

EUROCLIMA+ Programme

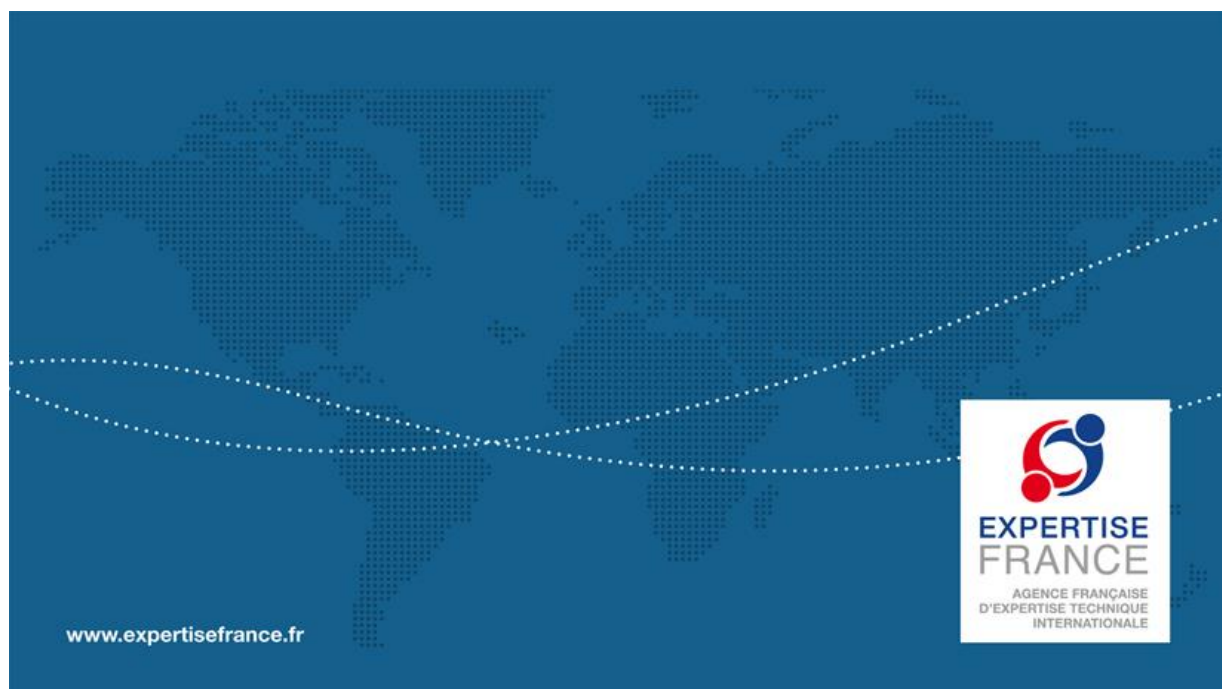
« Resilient Food Production » sector

TERMS OF REFERENCE

VIRTUAL EVENT ORGANIZER

PREPARATION, DESIGN, VIRTUAL IMPLEMENTATION AND FACILITATION OF THE ANNUAL REGIONAL WORKSHOP OF THE RESILIENT FOOD PRODUCTION SECTOR, EUROCLIMA+ PROGRAMME.

February 2021



Index

1	General information.....	3
2	Context and justification	4
2.1	Context.....	4
2.2	Justification	5
3	Description of assignment.....	6
3.1	Objective of the assignment	6
3.1.1	General objective	6
3.1.2	Specific objectives	6
3.2	Modalities of execution	6
3.3	Deliverables	7
3.4	Indicative timeline of the assignment	8
3.5	Coordination with the contracting authority	8
4	Expertise and profile required	9
4.1	Qualifications and skills of Service provider team.....	9
4.2	General and specific professional experience	9
4.3	Other requirements	10
5	Procedure for submission	10

