

Terms of reference

Consultant for the development of the ECOWAS regional climate strategy

July 2020

In the framework of the GCCA + West Africa project

Funded by	 <small>INTRAACP GCCA+ PROGRAMME An initiative of the ACP Group of States funded by the European Union's European Development Fund</small>
Implemented by	 EXPERTISE FRANCE
Under the political leadership and for the benefit of	
In partnership with	



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1 General Information

Title of the mission	Principal expert for the development of the ECOWAS regional climate strategy
Project title	GCCA + West Africa
Beneficiary (ies)	ECOWAS and its Member States
Geographical area	CILSS - ECOWAS area Part-time physical presence at ECOWAS Commission headquarter (minimum 50%) in Abuja, Nigeria
Total volume of planned days	80
Duration of the mission	October 2020 to October 2021
Type of Contract	Purchase order service contract

2 Context

As the West African regional component of the intra-ACP initiative Global Climate Change Alliance Plus (GCCA +), the GCCA + West Africa project **aims to participate in the West African regional effort to implement the 'Paris Agreement** through building the capacity of ECOWAS, its regional partner institutions and its Member States.

Funded by the European Union (EU) to the tune of 12.1 million euros, it is implemented by Expertise France **under the political and institutional leadership of ECOWAS**, as well as in technical partnership with CILSS on training, information and research activities.

The GCCA + West Africa project, which will run over a period of 5 years (December 2017- December 2022), is intended to **reveal the potential for intervention at the regional level in the fight against climate change**. To this end, the initial diagnosis of the project ¹on the implementation of the Paris Agreement in the region made it possible to start thinking about the role that ECOWAS, as a regional integration institution, could play in coordinating climate action and facilitating the implementation of the climate commitments of its Member States.

¹<https://www.expertisfrance.fr/documents/20182/703453/Mise+en+oeuvre+de+l%27Accord+de+Paris+en+Afrique+de+l%27Ouest+Diagnostic+GCCA%2B+Afrique+de+l%27ouest/5ff0a773-469b-4bda-87de-4f2fb513228b>





This reflection was continued during a **regional strategic workshop**² for climate action organized by ECOWAS in September 2019, so as to collect the needs expressed by the Member States of the ECOWAS region. The presence of 80 participants from the 15 ECOWAS Member States (Chad and Mauritania absent), continental and regional institutions (AU, ADB, ECOWAS, UEMOA, CILSS, BIDC, BOAD, CORAF, Sahel Climate Commission, ACMAD, ICRISAT, ROPPA, Hub Rural) as well as various regional climate initiatives (CRC, IUCN, Adapt'Action, Climate Analytics, ABM, WACA, WABICC, CTA), and technical and financial partners (GCF, EU, Expertise France), made it possible to set an important political momentum for climate policy action in West Africa.

Based on an already rich history of interventions in the fight against climate change, and in the extension of the Niamey Declaration of 28 April 2015 by the Environment Ministers of ECOWAS and CILSS, **the Member States of ECOWAS reaffirmed the importance of collective, concerted and united action to support the effective implementation of the NDCs and the Paris Agreement.**

Taking into account the common priorities identified by the countries in their NDCs, their attachment to regional integration and the cross-border nature of the impacts of climate change, the participants underlined the relevance and the need for a strengthening of the regional approach. For more coordination and solidarity in climate action in West Africa, through project preparation, mobilization of funding, capacity building and monitoring and evaluation.

Considering the founding principles of subsidiarity, solidarity, complementarity and cooperation, the participants then recognized that ECOWAS can and must show even stronger political leadership for an acceleration of climate policies in ECOWAS Member States. In this context, **the participants of the Lomé workshop called on ECOWAS to mainstream their recommendations as priority areas within the framework of a regional climate strategy.**

ECOWAS, which provides political and institutional support for the GCCA + West Africa project, thus officially mandated the project team to provide it with the technical expertise necessary for the development of this strategy.

