

Annex-1

TERMS OF REFERENCE

Investor Awareness Raising, philanthropy and corporate foundations engagement for the ISGAP project

Project name: AF-EC-UNDP Innovation Small Grant Aggregator Platform (ISGAP)

Project ID: 6266

Type of Contract: Quality-Based Fixed Budget Selection (QB-FBS)

Assignment: Investor Awareness Raising on adaptation innovations, philanthropy and corporate foundations engagement for the ISGAP project grantees.

1. Background:

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS's staff provides technical advice to Country Offices, advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, and engages in UN inter-agency coordination in specific thematic areas. BPPS works closely with UNDP's Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

UNDP's 2018-2021 Strategic Plan emphasizes the critical links between environmental sustainability, climate change mitigation and adaptation, and broader efforts to achieve the goals of the 2030 Agenda and Paris Agreement. As part of the Global Policy Network in the Bureau for Policy and Programme Support, UNDP's Nature, Climate Change, and Energy (NCE) Team promotes and scales up integrated whole-of-governance approaches and nature-based solutions that reduce poverty and inequalities, strengthen livelihoods and inclusive growth, mitigate conflict, forced migration and displacement, and promote more resilient governance systems that advance linked peace and security agendas.

In addition to UNDP's bilateral partnerships on natural capital, environment and climate, UNDP is an accredited multilateral implementing agency of the Green Climate Fund (GCF), the Multilateral Fund (MLF), the Adaptation Fund (AF) and the Global Environment Facility (GEF) which includes the Global Environment Facility Trust Fund (GEF Trust Fund); the Nagoya Protocol Implementation Fund (NPIF); the Least Developed Countries Fund (LDCF); and the Special Climate Change Fund (SCCF)). As part of UNDP's partnership with these vertical funds, UNDP provides countries specialized integrated technical services for eligibility assessment, programme formulation, capacity development, policy advice, technical assistance, training and technology transfer, mobilization of co-financing, implementation oversight, results management and evaluation, performance-based payments and knowledge management services.

Project Description

At the 25th session of the Conference of the Parties (COP25) in Madrid (the United Nations Climate Change Conference), the Adaptation Fund has launched a new US\$10 million pilot grant programme to foster innovation in adaptation in developing countries. The programme targets a broad range of potential finance recipients, including non-governmental

organizations, community groups, young innovators and the private sectors. The programme is part of the Adaptation Fund's innovation facility, providing small grants to developing countries to support innovation for effective, long-term adaptation to climate change. UNDP acts as small grant aggregators for innovation in adaptation, making small grants available to a broad scope of stakeholders on a competitive basis. In January 2021, the European Commission and UNDP signed €10 million in funding for the UNDP-led Innovation Small Grant Aggregator Platform (ISGAP).

The [AF-EC-UNDP Innovation Small Grant Aggregator](#) Platform (ISGAP) is designed to support the development, diffusion and evidence building of innovative adaptation practices, tools, and technologies in developing countries. ISGAP programme is intended to provide 20-30 direct small grant fund to local entities (i.e. programme grantees).

Under the overall guidance of the ISGAP Project Manager and Regional Technical Advisor, UNDP intends to engage an NGO/CSO that has extensive global network of family investment offices, philanthropy and corporate foundations to support ISGAP project grantees to connect with social & private sector capital.

2. OBJECTIVE

The main objective of this ToR is to codified, documented, and disseminated Lessons learned from the project leading to adoption or replication of project introduced innovations with global local entities through.

1. To equip social investors with the resources they need to make the right funding decisions to support adaptation investments
2. Engage family investment offices, philanthropy and corporate foundations to support adaptation innovations; connecting them to ISGAP project grantees
3. To mobilise private sector capital at matchmaking events to provide scale-up or co-financing opportunities for ISGAP project grantees

3. Scope of work

The contracted NGO/CSO shall provide the overall investor connection and investor awareness raising support to the ISGAP project.

The contracted NGO/CSO is expected to achieve the following outputs in 2022:

1. To equip social investors with the resources they need to make the right funding decisions to support adaptation investments
 - Three to four convenings with a focus on how the private sector can help bridge the gap in adaptation finance and support locally led adaptation solutions. Convenings will be organised in/for different Global South markets - Asia, Africa and Latin America and can be held virtually or physically, depending on the investors preference and timezones. Lessons learnt are captured with a report to UNDP
 - Engage family investment offices, philanthropy and corporate foundations to support adaptation innovations; connecting them to ISGAP project grantees
- Contribute or partner with UNDP to host an annual investor (both public and private) connection event for project grantees,

2. To mobilise private sector capital at matchmaking events to provide scale-up or co-financing opportunities for ISGAP project grantees

- To organise an adaptation innovation investment connection event, where family investment offices, philanthropy and corporate foundations can establish direct relationships with UNDP's grantees innovative solutions, ideally, in a major global south conference/event.

