-resilient livelihoods. | Kenya |
| **Building and strengthening community capacities through inclusive CDRM**  Organization: Action for Women and Climate Concern  Project Duration: 8 months  Action for Women and Climate Concern (AWCC) aims to increase resilience to climate-induced shocks for 55,000 vulnerable people in the Marka district of the Lower Shabelle region of Somalia with the use of early-warning systems. AWCC is working in collaboration with local and global partners to strengthen community capacities to prepare for, respond to, mitigate, and adapt to disaster, especially via better mobile phone alert systems for events like seasonal flooding. | Somalia |
| **Climate Resilience Plans Development with Digital Maps in Bay of Bengal’s Cities**  Organization: Badabon Sangho  Project Duration: 9 months  Badabon Sangho, a women-led NGO working on development issues in the Southwest region of Bangladesh, aims to improve climate resilience planning in vulnerable urban areas with the help of youth and digital technology. The project is training youth volunteers in data collection and digital mapping, using apps on Android mobile devices along with Open Data Kit (ODK), to collect and upload data in the field. The maps and databases are part of a coordinated local effort to better inform residents of Patuakhali and Bagerhat about existing climate risks, as well as to share climate resilience plans developed to help them cope with these risks. In addition, the databases may also be used to help with land tenure issues for members of poorer communities. | Bangladesh |
| **Waste management for flood control in Bwaise, an urban slum in Uganda**  Organization: Tree Adoption Uganda  Project Duration: 8 months  Tree Adoption Uganda aims to address the issues of solid waste clogging drainage and the consequent flooding through a multi-faceted project involving education, advocacy, and incentives. The project includes a variety of approaches such as practical learning sessions on proper waste sorting and collection of segregated waste for 1000 households. Moreover, it also engages the community in activities for the creation of potential value in sorted waste through the distribution of carbonizers for the transformation of waste into carbon briquette and the linking of residents with recyclers to sell collected reusable plastics. | Uganda |
| **Community-led heat mitigation**  Organization: Women for the World  Project Duration: 9 months  Women for the World (WfW) seeks to mitigate heat damage in urban poor neighborhoods, increase climate change awareness, and mainstream community-led processes in Yangon, Myanmar. The project adds to existing community-driven housing efforts already underway in Yangon by WfW. The project draws on innovative and engaging science activities, such as conducting neighborhood heat assessments with an inexpensive thermal monitor to collect temperatures on street level. Using both tangible evidence and experienced/perceived data, this step can help inform scientific arguments surrounding issues related to heat mitigation. | Myanmar |

**Component 2: Community Upgrading Fund - demonstration project on resilience**

The Community Upgrading Fund (CUF) is a mechanism for community governance that allows informal settlement residents to design small infrastructure projects that, after a needs and feasibility assessment, are then funded and implemented. With its focus on climate resilience, the CUF’s 2020 Call for Proposals “Supporting Climate Adaptation in Coastal Communities” has helped two of Monrovia’s most risk-prone coastal settlements to identify their vulnerabilities and craft community-driven responses that improve their adaptive capacity.

The solutions identified during the CUF process were fish processing and storage capacities that will improve and stabilize the livelihoods of the fishermen living within the informal settlements in the two coastal communities. The items are currently being procured and delivered to the communities. The grant provided by Cities Alliance will also provide construction materials for the restoration of the buildings hosting the equipment. Furthermore, it will also cover the costs of an initial training for the maintenance of the equipment.

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| **Project Title** | **Country** |
| **Community Upgrading Fund**  Delivery of solar powered fridges and ice makers for fish storage and processing in two coastal communities of Monrovia, Liberia. | Liberia |

**Component 3: Learning Mechanisms and Advocacy**

Cities Alliance has also supported cross-learning initiatives among the CfP 2020 grantees, reinforcement of capacities, and capturing of knowledge and results through six sessions of a Community of Practice that have focused on different themes including partnerships development, Monitoring, Evaluation and Learning (MEL), communication and impact stories development.