This consultation therefore aims to recruit the lead expert who will, on behalf of the GCCA + WA project, be tasked to support ECOWAS in the development of its regional climate strategy.

3 Objectives of the mission

The main objective of this consultation is to **support ECOWAS in the development of its regional climate strategy** in order to provide the region with a framework for concerted action to facilitate the implementation of the United Nations Framework Convention on Climate Change, including the Paris Agreement and other related instruments, and thus promote the resilience of States and communities to climate change, but also the reduction of GHG emissions.

Specific objectives :

- Facilitate the consultation process making it possible to define a common vision and strategic objectives for the region for two courses: (i) the 2020-2030 period, making it possible to align with most of the region's NDCs, (ii) but also for the long-term horizon 2050, so as to be in synch

²<https://www.expertisefrance.fr/actualite?id=754627>





with the directives of the Paris Agreement;

- Consolidate and complete the existing building blocks of the regional framework to lead to the development of a regional climate strategy document;
- Write the regional strategy document;
- Develop a 5-year action plan for the implementation of this regional climate strategy.

4 Activities, deliverables and calendar

4.1 Preparatory phase

The approach of a regional ambition on climate is not new; the desire to develop a regional climate strategy is based on a now rich history of commitments and initiatives in several sectors (energy, agriculture, livestock, water, infrastructure, research and scientific cooperation). It is about putting together a scattered and incomplete puzzle today, and making the overall picture visible and coherent, not adding an additional layer of complexity with a new policy.

The literature review will have to mobilize a significant effort on the part of the consultant, given the work already in progress or accomplished on the subject: many key documents will be provided to him/her, which he/she will have to supplement by personal research of other relevant documents.

The expert will be in charge of carrying out the following tasks:

4.1.1. Mission scoping meeting and interviews;

4.1.2. Specify the mission roadmap: refining of the methodological framework, approach and schedule;

4.1.3. Collection, review and appropriation of the available literature: documents already produced within the framework of the GCCA + WA project, documents of regional policies, projects of current initiatives, etc.

4.1.4. Organize with the Directorate of Environment and Natural Resources of ECOWAS the first meeting of the Commission's interdepartmental committee on climate change in order to present the context, the work already started and the approach to the development of the regional climate strategy. This meeting will provide the opportunity to present and confirm the detailed role of the committee for the remainder of the development process, in line with the Draft Regulation currently under examination and specifying the mandate of said committee;

4.1.5. Carry out a mapping of regional actors to be included in the process so as to encourage their buy-in, and feed the strategy while improving its consistency with already established policies;

4.1.6. Conduct individual interviews (about fifteen) with the key players identified to pre-set the level of commitment and climate ambition of the institution/agency/unit;

4.1.7. On the basis, in particular, of the initial GCCA + WA diagnosis, establish precisely a diagnosis of the climate strengths and weaknesses of the major public policies issued by ECOWAS

<i>Activities</i>	<i>Deliverables</i>	<i>Calendar</i>	<i>Volume h/d</i>
4.1.1	Minutes of scoping meetings and interviews	Beginning of October	2
4.1.2	Mission roadmap	Mid-October 2020	2
4.1.3	Desktop review report	Mid-October 2020	7
4.1.4	Terms of reference of the inter-departmental committee meeting/ meeting report	End of October 2020	3
4.1.5	Mapping of actors	End of October 2020	3
4.1.6	Interview protocol / interview report	End of November 2020	7
4.1.7	Diagnosis of strengths and weaknesses	End of November 2020	7
<i>Total</i>			<i>31</i>

4.2 Initial internal consultations and definition of the ambition course

The expert will be tasked with the following :

4.2.1. Based on the reflection already initiated during the Lomé workshop (September 2019) and the diagnosis of the strengths and weaknesses of existing policies, build a vision proposal, with 3 options of different levels of ambition on the horizon 2030, and by 2050 (narrative with quantified objectives);

4.2.2. Organize the second meeting of the interdepartmental committee on climate change of the ECOWAS Commission (internal consultation body for the regional climate strategy) to: (i) present the results of the preparatory phase, and in particular the diagnosis of the strengths and weaknesses of the regional policies, (ii) present the proposed vision and ambition levels to coordinate the selection of an ambition scenario and validate the common vision.

