



GLOBAL
CENTER ON
ADAPTATION

Call For Partnerships (CFP)

GCA Global Hub on Locally Led Adaptation

CFP Ref.: CFP-0002

CLOSING DATE: Tuesday, 27 August 2024
CLOSING TIME: NOT LATER THAN 18:00 Central European Time (CET)
INFO SESSION: Wednesday, 14 August 2024, 11:00 to 12:00 CET, [online](#).

CONCEPT NOTES RECEIVED AFTER THE CLOSING DATE AND TIME SHALL NOT BE CONSIDERED.



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1. Background

The Global Center on Adaptation (GCA) invites concept notes from partners with experience in facilitating locally led adaptation planning in rural contexts in the Miombo woodlands in the Copperbelt, Central, and Muchinga Provinces of Zambia, with a focus on sustainable ecosystems.

1.1. Introduction to the Global Center of Adaptation

The Global Center on Adaptation (GCA) is an international organization that works as a solutions broker to catalyze action and support for adaptation solutions, from the international to the local, in partnership with the public and private sector, to ensure we learn from each other and work together for a climate resilient future. Adapting to impacts of climate change provides a “win-win” for livelihoods, food security, water supply, health, security, and economic growth. The work of the GCA elevates the visibility and political importance of climate adaptation and facilitates solutions, such as smarter investments, new technologies and better planning to become more resilient to climate related threats. GCA is a rapidly growing organization with offices in Abidjan, Beijing, Dhaka, Groningen, and Rotterdam.

The GCA’s ambitious 2020-2025 business plan and strategy have three pillars:

- **Programs and Action:** Food Security; NbS for more resilient Infrastructure; Water for Urban Growth and Resilience; Climate Finance; Youth Leadership; and Locally Led Adaptation (LLA).
- **Knowledge Acceleration:** Building adaptation knowledge globally through cutting edge products such as the State and Trends in Adaptation Report and the State and Trends Knowledge Exchange Platform (STAKE).
- **Agenda Setting and Advocacy:** Formulating policy messages to move the global, regional, and local adaptation agendas forward.

1.2. Introduction to GCA’s Work on Locally Led Adaptation

The impacts of climate change are most acutely felt by socially, economically, and politically disadvantaged and marginalized people and groups because of their higher vulnerability and lower adaptive capacity. Recognizing the highly localized nature of climate impacts; the importance of local adaptation action; the potential and creativity of communities to develop locally appropriate and innovative solutions; the ownership benefits of community-driven action; and the strong need for accountability to poor and marginalized communities affected by climate change, the GCA is strongly committed to addressing barriers to accelerating and scaling up LLA through the [Global Hub on Locally Led Adaptation](#). The Hub aims to promote LLA at scale, with speed, to reduce climate risks for populations and sections of society that are most vulnerable to climate change. The activities of the Hub are guided by the eight [Principles for Locally Led Adaptation](#).

In addition to knowledge sharing, peer-to-peer learning and capacity strengthening, the Global Hub on LLA supports the development of People’s Adaptation Plans to inform project design and investments by International Financial Institutions (IFIs), as part of the GCA’s Africa Adaptation Acceleration Program (AAP). The Hub is currently supporting People’s Adaptation Plans in multiple countries across Africa and cities in Bangladesh. These Plans are produced by vulnerable communities, with facilitation by GCA partners, to inform investments by projects by IFIs such as the World Bank, African Development Bank, Asian Development Bank, and Asian Infrastructure and Investment Bank.

2. Project: Sustainable Management of Ecosystems in Miombo Ecoregions of Zambia

The following provides an overview of the project for which GCA is seeking a partner.



2.1. Project Objectives

GCA intends to support communities living in and around the Miombo woodlands in the Copperbelt and Muchinga Provinces of Zambia to develop People's Adaptation Plans to inform investments by a project supported by the World Bank.

The Miomo woodlands are a vital source of livelihoods for rural communities, and for biodiversity and climate regulation. However, they face severe threats from deforestation, unsustainable agricultural practices, and climate change. Coordinated efforts from government, private sector, and civil society to protect these crucial ecosystems are necessary.