Furthermore, the Programme has conducted international advocacy activities through a comprehensive outreach and communication campaign, with active participation from the beneficiaries, and aligned with the Year of Action on Adaptation.

1. **Purpose, scope and methodology of assignment**

The Cities Alliance seeks a contractor to prepare the final Learning Report of the project **“Enabling local governments and urban communities to build up and improve adaptation and advocate for people-centred resilience”** investigating some of the challenges and opportunities for climate change adaptation at the local level taking into consideration the contributions and learnings from the various components of this project: Innovation grants, Community Upgrading Fund demonstration project, learning mechanism and advocacy.

The objectives of this assignment are to:

***2.1. Objective 1*.** **Construct a global narrative around the project, analysing and documenting the learnings that can inform other locally based, incremental climate adaptation solutions to foster multi-stakeholder partnerships, and build resilient communities and cities that reduce both risk and vulnerability.**

In the light of local adaptation to climate change context, the contractor shall consider and analyse achievements, challenges during implementation, results, lessons learnt, sustainability issues, scaling up potential and global and local externalities (COVID-19, political instability, social conflicts) faced by the five projects funded under the CfP20 and the CUF demonstration project.

Review Questions for Objective 1[[1]](#footnote-2):

1. What are the main consequences of climate change effects on informal communities, with a particular focus in the areas of interest?
2. What are some of the main challenges and barriers to improve the current situation?
3. Which features most contribute to enabling adaptation to climate change at the local and community levels?
4. What are the main contributions that locally led, community based, incremental solutions can bring to accelerating action towards adaptation to climate change? What about the limitations?
5. How can enhancing local partnerships support local adaptation initiatives? What is the role played by collaborations and partnerships between communities and local government?
6. How does gender mainstreaming, inclusion, and diversity support local adaptation?
7. What are some of the challenges and opportunities for the sustainability of local, community-based interventions in addressing climate adaptation?
8. What is the role of communication, peer learning and visibility? And how can this support cross-fertilization and scaling?

**2.2. *Objective 2****.* **Assess and document how the CfP20 projects have contributed to advancing affordable, accessible and innovative climate adaptation concepts, products and processes at the community level, and fostered dialogue and means of engagement between local communities and local governments.**

Review Questions for Objective 2:

1. How effective were the project approaches in helping local communities adapting to climate change in informal settlements?
2. What were the major factors influencing the achievement or non-achievement of the outcome(s)/expected results/outputs? Consider any which were possibly beyond the control of the projects (political and social unrest, Covid19, others), and identify the main characteristics of an enabling environment.
3. To what extent is the project sustainable and can be scaled up or adapted to a different context? What are the conditions or resources needed to make this a reality?
4. To what extent has the project promoted inclusion and diversity in its activities (i.e. gender, age, ethnicity and other relevant characteristics)? How does gender mainstreaming, inclusion and diversity support impact and sustainability?
5. How have the projects helped advancing innovative adaptation concepts, products and processes to achieve its objectives? Innovation refers to suggested activities, products and solutions that are absolutely new or adapted to a different context or situation.
6. To what extent have the projects facilitated participation of stakeholders and built partnerships among urban actors? And to what extent were these collaborations relevant for the project or the community/city it served? What were the main aspects of the mechanism or methodology adopted to foster partnerships between multiple stakeholders (community, local government, private sector, academia, etc)? Are these sustainable?
7. To what extent have the projects supported community engagement and the involvement of local authorities? And to what extent were these collaborations relevant for the project or the community/city it served?

***2.3. Objective 3.* Analyse and document the potential of the “Cities Alliance Innovation” initiatives as a viable mechanism to promote incremental, local innovations while encouraging collaboration between communities and local governments and strengthening small civil society organizations and social businesses.**

This includes, but is not limited to, assessing CfP20 grantees’ satisfaction with Cities Alliance processes and support in terms of efficiency, accessibility and added value.