<i>Activities</i>	<i>Deliverables</i>	<i>Calendar</i>	<i>Volume h/d</i>
4.2.1	Vision and ambition scenarios	Mid-December 2020	2
4.2.2	Terms of reference of the meeting / minutes of the meeting including a summary of decisions	End of January 2021	3
<u>Total</u>			<u>5</u>

4.3 Drafting of the regional strategy and operational implementing

The development and drafting of the regional strategy will flow quite naturally from the chosen ambition scenario, while respecting the formalism of ECOWAS institutional procedures. However, upon the recommendation of several participants during the Lomé workshop, it will be useful to pair this strategy with an action plan (initially at 5 years), in order to facilitate its rapid operational implementation and thus contribute to ensuring its credibility. To do this, it is necessary to refine the arteries and actions to be implemented with a view to adaptation by sector and country, on the basis of consultation workshops with stakeholders (ECOWAS, Member States, CILSS, PTF, civil society). This action plan should be a “mix” of so-called “immediate” actions (low investment and / or moderate impact in terms of adaptation or mitigation> quick wins), so-called “priority” actions (higher investment; greater transformational potential) and "strategic" (aimed at the organization of the institution itself, or the deepening of its policies, therefore in the longer term; major transformational potential). In addition, in order to promote buy-in via demonstrated rapid results, it might be judicious to mix actions that already have implementation means (funding, human resources) and actions requiring to seek resources. Finally, certain "continuous" actions can foster the enhancement of regional public policies, in particular through better monitoring and evaluation.

The expert will be in charge of carrying out the following tasks:

- 4.3.1. Draft the regional strategy document, according to the formal rules required by the Commission, drawing inspiration from past examples, in particular the 2016-2025 ECOWAP strategic orientation framework.
- 4.3.2. Organize the third consultation workshop of the ECOWAS interdepartmental committee on climate change, to specify the action plan on the basis of the ambition scenario previously selected;
- 4.3.3. Define a 5-year action plan (strategy implementation roadmap), indicating the schedule of actions and the operational and institutional mechanism within ECOWAS for its implementation: governance, roles and responsibilities;
- 4.3.4. Develop a first financing plan for the regional climate strategy, in particular with the help of programs and projects;
- 4.3.5. Propose monitoring and evaluation indicators for the implementation and performance (or



effects) of the regional climate strategy and a monitoring and evaluation framework (who, for what objective and at what pace?).

<i>Activities</i>	<i>Deliverables</i>	<i>Calendar</i>	<i>Volume h/d</i>
4.3.1	ECOWAS regional climate strategy document	Mid-February 2021	5
4.3.2	Terms of reference / minutes of the meeting including a record of decisions	Mid-March 2021	3
4.3.3	5-year action plan	Mid-April 2021	3
4.3.4	Preliminary financing plan	Mid-April 2021	3
4.3.5	Strategy monitoring and evaluation framework	End-April 2021	5
<u>Total</u>			<u>24</u>

4.4 Extended consultations and validation

Wider consultations with so-called “external” stakeholders, i.e. outside the Commission, consist in consulting the Member States (technical managers) as well as other regional partners: technical and financial partners and other regional (AFD, UEMOA, CILSS / AGRHYMET, WASCAL, ACMAD...) and continental (African Union) institutions.

The extended consultations process takes place in a second stage, after the so-called “internal” consultation which relies on the interdepartmental committee of the ECOWAS Commission. These are the last consultative steps before the convening of the Specialized Ministerial Technical Committee (CTMS), an upstream validation body before the instruction at the Statutory Council of Ministers of ECOWAS and after a statement by the ECOWAS Parliament.