2.2. Project Outcome/Results

- Communities in the Muchinga and Copperbelt Provinces are supported to map and understand current and future climate risks, identify adaptation and resilience solutions, and develop People's Adaptation Plans to inform investments by the World Bank project.
- Project implementation teams in other project areas are enabled to implement similar planning approaches in other project areas.

2.3. Project Outputs/Activities

- People's Adaptation Plans are developed by climate vulnerable communities in the Muchinga and Copperbelt Provinces in Zambia, through a locally led process.
- A guidance/ training manual is produced for project implementation teams to implement the locally led planning process in other project areas.
- Capacity building and training support is provided for project implementation teams to implement the approach in other project areas.

2.4. Project Approach/Methodology

The formulation of the People's Adaptation Plans will conform to the eight principles of LLA and draw on best practices documented by the GCA in this [Guide](#). The following broad process is contextualized to local context to formulate the Plans:

- **Stakeholder mapping** to determine roles and responsibilities of different actors and convene expertise and leadership to drive the process.
- **Formation of Steering and Local Advisory Committees** to steer the work on the ground, and formalize arrangements with local governments.
- **Formation of consortia** with non-government and academic institutions working in the project area (including a local university for support with climate vulnerability risk assessments and data analysis).
- **Climate risk assessment** by local university to inform and complement community-led climate risk profiling.
- **Training of community mobilizers** to work as co-researchers for data collection and community engagement.
- **Settlement profiling** through community mobilizers and co-researchers to map out key geographical features, infrastructure, natural assets, particularly climate vulnerable areas etc. using GIS mapping, for a broad understanding of climate related risks and challenges.
- **Household enumeration** in particularly climate vulnerable areas for a more thorough understanding of adaptation related challenges and requirements.
- **Analysis and community validation** of data.



- **Climate risk profiling** by the community through an iterative process, to rank climate risks, diagnose impacts, evaluate potential solutions, and assess opportunities and barriers.
- **List of costed priority interventions** for adaptation and resilience building, developed and validated by communities, for investment through the project.

2.5. Alignment to GCA Values and Commitments & Experience in Partnership Engagement

- Demonstrated support of the core values of GCA and its commitment to climate action and adaptation.
- Active engagement in partnerships and initiatives with, inter alia, United Nations, intergovernmental, national, subnational, industry or sectoral, non-governmental and other related organizations in support of climate, environmental and/or social causes.
- Demonstrated support of the principles of sustainable development, including inclusion and social and environmental corporate responsibility.
- Compliance with recognized environmental and social standards.

3. Submission Guidelines

- Only **registered non-profit organizations** (INGO, NGO, CBO, Company Limited by Guarantee) are eligible to receive a Sub-Grant from GCA.
- The organizations responding to this call **must meet the minimum eligibility criteria** and demonstrate their capacity to **implement all the technical criteria**.
- The Concept Note and all supporting documents must be **submitted as a PDF**, no later than **27 August, 18:00 Central European Time (CET)** to subgrants@gca.org and cc'd to anju.sharma@gca.org.
- **Informative Session for prospective partners to address programmatic and procedural questions: Wednesday, 14 August, 11:00 to 12:00 CET. You can access the meeting through this link.**
- The concept note **must include**:
 - **Annex 1.1**: Concept Note template addressing the details outlined in this Call.
 - **Annex 1.3**: Completed Partner Organisation Information Template & Minimum Required Documents.
- **Important Note**:
 - All registered non-profit organizations are encouraged to respond to this Call and complete the templates in as much detail as possible.
 - Responses to **Annex 1.1** will be considered even if there is a lack of detail or if the form is incomplete.
 - Responses to **Annex 1.3** will be considered even if some details are lacking, if justified.
 - The template serves as a tool for interested organizations to showcase their technical expertise and experience in response to the Call.
 - Organizations need only meet the minimum eligibility criteria to be considered.
 - If an interested organization has concerns about completing the template, please reach out.
- Proposals received **after the closing** date and time **will not be considered**. Organizations will be notified once a decision about the Sub-Grant is made.
- For all questions or requests for additional information contact anju.sharma@gca.org. The email subject heading should be clearly marked with the following information: **Call for Partnership LLA Zambia**.
- The Concept Note and all supporting documents must be drafted **in English**.



