



Terms of Reference (ToR)
Recruitment of an International Consultant to Develop and Elaborate
Training Modules on Various Topics: Management and
Administration, Operational Capacities, Financial Literacy and
Management, Community Sensitization and Leadership, and
Sustainability Planning

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1. Background

Guinea-Bissau is a small West African coastal country with an area of 36,125 km² and an estimated population of 1.82 million, growing at a steady rate of 2.5%, of which 58% live in rural areas and about two-thirds are under 30 years of age. It is considered a Small Island Developing State (SIDS). The target areas in the Cacheu and Oio regions are characterised by a vast hydrological network, composed of large estuaries of the Cacheu and Mansoa rivers, determining the lifestyle of the inhabitants of the rural areas.

The mangrove area, which covers about 10% of the country, is the 2nd largest of its kind in Africa. Socio-economically, the targeted regions reflect the country's low Human Development Index score of 178 out of 189 (2019), characterized by high poverty rates, 79% in Oio and 64% in Cacheu, manifested in the form of poor access to decent housing, malnutrition, low quality in education, health and sanitation services. The lack of income generating opportunities further contributes to widespread poverty and life expectancy below 60 years of age, a rate well below the African average and significantly below the world average.

The main livelihood activities in Oio and Cacheu are based on the exploitation of natural resources through subsistence agriculture, livestock, fishing and cashew plantations.

Guinea-Bissau has been facing great stability challenges which hinder the availability of capital and institutional confidence to attract bilateral/multilateral financing. Its lagging development opens possibilities for a paradigm shift by supporting efforts to increase the population's adaptive capacity and climate resilience.

1.1. Project Information

The Sahara and Sahel Observatory (OSS) as the GCF Accredited Entity and acting as the Implementing Entity, Ajuda de Desenvolvimento de Povo para Povo Guine-Bissau (ADPP-GB) acting as Executing Entity, in collaboration with the Ministry of Environment and Biodiversity of the Republic of Guinea-Bissau (MEB), are executing the **"Adaptation of Agricultural Production Systems in Coastal Areas of Northwest Guinea-Bissau – APICA GNB"** Project, financed by the Green Climate Fund (GCF).

1.2. General Objective

The project aims to "benefit the most vulnerable populations with increased climate resilient sustainable development" through actions that address the GCF Adaptation Outcome Areas, specifically:

- "Increased resilience and enhancing the livelihoods of the most vulnerable people, communities and regions;" and
- "Increased resilience of health and well-being, and food and water security".

The project specifically addresses

- I. The high levels of climate vulnerability in rural coastal communities, and the high vulnerability of a very poorly developed and organised agricultural sector.
- II. The lack of knowledge, capacity and robust monitoring systems related to Climate Change, its impacts and adaptation options; and
- III. The extent and limited adoption of climate resilient agricultural and livelihood practices.

Three interlinked project components directly address these key priorities, which are identified in national programmes and policies on adaptation.

1.3. Target Areas

The project will be implemented in the regions of Cacheu (northwest) and Oio (central-north) - covering the coastal areas, the estuary and the banks of the Cacheu and Mansaba rivers, as well as the Geba river in the north. It targets 17 communities in the Cacheu region and 17 communities in the Oio region.

1.4. The Project Components

The project Components are:

- C1. "Development of technical and institutional capacity of government and civil society";

Specific Objective 1: Strengthened capacities and knowledge management to monitor and respond to climate risks related to water and agriculture in the Regions of Oio and Cacheu;

- C2. "Adaptation of water management to climate risks in coastal areas",

Specific Objective 2: Sustainable management of coastal ecosystems leading to climate resilient communities in Oio and Cacheu;

- C3. " Building the resilience of farming communities to CC;

Specific Objective 3: Improved climate resilient living conditions, and food and water security of the most vulnerable populations in coastal communities of the Oio and Cacheu Regions.

The APICA GNB Project aims to enhance community resilience to climate change by strengthening the capacities of Community Climate Center (CCC) committees. To achieve this, the project seeks to develop comprehensive training modules covering key areas such as management and administration, operational capacities, financial literacy and management, community sensitization and leadership, and sustainability planning.

2. Objectives of the consultancy

The primary objective of this consultancy is to develop and elaborate a set of training modules tailored to the needs of CCC committees. These modules should equip committee members with essential knowledge and skills to effectively manage and sustain CCC operations, ensuring long-term community engagement and climate resilience.