The expert will be in charge of carrying out the following tasks:

- 4.4.1. Establish and communicate a detailed timetable for the broad consultation process, taking into account the relevant events of regional institutions that may already have been set during the year 2021, as well as the timetable for the preparation of the strategy in ECOWAS bodies;
- 4.4.2. Develop the terms of reference and facilitate the first regional consultation workshop after the definition of the vision and the ambition scenario;
- 4.4.3. Develop the terms of reference and lead the second regional workshop for extended consultation and validation after the definition of the action plan;
- 4.4.4. Finalize / improve the regional strategy document in light of any recommendations resulting from the broad consultations;
- 4.4.5. Support the DAERE continuously from June to October 2021 on advocacy and communication





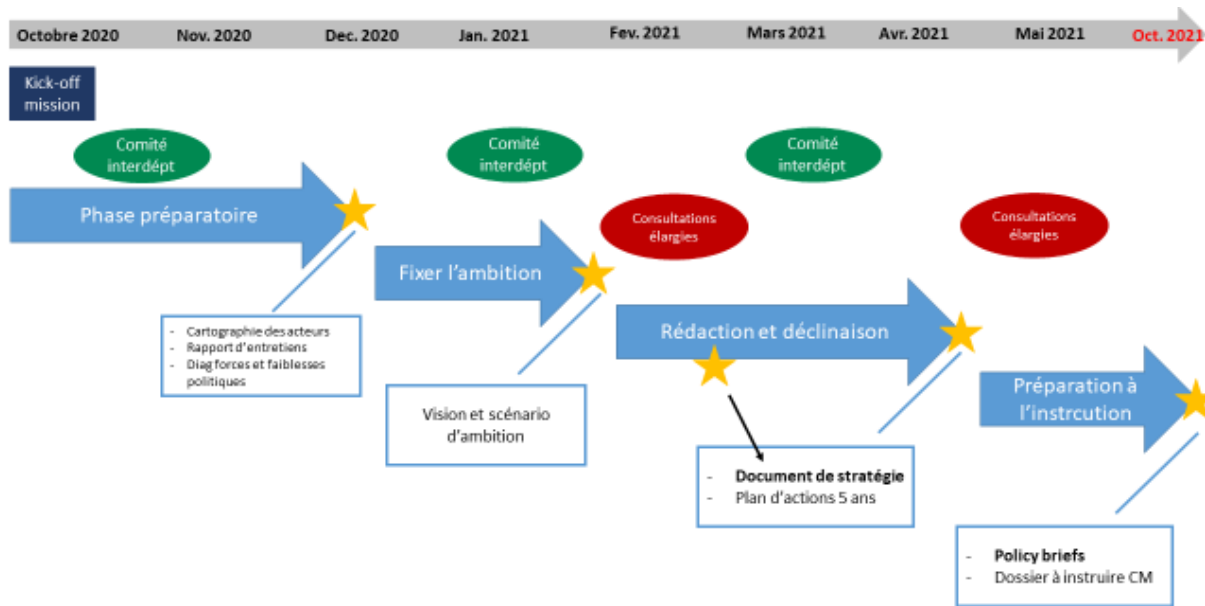
upstream of preparatory meetings of the Council of Ministers on the objective, process and expectations of the approach, including through briefing of the Commissioners and Directors of ECOWAS as well as the Ministers of the Member States through their advisers and the climate focal points and CDNs;

4.4.6. Support DAERE in the convening and preparation of the CTMS;

4.4.7. Support the preparation of files to be submitted internally to ECOWAS bodies for instruction to the Council of Ministers.