1 GENERAL INFORMATION

Title of the assignment	Preparation, design, virtual implementation and facilitation of the annual regional workshop of the Resilient Food Production sector, EUROCLIMA+ programme.
Beneficiaries	<p>Up to 150 Spanish-speaking participants amongst:</p> <ul style="list-style-type: none"> • Projects coordinators (staff of rural development cooperation organizations implementing Euroclima+ projects in Latin America in the agriculture and livestock sector and in the Forests, Biodiversity and Ecosystems sector) • National focal points (NFP) of the EUROCLIMA+ Program in Latin America or their sector delegates (officials from national sectoral institutions such as ministries of environment, agriculture, livestock, rural development) • Delegates of EUROCLIMA+ member-state agencies (AECID, AFED, EF, FIAPP, GIZ) and UN agencies (CEPAL, UNEP) • Representatives of the European Union Delegations in the 18 Latin American countries associated to the EUROCLIMA+ Program • Representatives of INTPA and the Program Support Unit • Sector experts and specialists <p>A team of up to 30 people dedicated to communication, visibility and facilitation (projects communication officers, EUROCLIMA+ communication officers, facilitators).</p> <p>Total: up to 170 people.</p>
Countries	The assignment is to be realized remotely, with numerous virtual meetings during working hours in Latin America and France.
Foreseen duration of assignment	<ul style="list-style-type: none"> • Designing and preparation of the event : 1 month • Event duration: Up to 20 hours • Systematization, documentation and evaluation: 15 days <p>Total duration: 2 months</p>
Period for the realization of assignment	From March 15 th to May 15 th , 2021.
Foreseen event dates	Between April 12 th and 23 th .
Deadline for submission of technical and economic offer	February 28 st , 23:59 CET.

2 CONTEXT AND JUSTIFICATION

2.1 CONTEXT

The EUROCLIMA + program¹ is a regional cooperation project of the European Commission, which aims to support Latin American countries in the implementation of nationally determined contributions, in terms of adaptation and mitigation of climate change within the framework of COP21, through the identification and implementation of innovative projects in six priority sectors² identified jointly with the partnering countries, as well as the promotion of a national and regional political dialogue.

The Resilient Food Production (RFP) sector is jointly implemented by GIZ and Expertise France. Project funding is led and managed by GIZ while the Technical Assistance is managed by Expertise France in direct coordination with GIZ. Ten projects are currently being funded and implemented in Argentina, Colombia, Bolivia, Brazil, Ecuador, El Salvador, Guatemala, Honduras, Panama, Peru, and Uruguay.

Technical assistance (TA) is guided by the TA strategy which was defined in coordination with key stakeholders of the RFP sector (project implementing agencies, EUROCLIMA+ National Focal Points and the RFP Sector Working Group). Communication, visibility and knowledge management at project level and sector level is an important part of the technical assistance. TA is provided through different modalities, including:

- Studies/assessments of experts to generate knowledge, analysis and vision oriented to the successful implementation of development actions;
- Consultancies provided by experts to facilitate development processes (upscaling, institutional strengthening governance, etc.);
- Capacity building through training courses to develop technical, management and learning competencies (on the individual, institutional and society level)
- Peer-to-peer Learning (exchange, analysis and adaptation of knowledge/lessons learned/good practices) through dialogues, study visits, communities of practice/learning;
- Organization of technical workshops at regional level;
- Development of communication and visibility as well as knowledge management tools and products.

This mission is in line with action line 2 and 4 of the Technical Assistance Strategy for the RFP sector of the EUROCLIMA + Program ("Strengthening synergies between RFP and other EC+ sectors" and "Strengthening knowledge management of the RFP sector").

¹ <http://euroclimaplus.org/>

² The six sectors are: Resilient Food Production (RFP); Forests, Biodiversity and Ecosystems (FBE); Disaster Risk Reduction and Management; Water management with an urban resilience perspective; Renewable Energy and Energy Efficiency; Urban Mobility.

2.2 JUSTIFICATION

In the framework of its Phase 3, the regional EUROCLIMA + program has implemented more than 100 actions and projects in the 18 member countries of the program. By early 2021, most are in a mid-term phase. The implementation of Phase 4 of the program relies on the Country Dialogue and the Peer Dialogue as methodologies for the identification and prioritization of the technical assistance demands of the countries, which seek to fulfil the growing ambition of their NDCs. The lines of action of the program reflect the pillars of the Paris Agreement. Furthermore, to respond to the economic and social challenges the region faces due to the SARS Cov-2 pandemic since March 2020, the program is aligning its support with the concept of post-COVID green recovery.

The 19 EUROCLIMA + projects in the BBE and RFP sectors, grouped in the Agriculture, Forestry and Other Land Uses (AFOLU) sector, are committed to the systematization of good practices and lessons learned developed. It is decided to replace the annual face-to-face meeting of 2020 projects, postponed due to the restrictions of the pandemic, with a virtual offer in the first half of 2021. Faced with the time of uncertainty, in July 2020, Expertise France and the Deutsche Gesellschaft für Internationale Zusammenarbeit join efforts to co-create the "EC + Solutions" tool with some interested projects and in October 2020, launch the pilot with the 19 projects. From this tool, concrete responses are expected to the demands of the countries in the sector, to accelerate the implementation and ambition of their NDCs, among others offering solutions with potential for the green recovery of the countries. In November 2020, the implementing agencies of the program meet for the first time to begin the validation of the potential of EC + Solutions for other sectors such as water, energy, mobility and governance processes.