Review Questions for Objective 3:

1. How effective was the Innovation CfP approach in identifying and fostering new opportunities for local communities adapting to climate change in informal settlements?
2. What main features did the Innovation mechanism highlight and improve in the respective development projects and organizations? (partnerships and collaboration, technical capacity and innovation, visibility, etc)
3. Are small grants an effective tool to implement the Innovation Programme?
4. Is the Innovation mechanism sustainable? How could sustainability be improved?
5. Is the current procedures and offerings from the mechanism in line with the needs and capacities of the target public (new, small, local organizations)?

***2.4. Objective 4*. Assess the feasibility and contributions of Community Upgrading Fund as vehicle for enhanced urban resilience. Explore the challenges faced, achievements and results of the CUF demonstration project.**

Review Questions for Objective 4:

1. How effective was the project approach in helping local communities adapting to climate change in informal settlements?
2. Are the final solutions identified and delivered in line with the original objectives of the project managers, beneficiaries and donors?
3. What were the major factors influencing the achievement or non-achievement of the outcome(s)/expected results/outputs? Consider any which were possibly beyond the control of the project (political and social unrest, Covid19, others), and identify the main characteristics of an enabling environment.
4. To what extent is the project sustainable and can be scaled up or adapted to a different context? What are the conditions or resources needed to make this a reality?

**2.5. Methodology**

The assignment is expected to be conducted mainly through **desk research** based on brief literature review in addition to project-specific documentation to be provided by Cities Alliance, and **online** **semi-structured** **interviews with key stakeholders** for additional information.

Between 7-8 interviews of 30-40 min should be expected. The list of potential interviewees will be agreed between Cities Alliance and the contractor, and the initial introductions will be made by the project team.

1. **Outputs**
2. **Inception report**

A short inception report detailing the methodology and workplan and following the kickoff meeting discussion with the Cities Alliance team. The list of the resources provided by Cities Alliance such as documentation, recordings, and interviewees’ contact details should also be included.

Audience: Cities Alliance staff

*Submission date: 5 days after kickoff meeting.*

1. **Final Comprehensive report**

A report outlining the methodology, comprehensive analysis, and findings and conclusions relating to the Review Objectives and the specific Review Questions.

The final table of contents shall be approved by Cities Alliance, but the product must include, at a minimum:

1. Contextualization: introduction on the overall programme, briefly explaining its objectives and components. Additionally, narrative on local climate adaptation and urban resilience in relation to the different project components, including brief literature review to introduce the topic
2. Analysis of the CfP 2020 in terms of grantees’ satisfaction, potential of the projects in relation to local community adaptation, challenges, replicability/scaling up opportunities and sustainability.
3. Analysis of the CUF demonstration project, including its potential, implementation challenges and opportunities, and sustainability.
4. Analysis of “Cities Alliance Innovation” initiatives as a mechanism to promote sustainable and resilient development.
5. Conclusion: key take-aways and highlights including, for instance, the potential from the projects implemented and possible future opportunities to replicate, up-scale and further develop them.

Length: a 30-40 pages document.

Audience: Cities Alliance staff

*Submission date (tentative, final date to be agreed in induction report): 15 July – first draft.*

1. **Synthesis report**

A synthetic report summarizing the key findings and discussion, for external dissemination.

The final table of content shall be approved by Cities Alliance, but the product must include, at a minimum:

1. Executive summary of the high-level findings / and capture learning translated into a practical tabular summary, including enablers, best practices, risk mitigation, approaches to avoid etc. (length recommended for the summary: 2-4 pages)

Shortened version of:

1. contextualization
2. analysis of the CfP 2020
3. analysis of CUF demonstration project
4. Conclusion

Length: 10 pages.

Audience: International development organizations, donors, Cities Alliance members

*Expected submission date: 15 days following approval of comprehensive report.*

1. **Fact sheet on the Innovation mechanism**

A short document focused on the Innovation mechanism with the main purpose of sharing the concept with Cities Alliance members and donors and favoring business development.