<i>Activities</i>	<i>Deliverables</i>	<i>Calendar</i>	<i>Volume h/d</i>
4.4.1	Detailed timetable for the consultation process	End-December 2020	1
4.4.2	Terms of reference of the first regional extended consultation workshop / Workshop report	End-February 2021	4
4.4.3	Terms of reference of the second regional extended consultation and validation workshop / Workshop report	Mid-May 2021	4
4.4.4	Finalized document	June 2021	2
4.4.5	Policy briefs	June to September 2021	4
4.4.6 et 4.4.7	Complete instruction file for governance bodies (CAF, Council of Ministers)	October 2021	3
<u>Total</u>			<u>20</u>

4.5 Overall estimated timeframe



5 Implementation approach

5.1 Consultation mechanisms

In order to achieve the objectives assigned to this mission, the consultant will propose a methodological approach that will promote inclusive and participatory processes.

As indicated in section 4 above, the consultations essential for this mission should include:

i. internal consultations within the ECOWAS Commission, in particular with the interdepartmental committee on climate change which will ensure the supervision and operational follow-up of the strategy development process. At this committee level, the key players will be: representatives of the Departments in charge of Environment, Agriculture, Energy, Finance, Strategic Planning and Communication; including agencies specializing in these areas (RAAF, ECREEE, CGRE, etc.);

ii. consultations extended to Member States as well as to regional partners: technical and financial partners and other regional institutions (Expertise France, UEMOA, CILSS / AGRHYMET, WASCAL, ACMAD ...) and continental (African Union).

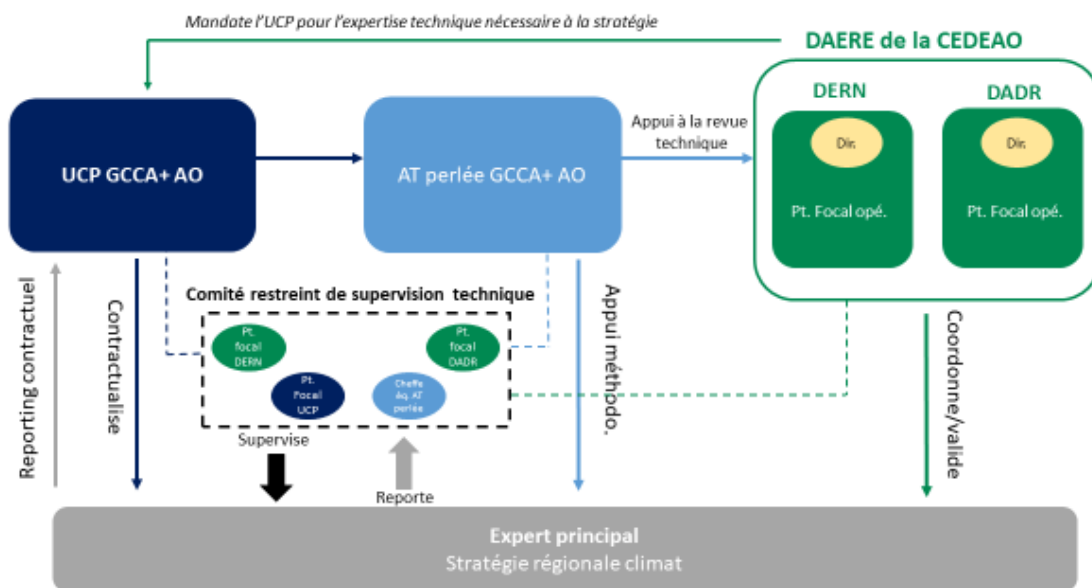
The secretariat of the interdepartmental committee is provided by the Directorate of Environment and Natural Resources of the ECOWAS Commission. As such, the secretariat's task is to (i) program the activities of the committee, (ii) prepare meetings and workshops (logistics

and agenda), (iii) consolidate the minutes of meetings and record decisions, (iv) monitor the implementation of decisions, (v) communicate internally and externally on the group's work.