This virtual regional workshop “opens spaces for dialogue between key actors of projects in the AFOLU sector, National Focal Points of the program, the European Commission and implementing agencies to:

- socialize the first available EC + Solutions;
- exchange on more offers (projects) and demands (countries) for solutions;
- highlight the usefulness of the solutions developed by the 19 projects for the Country Dialogues and the implementation of phase 4 of the program.

Detailed information on the event’s expected results, target audience, preliminary agenda and facilitation methodology is available in annex 4 (Event concept note).

Expertise France is seeking for a service provider specialized in virtual event organization and facilitation, to develop the process of designing and preparation of the Regional AFOLU virtual workshop, to ensure all the virtual logistics during the implementation and to provide the virtual facilitation and event evaluation and documentation.

3 DESCRIPTION OF ASSIGNMENT

3.1 OBJECTIVE OF THE ASSIGNMENT

3.1.1 General objective

To ensure all the virtual logistics related to the design, preparation, implementation, facilitation, evaluation and documentation of the Regional AFOLU virtual workshop, by setting up and run the virtual and collaborative tools to be used according to the event's characteristics and achieve the expected results of the event.

3.1.2 Specific objectives

- 1) To develop the virtual facilitation methodology for the event, in order to foster dedicated participation of the target audience and high quality exchanges between participants in virtual environments.
- 2) To ensure virtual and digital collaborative tools related to documents sharing, remote participation, virtual facilitation and systematization, are correctly integrated in the designing of the event.
- 3) To train and support technical staff from the EUROCLIMA+ program on the use of the virtual and digital collaborative tools selected for the event, as far as they are involved as resource persons or co-facilitators of group work sessions.
- 4) To ensure all the virtual logistics during the implementation of the event as well as the systematization of outputs.

3.2 MODALITIES OF EXECUTION

With respect to the design of the virtual event and preparation of the sessions, the service provider is expected to:

- Identify, together with EF, the collaborative work tools and methodologies to be used to reach event's objectives.
- Update the preliminary concept note (5 pages + annexes if needed) and detail the virtual facilitation methodology and tools to be used to reach the event's objectives, 10 business days after the kick-off meeting.
- Set-up a virtual platform or environment to host the event (e.g. Moodle site). This environment should feature the following items: event registration, forum discussion, database / library for key resources, event description and agenda.
- Train and support staff from EUROCLIMA+ on selected online collaborative work methodologies and tools, as far as they were involved as resource persons, e.g. during group work sessions or technical introduction to specific sessions.

- Develop and provide clear guidelines in Spanish for the use of these tools, for the participants / users (target audience of the seminar).

With respect to the logistics before and during the virtual event, the service provider will be responsible to:

- Coordinate the on-line registration of the participants and provide them with access to the virtual environment(s) to be used during the event (forums, webinars, working groups, roundtables, etc.);
- Ensure access of participants to the event's documents (agenda, key resource documents, systematization of sessions, etc.);
- Ensure the correct setting up of all virtual and collaborative tools to be used and its running during the event (technical support).
- Facilitate the event with specific support from technical staff from EUROCLIMA+ as resource persons or co-facilitators according to the final needs of the event concept agreed upon with EF.

With respect to the event systematization, evaluation and documentation, the service provider is expected to:

- Ensure the systematization of the results of each session in a varied and attractive way (visual and graphic documentation for instance).
- Summarize the results as one technical report organized by event topics.
- Evaluate the event according to a standard form provided by Expertise France to participants, at the end of the event, and feedback tools during the event, provided by the event organizer.
- Submit a report on the debriefing of the event (maximum 5 pages plus annexes), maximum 10 business days after the end of the training. General outline:
 - Context
 - Characterization of participants (include detailed list of participants as annex 1)
 - Major results (include summary as graphic overview of the event with major sessions outputs, include full technical report as annex 2)
 - Evaluation of the event (include method and forms as annex 3)
 - Conclusions and recommendations

3.3 DELIVERABLES

1. Concept note (5 pages) detailing the virtual facilitation methodology and tools to be used to reach the event's objectives, including facilitation plan.
2. Moodle site (or equivalent) set up for the event registration, forum discussion, database / library for key resources, event description and agenda.
3. Training sessions delivered to EUROCLIMA+ staff on specific virtual methodologies / collaborative tools to be used during the event, which request their participation as resource persons.

