



# FCDO Climate Mainstreaming Facility: Terms of Reference for Roster of Experts

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# 1. FCDO Climate Mainstreaming Facility

SouthSouthNorth and Paul Watkiss Associates are jointly hosting a facility to provide on-demand support to FCDO country offices, regional and central departments to help advance FCDO's goals on tackling climate change. The facility will support climate risk management, assist in identifying opportunities to deliver further climate benefits through the UK's International Climate Finance (ICF), and offer advice on FCDO's role in 'greening the recovery from COVID-19' in ODA-eligible countries.

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 FCDO's core development work.**

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

## 1.1 Context and rationale

Climate change remains one of the greatest 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.<sup>1</sup> Mainstreaming climate risks, and continuing to identify high-quality climate benefits to be delivered through UK International Climate Finance, are key for building resilience into and through our work. The UK government, with other developed countries, is committed to jointly mobilising \$100 billion per year in climate finance from 2021-2025. The UK is committed to deliver £5.8 billion in ICF between 2016-2021 as part of mobilising climate finance commitment.

FCDO (previously DFID) has awarded a grant to SouthSouthNorth to host a Climate Mainstreaming Technical Advisory Facility to scale up the provision of bespoke support for FCDO country offices and central departments between April 2019 and March 2022. The facility will work alongside FCDO's network of advisors to provide supplementary support on climate mainstreaming, advising on climate risks and identifying opportunities to deliver additional climate benefits. This will help safeguard the sustainability of FCDO's portfolio,

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<sup>1</sup> 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.

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maximise the potential of ICF integration and enhance the underpinning evidence base for climate smart development.

This facility builds on bespoke support under FCDO's Future Climate For Africa and WISER programmes. In 2018, FCDO commissioned a set of internal reports providing global and regional assessments of climate risk for all FCDO priority countries. This work was completed by SSN in partnership with the University of Reading, University of Cape Town and the International Centre for Integrated Mountain Development. By providing consistent, baseline information on current and future climate risks for each country, the risk summaries highlight opportunities for building climate considerations into planning across FCDO's portfolios.

### **FCDO's ICF delivery approach**

Climate smart development requires policies and investments that work together to boost resilience and drive sustainable economic growth. As developing countries build climate action into their economic and development plans, providers of finance and technical assistance need to respond and support this embedded approach.

It is often most efficient and effective to integrate action on climate change - and therefore climate finance - into programmes that also deliver wider development outcomes. This can help to build understanding and skills for climate action, influence the wider development approach, and bring cost savings.

International Climate Finance is therefore used within programmes which are 'principally' focused on climate (100% ICF), and in programmes which have 'significant' climate objectives (<100% ICF).

For more information on the UK ICF and its impact please visit:  
<https://www.gov.uk/guidance/international-climate-finance>

To date (end-November 2020), the CMF has received 40 requests from country, regional and centrally managed programme offices for bespoke technical support on climate mainstreaming with a focus to identify ICF integration opportunities in up-coming programmes, and to make recommendations on maximising the impact of its overall ICF portfolio. Due to global COVID-19 pandemic and the shift towards a green economy recovery, emphasis on the National Determined Contributions and COP26 anticipated for November 2021. There has been emphasis on providing support to increase ICF ambitions, and aligning ambitions with those of the UK government.

Bespoke technical support on climate mainstreaming has also been provided by Paul Watkiss Associates to DFID country offices, including recent support to DFID's Tanzania office, to identify ICF integration opportunities in up-coming programmes, and to make recommendations on maximising the impact of its overall ICF portfolio (Watkiss, 2018).

## 1.2 What kind of support will the facility offer?

The facility will offer flexible, demand-led, in-country (when possible), call-down technical advice. Support will be tailored to the needs of individual offices/departments, but could include:

- Advice on integrating current and future climate risks into the concept note and business case phase of new project development, in line with guidance.
- The sourcing and review of primary climate information and translation into user-relevant advice on impacts.
- Design of climate adaptation activities, as part of the mainstreaming of climate change into programme design (concept notes and business cases) and Theories of Change.
- Consultation on the monitoring and evaluation of climate benefits – for example by identifying appropriate indicators to track climate benefits.
- Advice on national-level climate policies and implementation plans and finance.
- Assisting with analysis for the allocation of International Climate Finance in programme budgets.
- Offering advice on FCDO's role in 'greening the recovery from COVID-19' in ODA-eligible countries.