- GCA reserves the right to decline disclosure of the specificity of decision derived by the GCA mission due to reasons related to confidentiality.
- GCA reserves the right to accept or reject any Concept Notes, and to annul the selection process and reject all Concept Notes at any time, without thereby incurring any liability to the affected implementing partners.

4. Selection Criteria & Evaluation

The evaluation's purpose is to assess the organization's eligibility, the organizational capacities and the technical expertise of respondents. The evaluation consists of three sets of selection criteria:

(1) **Minimum Eligibility Criteria**

(2) **Technical Expertise**

The first section specifies the minimum eligibility criteria that an organization must meet to qualify for the Call. This set of criteria is evaluated on a pass/fail basis.

The Technical Expertise is evaluated based on the relevance and depth of experience and expertise in relation to the criteria outlined in the call, specifically how well these align with achieving the expected results.

4.1. Selection Criteria

The organization's submission will be evaluated based on the criteria outlined below. The organization can demonstrate its expertise and eligibility in the template in Annex 1.

Name	Description	Score
EC	Minimum Eligibility Criteria	Pass/Fail
EC1	Evidence of registered not-for-profit entity status with a legal presence and registration.	
EC2	Expertise in community engagement, mobilization, and/or community led climate vulnerability assessments.	
EC3	Working presence in Zambia.	
EC4	Working experience in rural and or peri-urban areas in Zambia.	
EC5	A minimum of 5 years of experience.	
TC	Technical Expertise <i>Relevance of experience and expertise to achieve expected results</i>	Max Score 100
TC1	<i>Relevance and level of experience</i> <ul style="list-style-type: none"> • Examples from past projects illustrate capability and success in using approach and methodology. • Examples of established reporting and monitoring practices. 	25
TC2	<i>Relevance and level of expertise</i> <ul style="list-style-type: none"> • Examples of similar activities successfully implemented. 	25
TC3	<i>Relevance of proposal to achieve expected results</i> <ul style="list-style-type: none"> • Relevant successes from previous projects proving ability to deliver good results. 	25
TC5	<i>Alignment with GCA values and experience</i> <ul style="list-style-type: none"> • Alignment to GCA values & commitments. • Experience with partnerships engagement. 	25
	<i>Scoring for Criteria is based on maximum points. Grading for each criterion under technical expertise will be conducted using the following scale: 0 = not included, 2 = scarcely included, 4 insufficient, 6 good enough, 8 good, 10 excellent to above expectations</i>	

4.2. Exclusionary Criteria



GCA will not engage with any entity whose public image is severely compromised by past activity or advocacy in one of the categories below, or in other areas which may be deemed, at any given time, to reflect negatively on the GCA.

Name	Description	Score
EXC	Exclusionary Criteria	Pass/Fail
EXC1	Systematic failure to demonstrate support of the core values of the GCA and its commitment to climate action and adaptation.	
EXC2	The organization is not involved in illicit behavior, including organized crime, trafficking, corruption, terrorism or violations of internationally agreed sanctions.	

4.3. Evaluation

After assessing whether organizations meet the minimum eligibility criteria, the organization with the highest score in the technical evaluation **will be considered** for the sub-grant. The scoring allows GCA to identify the most suitable partner.

A preliminary capacity assessment will be conducted based on the information provided in [Annex 1.3](#). This assessment aims to identify organizational and programmatic risks and **will not impact** the evaluation scoring or partner selection.

The insights gained from this assessment **will inform the comprehensive due diligence assessment that the selected partner will undergo.**



Annexes

Please note that the Word versions of these templates are available for download directly from the Call for Partnership section online.

CFP1.1: Partner Concept Note Template (Outcome)

Respondents to the Call for Partnership are encouraged to complete the following Concept Note template in as much detail as possible. **However, please be assured that your responses will be considered even if there is a lack of detail or if the form is incomplete.**

1. Eligibility against Selection Criteria

- Outline your organizations alignment with the eligibility criteria stated in the Call.

2. Project Interest & Organizational profile (max 250 words)

- Explain your interest in applying to the Call.
- Describe what qualifies you to successfully implement the project (for instance, relevant past experience in similar processes in regions and/or areas of GCA's program).

3. Activities & Outputs (max 250 words)

- Outline your organization's proposal to implement the activities described in the Call.
- Briefly outline activities.
- Provide examples of similar activities you have successfully implemented, highlighting any challenges faced and how they were overcome.