4. Spanish written clear guidelines provided on the main digital tools, for participants / target audience.
5. List of attendees (registered participants)
6. Facilitation, technical and logistical support delivered regarding virtual and collaborative tools setting up and running during the event.
7. Debriefing report on the event including graphic documentation of event (4 to 8 illustrations), output systematization, evaluation of the event, conclusion and recommendations.

3.4 INDICATIVE TIMELINE OF THE ASSIGNMENT

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Signature of contract								
Kick-off meeting								
Concept note including facilitation guidelines								
Event website set up								
Training sessions for co-facilitators								
Implementation of event								
Evaluation of event and participant feedback								
Debriefing report								

3.5 COORDINATION WITH THE CONTRACTING AUTHORITY

To carry out the mission, the service provider will work under the supervision of the Expertise France Technical Assistance coordinator for the Resilient Food Production sector and coordinate tasks with the Expertise France team, composed of:

- Senior capacity building expert
- Senior communication, visibility and knowledge management expert.
- Junior communication and visibility expert
- Project assistant

4 EXPERTISE AND PROFILE REQUIRED

4.1 QUALIFICATIONS AND SKILLS OF SERVICE PROVIDER TEAM

The Service provider's team dedicated to this assignment is expected to have the following qualifications and skills:

- University degree in one or more of the following disciplines: Psychology, Knowledge Management; Communication management; Development Cooperation; International Relations; Sociology; or other relevant fields or proven relevant experience.
- Excellent command of virtual facilitation methods and collaborative workshop methods and tools for group settings.
- Excellent command of MS Teams, ZOOM, MOODLE, MURAL, MIRO, or similar tools.
- Excellent command of Spanish and English, written and spoken.
- Additional experience on coaching, organizational change or equivalent, will be considered an asset.
- Qualification in design thinking and graphic facilitation will be considered an asset.

4.2 GENERAL AND SPECIFIC PROFESSIONAL EXPERIENCE

The Service provider's team dedicated to this assignment is expected to have the following professional experience:

- A minimum of 7 years of experience as workshop facilitator using participatory methods and tools for group facilitation face-to-face settings and virtual events.
- Experience in design, implementation, evaluation and documentation of virtual workshop in a synchronal and sequential delivery mode, with at least 150 participants from organizations similar to this event in an international setting (multi-country, multilevel audience).
- Proven experience in handling all the logistics of virtual events (on-line event registration, setting up and management of virtual software and tools to host the event's sessions, website event set up, etc.).
- Previous experiences facilitating and hosting face-to-face and virtual events with Latin American audience.
- Previous experience with trainings in the agriculture, livestock and agroforestry sector with special focus on climate change is considered an advantage.
- Flexibility to work under time constraints between Europe and Latin America.
- Display of sensitivity regarding indigenous and gender issues.

4.3 OTHER REQUIREMENTS

The service provider must have all the software licenses needed for the implementation of the virtual event, especially regarding virtual environment and tools to be used during the event. Expertise France can provide Zoom access for webinars only.

5 PROCEDURE FOR SUBMISSION

Interested applicants should submit below mentioned documents by **February 28th, 2021, 23:59 CET** (see section 5 “content of the tenders” of the document “Instruction to tenderers”):

- Technical offer describing concept note, methodology, staffing.
- Updated CV (Maximum 3 pages) of main staff involved and team leader/project manager.
- Remuneration requirements with detailed budget.
- Contact information (name, company, email or phone number) or letter of recommendation for three past experiences similar to this assignment.
- Expression of interest form with completed financial identification form and signed declaration of honour on exclusion criteria and absence of conflict of interest (see Annex III to the tender dossier)

In order to submit their tenders, tenderers must enter the following reference in the “current tender – search” field on the e-procurement platform (www.marches-publics.gouv.fr): RFP_VIRTUAL_EVENT_ORGANIZER.

Tenders must be submitted through the e-procurement platform before **February 28th, 2021, 23:59 CET (Central European Time)**. They must include all the requested documents hereinabove. Tenders can also be submitted by email to:

- clementine.moriceau@expertisefrance.fr (cc natalia.mendes@expertisefrance.fr)
- email subject: TENDER NAME_ Virtual event organizer

Tenders submitted by any other means will not be considered.

The pages of the Technical offer must be numbered.