2.1. Scope of Work

The international consultant will be responsible for the following tasks:

1. Conduct desk review on the project literature
2. Identify existing training materials
3. Collaborate with project team and partners during the production of the materials
4. Develop Training Modules for Community Climate Center (CCC) Committees:
management and administration; operational capacities; financial literacy and management; community sensitization and leadership; and sustainability planning

2.2. List and details of the training materials to be produced

2.2.1. Management and Administration

This topic will include not only:

- **Committee Structure and Roles** (Oversees the overall functioning of the CCC, including planning, decision-making, and coordination. Provides expertise in climate change adaptation, mitigation, and community-based climate solutions. Manages budgeting, fundraising, procurement procedures, and financial reporting. Tracks progress, evaluates impact, and ensures accountability and transparency).
- **Governance Principles** (Representation of women, youth, and marginalized groups in all committees. Regular reporting, open meetings, and accessible documentation. Clear roles and responsibilities, with performance review mechanisms).
- **Operational Procedures** (Monthly meetings with quarterly strategic planning sessions. Consensus-based, with majority vote fallback. Maintenance of minutes, financial records, and strategic plans).
- **Capacity Building** (Regular training sessions on climate governance, project management, and resource mobilization. Exchange visits and peer learning among CCCs).
- **Partnership and Collaboration** (Engagement with local government, NGOs, and research institutions for technical support and joint activities).

2.2.2. Operational Capacities

This topic will include not only:

- **Committee Structure and Leadership** (Committees are democratically structured with clear roles: Chairperson, Secretary, Focal Points for Climate Monitoring, Communication, and Emergency Response. Regular coordination meetings are held monthly and during emergencies).
- **Capacity Building and Training** (Basic climate science and climate change adaptation strategies. Use of community climate tools and technologies (e.g., rain gauges, thermometers, data recording). Disaster preparedness and early warning response. Exchange visits and peer learning with other CCCs have strengthened local innovation).
- **Infrastructure and Tools** (Basic meteorological tools (manual or digital, depending on site). Communication materials (posters, radios, cell phones for alerts). Storage facilities for emergency kits and climate data archives. Access to training manuals and community awareness kits provided by the APICA GNB project).
- **Community Engagement and Communication** (Committees organize quarterly climate awareness campaigns, including community theatre, school talks, and local radio broadcasts. CCCs have developed climate information boards and newsletters updated biweekly. Strong partnerships with local government, schools, and CBOs for knowledge sharing.
- **Monitoring, Reporting, and Feedback** (Standardized tools for climate data collection and reporting are in place. Monthly reports are submitted to project coordinators and shared with the community. Feedback mechanisms (suggestion boxes, SMS systems) allow community members to provide input on CCC activities).
- **Emergency Preparedness and Response** (CCC Committees have mapped local climate risks and developed community contingency plans. Emergency teams are trained and mobilized during flooding, drought, or extreme weather events. Collaboration with local authorities ensures rapid response coordination).

2.2.3. Financial Literacy and Management

This topic will include not only:

- **Introduction to Financial Literacy** (Definition and importance of financial literacy in community projects. The role of CCCs in managing local climate resilience funds. Link between financial transparency and community trust).
- **Basic Budgeting** (Understanding income and expenditure. Creating a simple project budget (monthly/quarterly). Tracking and adjusting budgets based on real needs).

- **Record Keeping and Documentation** (Importance of keeping financial records. Types of records: receipts, vouchers, ledgers, bank statements. How to maintain a community finance ledger. Digital and paper-based record-keeping tips).
- **Fund Management and Reporting** (Best practices in managing community funds. How to open and manage a community bank account. How to prepare basic financial reports for stakeholders and donors. Internal checks and approvals for disbursements).
- **Financial Accountability and Transparency** (Roles and responsibilities of the treasurer and finance subcommittee. Organizing community financial review meetings. How to handle misuse of funds: prevention and response).
- **Introduction to Savings and Sustainability** (Community savings strategies (e.g., revolving funds, savings groups). How savings can support future climate initiatives. Promoting a savings culture in the CCC).
- **Risk Management and Financial Planning** (Identifying financial risks (theft, overspending, lack of funding). Developing contingency plans. Planning for long-term sustainability of CCC operations).
- **Tools and Templates (Annex)** (Budget template; Ledger format; Sample; financial report; Cash request and approval form).

2.2.4. Community Sensitization and Leadership

This topic will include not only:

- **Introduction to Climate Change and the Role of Communities** (Basic concepts of climate change: causes, impacts, and global/local context. The role of local communities in climate change adaptation and mitigation. Overview of the APICA GNB Project and the purpose of CCCs).
- **Community Sensitization Techniques** (How to raise awareness on climate change in the community using local languages and cultural references. Use of participatory tools (e.g., community mapping, storytelling, theater, and radio). Planning and conducting sensitization campaigns and events).
- **Leadership and Governance for CCC Members** (Qualities of an effective community leader. Gender-inclusive leadership and youth engagement. Conflict resolution and consensus-building techniques. Roles and responsibilities of CCC Committee members).
- **Community Mobilization and Stakeholder Engagement** (Strategies to mobilize community participation in climate resilience actions. Building partnerships with local authorities, NGOs, schools, and other community actors. Engaging vulnerable groups (women, elderly, persons with disabilities)).
- **Climate Adaptation Planning at Community Level** (Identifying climate risks and local vulnerabilities. Prioritizing and planning local adaptation actions (e.g., mangrove restoration, water conservation). Monitoring and reporting climate impacts and adaptation outcomes).