4. Anticipated Outcomes (max 250 words)

- Briefly describe how your organization's experience and expertise will contribute to achieving the anticipated project results.
- Highlight relevant successes from previous projects that show your ability to deliver similar outcomes.
- Focus on the correlation between your experience and anticipated results to build a strong case for your capability to meet project goals.

5. Project Approach/Methodology (max 200 words)

- Describe your proposed approach to develop the People's Adaptation Plans, based on the broad methodology described above.
- Describe your organization's experience in implementing similar methodologies.
- Provide specific examples from past projects to illustrate your capability and success.
- Outline how your organization reports and monitors program activities.

6. Commitment to GCA Values & Experience in Partnership Engagement (max 250 words)

- Outline how your organization aligns with GCA's commitment to sustainability and partnership engagement.
- Describe demonstrated support of the core values of GCA and its commitment to climate action and adaptation.
- Outline experience engaging in partnerships and initiatives with, inter alia, United Nations, intergovernmental, national, subnational, industry or sectoral, non-governmental and other related organizations in support of climate, environmental and/or social causes.
- Outline support of the Principles for Locally Led Adaptation and of sustainable development, including inclusion and social and environmental corporate responsibility.
- Outline compliance with recognized environmental and social standards.



7. Summary Budget

Please provide a **tentative** summary budget. The budget will not be considered for evaluation but will be the basis for discussion while setting up the sub-grant agreement. Please note that the budget should be in Euros.

Tentative Budget (in Euros)	
Expenses	Amount
Direct Personnel Cost	
Consultants	
Transportation/Travel Costs	
Direct Project Activities	
Outcome 1	
Outcome 2	
Outcome 3	

8. Timeline

Please provide an estimated timeline for the proposed activities.

Dates	Milestone / Deliverables
	<ul style="list-style-type: none">•
	<ul style="list-style-type: none">•
	<ul style="list-style-type: none">•
	<ul style="list-style-type: none">•



CFP 1.3 : Partner Organization Information

Please complete the following information to the best of your ability. GCA will use this information to perform a preliminary capacity assessment.

Section 1. Organizational Overview	
Name of prospective partner	
Call Ref. Number	
Type of Registration (INGO, NGO, CBO, Company Limited by Guarantee)	
Registration	Certificate No.
	Date of first Registration
	Expiry Date
Official Address	Postal Address
	Website/s
	E-Mail
	Telephone
Number of staff (Female and Male)	
Number of interns & volunteers (Female and Male)	
Name, position, email and mobile number of secondary contact of organization	
Geographical coverage	<i>Country, province, district</i>
Is your organization affiliated to any political, ethnic, or religious group, or armed group?	Y/N
	<i>If yes, explain</i>

Section 2: Share project donors, interventions and target population, outreach and program area implemented in the past 3 years					
Name of Donor	Role of Donor	Program Intervention	Program location (State/District/County)	Target Group	Outreach - # of beneficiaries



Section 3: Governance

Please name your current Board members

Name	Sex M/F	Position on the Board	Date of joining	Profession	Contact (mobile and email)

Section 4: Senior Management Team Composition

Please provide names and qualifications of your senior management team

Name	Sex M/F/Prefer not to say	Position	Years in Position	Key Qualifications	Contact (mobile and email)



Please attach an organogram					

Section 5: Funding sources in the past 3 years

Please provide a list of all your funders in the table below

Name of Funder/Donor	Contact Person and Email Address	Year when funding started	Funding Period (Years)	Amount of Funding (Indicate Currency)
Please attach an audited financial statement and project audits for the previous 3 years.				

Section 6: Policies & Procedures

Please provide a list of your policies and procedures in the table below.

Policy	Requirements	Policy Holder	Last Updated	Next Updated
Finance Policy				
Anti-Fraud & Anti-Corruption Policy				
PSEAH Policy				



Code of Conduct				
HR Policy				
Salary Scale and Fringe Benefits/Terms and Conditions of Employment				
Procurement Policy/Manual				
Cost Allocation Policy				
Internal Control Framework				
Risk Management & Risk Registration				
Monitoring & Evaluation				
Authorization Matrix				
Program Planning and Implementation Procedure/Policy				
Add other policies as necessary				
Please attach copies of the policies listed above				