Facilitating enhanced learning and knowledge exchange across FCDO to increase capacity of individual country offices and departments, and to feedback learning from FCDO country offices and departments to central policy departments.

## 1.3 Example of a package of work, including mainstreaming portfolio analysis

An example of the type of request that could be made: a FCDO country office could request a comprehensive assessment of how to maximise the impact of its ICF portfolio, and of the

potential to target additional climate benefits within their portfolio (current and future).<sup>2</sup> Such analysis could include:

- a. Assess how well the portfolio of ICF integration programmes is meeting best practices in mainstreaming climate change as per FCDO guidance.
- b. Advise on any additional opportunities to deliver climate mainstreaming, including in pipeline projects.
- c. Analysis of how the ICF portfolio could be used to strengthen the institutional capacity within the government in building resilience to the risks of climate change.
- d. Identify potential avenues to innovate, learn and scale up the impact of FCDO climate spend and climate mainstreaming.
- e. Assess how the country office can leverage the impact of Centrally Managed Programmes focused on climate change and resilience operating in the focus country.
- f. Recommend how to strengthen monitoring and evaluation of the portfolio, and the sharing of lessons across HMG and development partners in the country.

An exemplar of the kind of outputs that the facility will provide include the report Mainstreaming Climate Resilience in FCDO Tanzania, prepared by Paul Watkiss Associates, and accessible here:

[http://www.futureclimateafrica.org/wp-content/uploads/2019/02/dfid-tanzania-mainstreaming-resilience-final-report-oct2018\\_pwa.pdf](http://www.futureclimateafrica.org/wp-content/uploads/2019/02/dfid-tanzania-mainstreaming-resilience-final-report-oct2018_pwa.pdf)

## 1.4 Eligibility and indicative time allocations for requests

The Facility is initially expecting to provide a maximum of 15 days support from central funding of the facility, to any one Request for Services. Any further support will be assessed by the FCDO leads.

Initial benchmarking of example requests are as follows:

- 2 days of support for each project concept note request
- Up to 5 days for each project business case request
- 2-5 days for further provision of detailed national and sectoral climate impact information to support monitoring of climate risks in ICF portfolios.

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<sup>2</sup> This will build on any previous stocktake of ICF integration. SSN is aware of at least one such study conducted by Paul Watkiss and Associates for five FCDO country offices. The in-depth research will employ PWA's established methodology.

- 10 days for a comprehensive assessment such as ICF/wider climate mainstreaming portfolio analysis

It is recognised that there may be significant variation according to the individual context and team needs. The above list provides indicative figures on the scale of support available through this facility for specific types of requests.

The initial call for Requests for Services from FCDO offices and divisions was issued in April, 2019, subsequently a second call was issued in October, 2019 and will be reissued in December, 2020. SSN and PWA will continue to promote the facility's service in partnership with the FCDO Climate and Environment and Research Evidence divisions. Alongside this, an assessment of available ICF spend and pipeline data will be made. Together these activities will enable an initial analysis of the scale and nature of demand from FCDO offices and departments.

## 1.5 Consolidation and Learning

A key objective of the facility is to facilitate learning and knowledge exchange between offices to increase capacity of FCDO country offices, and to determine the nature of demand from FCDO country offices improving feedback to the FCDO ICF MEL Unit. To this end facility partners will be asked to participate in assessing the nature of demand of FCDO country offices and departments by completing the [consultant feedback form](#). Further support may include participating in FCDO learning events, as well as developing learning resources (e.g. sector-focused best practice case studies and/or contributions to updated guidance on climate mainstreaming).

## 1.6 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 Sections 1.2 and 1.3. FCDO country offices and departments will submit Requests For Services (RFS) via FCDO's internal Sharepoint system – see Section 3.3. The RFS will be screened by FCDO representatives on the Facility Executive Committee (FEC) and passed on to the Facility Management Team (FMT) – see Sections 2 and 3.3. The FMT, made up of SSN and PWA, will match RFS with appropriate experts from the ROE – see Section 3.4. As the managing partner, SSN holds the facility grant from FCDO and procures all services from the ROE sub-contractors.