4. EXPECTED OUTPUTS and RESULTS

The NGO/CSO shall deliver the expected outputs and results within the following timeframe in 2022/2023:

No	Deliverables	Timeline
1	Three roundtable discussions – with a focus on how corporates can help bridge the gap in adaptation finance and support locally led adaptation solutions	First discussion by June 2022, Last discussion by April 2023
2	One report based on the roundtable discussion	by December 2022
3	One adaptation innovation investment connection event in a major global south conference that aims to facilitate matchmaking between family investment offices, philanthropy and corporate foundations and the project grantee (project participation and grantees' travel costs will be covered by UNDP if live; bidder only needs to budget the event management costs).	By December 2022

5. DURATION OF THE ASSIGNMENT

The overall timeframe of the works is 1 year effective from the signature of the contract with maximum expected completion date March 2023. Time extensions, if deemed necessary, can only be granted through agreement extension. Urgent cases that could justify delays of works are mainly due to security reasons, or conflicts in areas of implementation and extreme weather conditions.

6. INSTITUTIONAL ARRANGEMENT

The NGO selected will coordinate closely with the UNDP Project Manager and Project team.

The roles of each party are identified in the sub-section below.

Roles and Responsibilities of Engaged NGO/CSO:

- Allocate the proper and needed skilled personnel to carry out the project's activities;
- Ensure proper reach out to beneficiaries;
- Implementation and constantly monitor the activities;
- Provide required and comprehensive reports on a timely manner;
- Outreach and communication support for other project activities with the NGO/CSO's global network;

Role of UNDP

- Provide coordination support through the Project Management Unit (PMU);
- Follow up, monitor and evaluate the progress of implementing the different activities,
- ensure CSO implementation and manage potential risks;
- Facilitate meetings;
- Ensure Quality assurance.

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7. REQUIRED QUALIFICATIONS & Experience

The NGO/CSO shall have the following qualifications and Experience:

Minimum Qualification Criteria (Pass/fail):

- Minimum 5 years of relevant experience in implementing international development projects **(Pass/Fail)**.
- Valid Certificate of Registration **(Pass/Fail)**.

Experience:

- Proven experience in investment brokering and facilitation in Global North and Global South markets.
- Proven network partners in Africa and Latin-America covering investors across the entire continuum of capital.
- Proven experience in Investor awareness raising and investor capacity building in Global North and Global South markets.
- Established network and understanding of impact organisations and ecosystem development, including a strong network and pipeline of solutions on climate mitigation and climate adaptation across Pan-Asia.
- Proven experience in matchmaking between social actors and Investors, through deals share live sessions for investor ready solutions.
- Research capacity for knowledge management.
- Ability to mobilize philanthropists, wealth owners, foundations and family offices and organize global events.
- Previous cooperation/experience with UN organizations and / or international NGOs.
- Previous cooperation with UN Organisations and International NGOs is rather a desirable.
- Key personnel: Availability of a focal point, facilitators and qualified support staffs to coordinate with the Project Management Unit of ISGAP and facilitate the implementation and monitoring of the activities.

8. BUDGET

UNDP is allocating an all-inclusive¹ budget of USD 80,000 for this -contractual engagement

NGOs wishing to apply shall detail in their proposal the allocation of budget per task (as listed in the scope of works) as well as all additional fees.

Budget allocation would include for example the Staff / Facilitators / Trainers / Experts /Volunteers fees; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; rental; communication; food and beverages; accommodation; allowances; etc.

9. TERMS OF PAYMENT

Payment will proceed as following per year:

Deliverables	Due date	Payment %
Three roundtable discussions – with a focus on how corporates can help bridge the gap in adaptation finance and support locally led adaptation solutions.	April 2022	20%
- One report based on the roundtable discussion	December 2022	40%

¹ The term “All inclusive” implies that all costs (transportation fees, professional fees, travel costs, living allowances, communications, consumables, coaching, training and logistics, staff, rental, food and beverages etc.) that could possibly be incurred by the NGO are already factored into the final amounts submitted in the proposal.

	One adaptation innovation investment connection event in a major global south conference that aims to facilitate matchmaking between family investment offices, philanthropy and corporate foundations and the project grantee (project participation and grantees' travel costs will be covered by UNDP if live; bidder only needs to budget the event management costs). After all agreed outputs have been produced	March 2023	40%	
	Total		100%	