As part of the missions described above, the main expert in support of the development of the regional strategy will be responsible for provide support to the Department of the Environment and Natural Resources in its secretarial duties for the meetings of the interdepartmental committee in link to the strategy development process.

The draft documents will be submitted, for validation, to the meeting of national experts, then to the sectoral committee of Ministers in charge of Environment and to the Council of Ministers of ECOWAS after opinion of the Parliament, in accordance with the statutory adoption process for ECOWAS documents.

5.2 Coordination mechanisms of the mission



5.2.1 Expertise France and the PCU

Expertise France is the contracting authority for this consultancy. The operational unit in charge of awarding this individual expertise contract is the PCU of the GCCA + AO project, which is based within the Regional Agency for Agriculture and Food, in Lomé (Togo).

The consultant reports contractually to the PCU which is empowered to legally validate the deliverables after technical validation by ECOWAS which is the beneficiary of the mission. The PCU participates in the consultant's operational management

5.2.2 The Agriculture, Environment and Natural Resources Department (DAERN) of the ECOWAS Commission

The ECOWAS Commission is the direct beneficiary of this activity. As such, DAERN is in charge of the



political validation of the product deliverables, before, if necessary, instruction in the validation bodies of the Community.

DAERN drives the strategy development process, coordinates the internal validation process in ECOWAS, and mobilizes internal Commission stakeholders and regional and national stakeholders. The consultant therefore works in close collaboration with the Directorate of Environment and Natural Resources and the Directorate of Agriculture and Rural Development of the ECOWAS Commission, which are his privileged intermediaries within the Commission.

5.2.3 The dedicated technical assistance of the GCCA + West Africa project

The dedicated technical assistance of the GCCA + West Africa project will provide direct methodological support to the lead expert in charge of strategy development to assist him in:

- the methodological framework of each step;
- definition of vision and ambition scenarios;
- development of the monitoring and evaluation framework;
- compliance with the legal and regulatory framework specific to ECOWAS in which the strategy will have to fit.

The role of the dedicated technical assistance will also be to support DAERN in the technical review of product deliverables and participate in the steering of the mission through the technical supervision committee.

The dedicated technical assistance will also be responsible for providing the expertise and support needed to develop the communication component of the regional strategy.

5.2.4 Small technical supervision team

The consultant will be technically supervised by a small team involving a designated focal point within the Directorate of Environment and Natural Resources, a designated focal point within the Directorate of Agriculture and Rural Development, a designated focal point within the PCU and the team leader of the dedicated technical assistance of the GCCA + AO project.

The technical supervision team will meet at least monthly via Skype, but may meet occasionally depending on the implementation pace of the mission. It will steer and monitor the proper operational execution of the mission. The deliverables will be sent to the members of this committee for review and validation.

In addition, the supervision team will also have the task of facilitating relations with the various partners / institutional beneficiaries for the smooth running of the mission; this concerns in particular relations with the national climate focal points, as well as the various necessary relays with the ministries or specialized agencies and other regional institutions.

6 Profile and expertise sought

Expertise France is looking for a consultant. The expert will be expected to demonstrate, during the implementation of the services, excellent qualities and capacities of:

- animation and facilitation of collaborative dynamics





- communication;
- synthesis and writing;
- problem analysis and resolution;
- high-level strategic counseling;
- decision making and initiative.

6.1 Qualifications

- graduate degree (master's level) relevant to the assignments.
- Very good oral and written command of English or French, and an ability to work independently (oral and written) in the other language.
- Fluency in Portuguese is an asset.

6.2 Professional experience

- At least 10 years of experience in supporting the formulation of institutional strategies and / or public policies, preferably in connection with issues relating to the environment or natural resources;
- At least 5 years of experience in the West African institutional context;
- Significant experience of working with West African institutions, preferably ECOWAS;
- At least 3 significant experiences demonstrating strong capacities to lead and facilitate an extended consultation process;
- Good knowledge of ECOWAS functioning mechanisms;
- Good knowledge of the Paris Agreement and issues related to climate change in the region.