## 2. Facility Governance

The facility will be managed by a Facility Management Team (FMT) from SSN and PWA, which will report to a FCDO Facility Executive Committee (FEC).

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 Services (RFS) from the FEC to appropriate experts on the ROE.
- Brokering relationships between FCDO country offices 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.
- Commission and review learning outputs from Facility work for wider learning within FCDO.

The facility evolved out of on-going support that SSN and PWA are providing to various FCDO country offices and departments. Accordingly, PWA and SSN are responsible for both the management of the facility (as captured in this TOR), and for responding to *some* of the RFS to the facility. Specifically, PWA has built up extensive experience providing climate mainstreaming support in Rwanda, Tanzania, Malawi, Zambia, Sierra Leone, Ghana, Ethiopia, and Nepal. This experience forms the basis of the facility's setup and focus. In 2018, SSN led production of a set of Global and Regional Climate Risk Reports for internal use by FCDO. These reports serve as a consistent baseline of the latest (as of 2018) primary climate information and climate impact information for FCDO. Accordingly, PWA will have a first right to refuse for any requests to the facility from Rwanda, Tanzania, Malawi, Zambia, Sierra Leone, Ghana, Ethiopia, and Nepal and SSN will have a first right to refuse any requests relating to the sourcing and review of primary climate information for application, before matching requests for support to other, independent experts recruited to the ROE. This arrangement is subject to quarterly review and approval by the FEC.

The Facility Executive Committee consists of two representatives from FCDO's Research and Evidence, and Climate and Environment divisions. Its responsibilities include:

- Receiving RFS from FCDO country offices and departments (via FCDO sharepoint)
- Assessing appropriateness of RFS matching Facility's mandate and scope of work
- Monitoring Facility performance

## 3. Facility Operating Procedures

### 3.1 Selecting and managing a Roster of Experts (ROE)

The facility will provide on-demand technical assistance via a ROE. SSN and PWA will provide some of the expertise required to respond to RFS, but a wider pool of expertise will be sourced to meet the potentially diverse geographic spread of requests and scale of demand. SSN and PWA 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 and scientists. The role of the consultants will be to provide the bulk of the support to FCDO country offices and departments, whereas the role of the scientists will be predominantly to provide expert review and quality assurance on matters where advice depends on contested science or where expert judgement is needed in the interpretation and application of the latest science to FCDO contexts.

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 1.2 of this TOR.
- 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](http://www.southsouthnorth.org)) and be advertised via relevant online forums and mailing lists. Applicants will submit their EOI via an online form.
- If appropriate expertise cannot be sourced through the open calls to RFS from FCDO, SSN and PWA will search out further experts for the ROE.
- Experts will be asked to provide indicative availability from December 2020 until March 2022. 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 services. Similarly, successful applicants included in the ROE have no obligation to undertake any RFS issued by the facility.

- The Facility will adopt a rate card in line with existing FCDO call down rate agreements for short-term work (i.e. less than 80 days). Applicants for the ROE will be asked to submit indicative day rates for support.

## 3.2 Review and quality assurance

The ROE will also include scientists providing review and quality assurance of advice given by the facility, particularly where advice depends on on-going areas of research or contested knowledge about climate change or adaptation. These scientists will be established experts in their field and will be drawn from noted international research collaborations, such as Future Climate for Africa and Collaborative Adaptation Research Initiative in Africa and Asia.

## 3.3 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 relevant field                                                 | A higher degree, preferably a masters, in relevant field             | Bachelors = 5%  | Masters/higher degree = 10%              |
| Experience           | At least five years' experience in climate and development                            | Preferably 10 years' relevant experience                             | ≥5 years = 0-5% | 1% for every year over 5 years, max. 10% |
| Expertise            | Expertise on climate risk assessment and adaptation, Political Economy Analysis (PEA) | Up to 5 projects                                                     | 4% per project  | max. 20%                                 |
| Experience           | Previous experience working on adaptation & mitigation                                | 10 % for experience with climate mainstreaming for other points, 20% | 10%             | 20%                                      |

|                       |                                                                                                                             |                                              |                |          |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------|----------|
|                       | mainstreaming, preferable work with FCDO country offices and departments on climate mainstreaming                           | for experience with FCDO.                    |                |          |
| Experience            | Demonstrated knowledge and experience of FCDO project / programme, Theory of Change, M&E and ICF Key Performance Indicators | Up to 5 projects                             | 4% per project | max. 20% |
| Experience in-country | Experience working in at least one of the FCDO countries (for country specific call-down support                            | Experience working in several FCDO countries | 4% per project | max. 20% |