- **Resource Management and Sustainability** (Sustainable use of natural resources. Basics of community-based environmental monitoring. Promoting green livelihoods and nature-based solutions.
- **Communication and Reporting** (How to document and share success stories and best practices. Preparing brief reports and visual materials. Use of digital tools where available (e.g., WhatsApp groups, community notice boards)).

2.2.5. Sustainability Planning

This topic will include not only:

- **Objectives of the Sustainability Plan** (Ensure the long-term operation and relevance of CCCs. Promote local ownership and capacity building. Integrate climate action into community planning. Secure diversified funding and partnerships.
- **Governance and Leadership** (Roles and responsibilities of CCC Committees. Establishment of transparent decision-making processes. Inclusion of youth, women, and marginalized groups in leadership.
- **Capacity Building and Knowledge Sharing** (Ongoing training programs on climate adaptation and mitigation. Development of local expertise and knowledge exchange platforms. Documentation and dissemination of best practices.
- **Resource Mobilization Strategy** (Identification of funding opportunities (local, national, and international). Development of grant proposals and partnerships with NGOs and private sector. In-kind contributions from community members and local institutions).
- **Community Engagement and Participation** (Outreach strategies to raise climate awareness and encourage participation. Community-led initiatives and volunteer programs. Integration of indigenous knowledge and local practices.
- **Monitoring, Evaluation, and Reporting** (Establishment of performance indicators and targets. Regular reporting on activities, impacts, and lessons learned. Use of feedback loops to improve sustainability efforts).
- **Environmental and Social Safeguards** (Promotion of inclusive and equitable climate solutions. Identification and mitigation of potential environmental impacts. Alignment with national climate policies and international sustainability standards.
- **Exit and Transition Strategy** (Planning for gradual handover of responsibilities to local institutions. Ensuring continuity beyond project funding. Establishment of long-term community-led climate governance structures.

3. Deliverables

The consultant is expected to deliver the following outputs:

- **Inception Report:** Detailing the work plan, methodology, and timeline.

- **Training Modules:** Six (06) Comprehensive learning materials on the identified topics including clear learning objectives, methodological approaches, and evaluation indicators.
- **Training Guides and Tools:** Manuals, PowerPoint presentations, case studies, and practical exercises.
- **Final Report:** Including the final handover of all produced materials (both soft and hard copies).

3.1. Payment tranche structure for consultants

The payment mode to the consultant shall be as follows:

Payment	Percentage	Description
First Payment	20%	Upon contract signing or project initiation
Second Payment	30%	Upon completion of a key project milestone or submission of a progress report
Third Payment	50%	Upon final production delivery, approval of deliverables, or completion of the activity

All fees will be paid upon submission of the relevant documentation (invoices, reports, etc.) according to the above schedule.

3.2. Duration and Timeline

The consultancy timeline will be proposed by the consultant in a work plan and consider in consultation with the Project team.

4. Required Qualifications and Experience

The ideal candidate should possess:

- A Master's degree or higher in Development Studies, Climate Change, Environmental Management, Business Administration, or a related field.
- At least **5** years of experience in capacity-building, training module development, and community-based climate resilience projects.
- Proven experience working with local communities and climate adaptation initiatives.
- Demonstrated experience in a similar field or thematic area, supported by evidence of relevant assignments or projects completed within the last three years.
- Strong facilitation, analytical, and writing skills.
- Fluency in Portuguese and basic in English.

4.1. Application Process

Interested candidates should submit:

- A technical proposal detailing their approach, methodology, and timeline.

- A financial proposal outlining the estimated budget.
- Updated CV demonstrating relevant experience.
- At least 05 Samples of previous training materials developed covering the same topics.

4.2. Reporting and Supervision

The consultant will report to Project Management Unit (PMU) and work closely with key stakeholders, including APICA GNB Project Coordinator.

4.3. Evaluation Criteria

Applications will be evaluated based on:

- Technical expertise **(40%)**
- Relevant experience **(25%)**
- Proposed methodology **(25%)**
- Financial proposal **(10%)**

5. Contact Information

Applications should be sent to apica.hr@adpp-gb.org / hr@adpp-gb.org / recrutamento@adpp-gb.org or in closed envelope, indicating the reference to the position applied and delivered to the office of ADPP-GB/APICA GNB, located at Av. dos Combatentes da Liberdade da Pátria, Bairro Internacional, Rua 4 S/N-Bissau, no later than **30/11/2025**.

For further inquiries, please contact:

WhatsApp: (+245) 95 574 36 09 / 95 698 46 50 or

Email: apica.hr@adpp-gb.org / apica-coordenador@adpp-gb.org