The final table of content shall be approved by Cities Alliance, however, the document should showcase the results of the 2020 CfP, explain and describe the Innovation mechanism functioning and points of strengths.

Length: 2-4 pages.

Audience: Cities Alliance members and potential donors (not always familiar with Cities Alliance work).

*Expected submission date: 15 days following approval of comprehensive report.*

\* all outputs are to be submitted proof-read, edited and on final layout for publication, following Cities Alliance branding guidelines. The editable and PDF versions are to be delivered.

1. **Criteria for Final Reports and Deliverables**

* All data collected needs to be disaggregated by sex and age, where applicable.
* The conduct of the review will be consistent with the Cities Alliance approach to local ownership through respectful engagement with all partners, including local beneficiaries and stakeholders.
* Please note that all deliverables are to be submitted in English.
* Reports should adequately address all review questions; explain the methodology used in detail and identify all sources of information. Limitations should be described, with particular attention to the limitations associated with the methodology (selection bias, recall bias, unobservable differences between comparator groups, etc.). Findings should be presented as analysed facts, evidence, and data. Findings and conclusions should be specific, concise, and supported by quantitative or qualitative evidence.
* Gender disaggregation is required for evaluation findings relating to individual-level outcomes or impact, they should also be separately assessed for both males and females. Recommendations should be supported by a specific set of findings and should be action-oriented, practical and specific.
* The Executive Summary of the Final Report should present a concise and accurate statement of the most critical elements of the report. The Summary should summarize key findings, lessons learnt, conclusions and recommendations and needs to be submitted as part of the final report.

1. **Timeline**

The assessment is expected to be conducted between July and August 2021, and the report to be finalised by the end of August 2021.

The products’ structure and the detailed timeline will be agreed during the inception phase. A kick-off meeting with Cities Alliance Secretariat will take place to review the tasks and purpose of the consultancy. Follow up calls will be defined later, as needed.

1. **Deliverables and Payment**

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| Deliverable | Action | Payment | Due date |
| Signing of Contract | Award of contract | 0% | N/a |
| Inception Report and Final Methodology | Submission of inception report and methodology, including interview protocols | 20% | Within 30 days from the receipt of invoice and approval of report by Cities Alliance Contract Manager |
| Final Deliverables | Final deliverables: Final Report; Synthesis Report; Fact Sheet | 80% | Within 30 days from the receipt of invoice and approval of the final report by Cities Alliance Contract Manager |

1. Required Expertise of Key Personnel

The following key roles with corresponding expertise are envisaged to be required to deliver the assignment:

**Senior Expert:**

* Master’s in social sciences, environmental studies, development studies, urban planning or related fields.
* Extensive knowledge of community resilience, adaptation to climate change and its social and environmental implications and opportunities.
* Knowledge of community-led initiatives, community engagement and multi-stakeholder collaboration.
* 10 years of experience in urban development research, project evaluation or implementation
* Fluent in English (writing, speaking, reading)
* Excellent analysis and writing skills.
* Experience conducting desk research and interviews and translating findings into a wider narrative.

**Junior expert(s):**

* Master’s in social sciences, environmental studies, development studies, urban planning or related fields.
* 3 years of experience in urban development research, project evaluation or implementation
* Fluent in English (writing, speaking, reading)
* Excellent analysis and writing skills.
* Experience conducting desk research and interviews and translating findings into a wider narrative

1. **Intellectual property Notice**

All materials of any form compiled by or received and compiled by the firm shall remain the property of the Cities Alliance. CA shall own all intellectual property rights including but not limited to patents, copyrights, and trademarks. It shall also reserve the right to disseminate the content generated, while the contractor may not use, reproduce, or otherwise disseminate or authorize others to use such works without prior consent from the programme.

1. The guiding questions define the information that must be generated as a result of this assignment. The final questions will be agreed between Cities Alliance and the contractors at the Kick-off Meeting. [↑](#footnote-ref-2)