The facility will accept EOIs for consultants from the following three tiers of seniority:

|                      |                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Principal Consultant | Internationally recognised expert in their field with exceptional knowledge of the subject area and extensive sectoral and/or regional expertise. Will have outstanding capabilities to conceptualise, design, and deliver complex interventions in a timely fashion. It is expected that a Principal Consultant will have a minimum of 15 years professional experience relevant to their field. |
| Senior Consultant    | Exceptional knowledge of the subject area with extensive sectoral and/or regional expertise and proven ability to translate theory into practice. Will have proven capability to undertake team leader functions and provide quality assurance of                                                                                                                                                 |

|            |                                                                                                                                                                                                                                                                                                                                    |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | another consultants' work. It is expected that a senior consultant will have a minimum of 10 years professional experience relevant to their field.                                                                                                                                                                                |
| Consultant | Thorough theoretical knowledge of the subject area with proven ability to translate theory into practice. Will have recognised, independently verified qualifications, i.e. through professional body membership. It is expected that a consultant will have a minimum of 5 years professional experience relevant to their field. |

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

| Criteria                                 | Description                                                                                                                                                                                                      | Weighting |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Formal qualification/research experience | Scientist will have at least a PhD, and there is a strong preference for senior researchers affiliated to an established regional or international centre of research excellence                                 | 20%       |
| Expertise                                | Extensive list of publications in high impact factor peer reviewed journals on relevant issues of regional climate change, climate change impacts and risks, or adaptation in specific FCDO countries or regions | 50%       |
| Experience in-country                    | Experience conducting research field work in specific FCDO countries and/or regions and in partnership with local partners (if the scientist is not a local expert)                                              | 20%       |
| Value for money                          | Does the fee rate provide good value for money, considering industry benchmarks for seniority and expertise                                                                                                      | 10%       |

# Annex A: Eligible FCDO Offices and Departments

(*Italics*\* denotes development partnership)

| Middle East and North Africa | East Africa             | West Africa | Southern & Central Africa    |
|------------------------------|-------------------------|-------------|------------------------------|
| Iraq                         | Ethiopia                | Ghana       | Democratic Republic of Congo |
| Jordan                       | Kenya                   | Liberia     | <i>South Africa*</i>         |
| Lebanon                      | Malawi                  | Nigeria     | Zambia                       |
| Occupied Territories         | Palestinian             | Mozambique  | Sierra Leone                 |
| Syria                        | Rwanda                  |             | Zimbabwe                     |
| Yemen                        | Somalia                 |             |                              |
|                              | South Sudan             |             |                              |
|                              | Sudan                   |             |                              |
|                              | Tanzania                |             |                              |
|                              | Uganda                  |             |                              |
| Southern and Central Asia    | East and Southeast Asia | Caribbean   |                              |
| Afghanistan                  | Burma                   | Caribbean   |                              |
| Bangladesh                   | <i>China*</i>           |             |                              |
| <i>India*</i>                | Indonesia               |             |                              |
| Kyrgyzstan                   |                         |             |                              |
| Nepal                        |                         |             |                              |
| Pakistan                     |                         |             |                              |

|                                  |                                     |                                |                         |
|----------------------------------|-------------------------------------|--------------------------------|-------------------------|
| Tajikistan                       |                                     |                                |                         |
| Divisions: Regional and thematic |                                     |                                |                         |
| Economic Development             | Conflict, Humanitarian and Security | Research and Evidence Division | International Relations |
| Policy                           | International Finance               | Chief Economist                | East and Central Africa |
| West and Southern Africa         | West Asia and ASCOT                 | Middle East and North Africa   |                         |