7 Application and selection modalities

7.1 Application file

Each candidate must provide:

- Proof of registration / registration of a legal person who will sign the contract (registered individual consultant, formally established company, etc.);
- An up-to-date CV in French or English;
- Two references of similar services / missions or, where applicable, the most relevant, with a contact indicating for each of them the function, telephone number and email address;
- A financial proposal;
- A technical proposal in French or English.

7.1.1 Details of the financial proposal

The financial proposal must consist of a flat-rate daily fee in euros including all the costs incurred by the consultant.

Mission expenses in Abuja will be reimbursed on a lump sum basis according to terms negotiated during the contracting of the selected consultant.

7.1.2 Details of the technical proposal

The technical proposal must not exceed 5 Word pages (min 11 font). it can be written in French or English and must demonstrate (i) the candidate's understanding of the mission and the context, (ii) the methodological approach proposed by the candidate to implement this mission.





7.2 Selection process

In the first phase, each candidate will be scored out of a total of 50 points according to the following weighting:

- Evaluation of the CV with regard to the criteria mentioned in section 6: 20 points,
- Evaluation of the technical proposal: 20 points,
- Evaluation of the financial proposal: 10 points,

Expertise France will then proceed to a pre-selection of a maximum of 3 candidates, having obtained a total score greater than or equal to 50 points.

Pre-selected candidates will be invited for an interview, at the end of which a final mark out of 20 points will be awarded. The candidate with the highest score out of a total of 70 points will be selected.

Eliminating mentions

Expertise France reserves the right to reject any incomplete file.

In addition, any candidate with a professional experience of less than 10 years will be automatically eliminated without evaluation of the file.

8 Additional and practical information

8.1 Place of performance of the mission.

The candidate must, at a minimum, physically perform half of the services at the ECOWAS Commission in Abuja (Nigeria) (possibly to be adjusted according to the travel constraints imposed by the health situation). The rest of the services can be performed at distance, from his place of residence.

8.2 Working language.

The deliverables will be produced in either English or French, depending on the consultant's preference, and translated into the other language by the GCCA + AO Project.

8.3 Other costs directly borne by Expertise France

Expertise France will directly cover all costs related to workshops, translation and reproduction of documents.

Mission expenses in Abuja will be reimbursed on a lump sum basis according to terms negotiated during the contracting of the selected consultant.

8.4 Payments.

Payments will be made on presentation of an invoice, after receipt and validation of the deliverables indicated in each order form.





Annex 1: List of documents available (non-exhaustive)

- Relevant regional policies of ECOWAS (ECOWEP, ECOWAP, PREAO, etc.) and related documents;
- The environmental policies of UEMOA, EBID, BOAD and other sub-regional institutions;
- The UEMOA Agricultural Policy (PAU);
- The text of the United Nations Framework Convention on Climate Change;
- The Paris Climate Agreement;
- The text of the Kyoto Protocol;
- Relevant Decisions adopted under the UNFCCC;
- The regional action program for the implementation of the environment component of NEPAD;
- CAADP;
- Documents of past and current projects and programs related to climate change;
- The diagnosis on the implementation of the Paris Agreement in West Africa: State of play of the NDCs and the capacity building needs of ECOWAS;
- The global roadmap of the regional climate strategy defined following the regional strategic workshop in September 2019 in Lomé; it defines the planned strategic axes as well as a proposal for a methodological approach for its development;
- The document of the sub-regional action program for reducing vulnerability and adapting to climate change in West Africa adopted in 2010;
- The strategies and action plans and other relevant documents of the Member States, other regional and continental organizations, the ADB, the World Bank, the Global Environment Facility (GEF), UNIDO and FAO, etc.
- All other documents deemed relevant that may contribute and facilitate the achievement of the assigned objective.

