



INVITATION TO TENDER

LOT 4 - Development of community adaptation advocacy based case study;

I. BACKGROUND INFORMATION:

Climate Forum East II is a project funded by the European Union, Austrian Development Cooperation and the Austrian Red Cross implemented in Eastern Neighborhood Region (Armenia, Belarus, Georgia, Moldova, Ukraine) to help civil society, policy-makers and the broader public make informed decisions about how best to adapt to the risks of climate change.

CFE II primary goal is to build, strengthen the capacities and ensure support for a National Network of Civil Society Organizations to become a key factor in advocating environmental good governance, to influence effectively national and local policy making processes and raise public awareness on Climate Change Adaptation through the following main activities:

- Tailored capacity development programs (training packages, mentoring, consultancies and peer exchange with more experienced CSOs) in the areas of leadership, resource mobilization and communication for national network members in the field of adaptation to Climate Change.
- Funding opportunities for development and implementation of community based projects in the field of climate change adaptation;
- Exchange of practical knowledge and experience at regional level on climate change and environmental governance.

II. OBJECTIVE:

The overall objective of this LOT is to elaborate an advocacy based case study that shall be used as a tool to promote and advocate the need of mainstreaming climate change adaptation measures into strategical policy documents and implementation of adaptation actions at the local level as to increase the level of community resilience to climate change impacts.

III. SCOPE OF THE WORK AND EXPECTED OUTPUTS

Based on the experiences of development the local adaptation plans in six pilot communities and implementation of two priority measures per community, case study should illustrate (1) the range of community adaptation process and (2) illustrate the adaptation actions in the six pilot communities outlining the lesson learned, key facts and the positive perspectives for replication in other communities.

The target audience for community adaptation case study will be mainly decision makers and CSOs for mainstreaming climate change adaptation into existing development strategies and to encourage up-scaling of successful activities as models of good practice; furthermore, the case studies shall be used for education, awareness-raising and experience sharing.

The case study shall provide the following information:

1. Brief description/context of the target communities outlining the main climate risks and vulnerabilities the communities are facing with;
2. Outline key aspects in the process of local adaptation planning; approach, challenges, outcomes and lessons learned to reproduce successful aspects and avoid the pitfalls;

3. Overview of intervention: brief information on the organizations implementing the adaptation measures; approach, challenges, outcomes and lesson learned that might be useful for any organization who might replicate the interventions.

The applicant shall be closely working with the CFE II National Coordinator.

Locally active CSOs, network members and participants in the adaptation planning in the 6 target communities (*Causeni Town, Carpineni community, neighboring communities of Ichel River Basin; Palanca village, Mihaileni village and Slobozia Mare village*) and the small-scale adaptation projects (2 per community) implementation will be the source of information and give regular feedback on the development of the case studies.

The National Coordinator will facilitate the process of collecting the necessary basic information and liaise contact with local NGOs involved in adaptation planning and small scale adaptation projects.

The final structure and design will be provided by the National Coordinator and discussed with the contractor.

Terms and duration:

The contract shall be executed within 7 months' period, but not later than 30 of April 2017.

The expected output of the present contract includes:

1. An advocacy based case study on community adaptation planning and small-scale adaptation projects completed and available both in Romanian and English languages;
2. An initial advocacy based activity to motivate communities and local governments that have not yet committed to adaptation planning and actions using the elaborated case study as an evidence;

Number of pages

* max. 15 pages;

To be provided:

-online version (both Romanian and English versions)

-not less than 100 samples printed in local language;

-not less than 15 samples printed in English language

-initial advocacy based activity for CSOs and local public authorities' representatives;

Budget and eligibility of costs: costs which may be taken into consideration

Detailed budget breakdown should be provided by the applicant including all estimated costs of case study development using the given format (*Annex 2*).

Only "eligible costs" can be taken into account. Note that the eligible costs must be based on real costs, not lump sums. It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

Eligible direct costs covered by this grant may include:

-expertise;

-translation, printing services;

-local transportation;

-the cost of staff assigned to the action – if it is justified by showing that it is essential to carry out the action;

IV. REPORTING

The Contractor shall provide brief monthly reports to the National Coordinator concerning the activities of the Contractor, highlighting any issues that may affect performance of the contract or delivery of the project results. In addition to the monthly reports, a final narrative and financial report shall be submitted.

V. MONITORING AND EVALUATION

The National Coordinator will evaluate the performance of the Contractor on a monthly basis, taking account of the following indicators:

- Monthly operational reports submitted on time
 - Overall progress of the Contract implementation
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VI. ELIGIBILITY CRITERIA:

Non-governmental and non-profit organizations legally registered in Moldova, whose objectives and activities are in line with the tender's thematic and have relevant experience in implementing similar projects are eligible to apply;

VII. EVALUATION CRITERIA

The proposals will be reviewed/approved by the CFE Evaluation Committee in 3 stages being the preliminary, technical and financial based on the following selection criteria:

- Application submission on time;
- The budget is within the given frame in the respective LOT;
- The activities are clearly formulated and coherent to reach the described result in the respective LOT;
- The applicant CSO is well cross-linked with relevant stakeholders for the respective initiative;
- The applicant CSO ideally provides some own resources, such as facilities, equipment, expendables, human resources and other sources of funding;
- The applicant CSO has the capacity to implement the activities and submit financial and narrative reports;
- The applicant CSO must ensure transparency and reliability;
- Only applications using given template will be considered;
- The contract will be awarded to the best price-quality ratio of the proposed activities;

Submission Details

Proposals shall be submitted electronically to the following address: cfe@vox.md no later than 09.11.2016

Required documents to be attached:

(Any missing document will result with proposal rejection)

- a. Application Form: Annex 1
- b. Proposed Budget: Annex 2
- c. Documents certifying the legal status of the applicant:
 - i. Copies of the registration certificate of the organization and bank certificate
 - ii. Copies of the financial report for the last two years of activity.
- d. Organization profile indicating core areas of expertise and experience, number of staff available for the intended project, their intended role, and their CVs.

Annexes:

- a. Application Form: Annex 1
 - b. Proposed Budget: Annex 2
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