

## Terms of Reference

### Consultancy for a project on a Multi-Actor Partnership (MAP) on Loss & Damage with a focus on Bangladesh

#### Capacity Building for Young NGO Representatives in the Global South

##### 1. Background

Bangladesh is one of the countries most affected by climate change and climate-related loss and damage (L&D) in the world. Bangladesh's topography and geographic location render it exposed to a number of climate-related hazards – from extreme weather events like floods and cyclones to slow onset climatic processes like sea level rise and salinization. In this context, Bangladesh is planning to establish a comprehensive national L&D mechanism under a pilot program. Key stakeholders have been and are driving the establishment of the mechanism. And a whole-of-society process to establish the mechanism is desired by government, civil society organisations and academia but is not yet properly implemented. Civil society has already played a critical role in developing and supporting the concept of a national L&D mechanism, making sure the needs of the poorest and most vulnerable populations are well reflected.

The multi-level and multi-actor project **“Supporting the establishment of the National Mechanism on Loss & Damage in Bangladesh”** is implemented by ADAMS, ICCCAD, and Germanwatch from 2023 to 2026. The project aims to establish a viable dialogue structure and thus promote cooperation among government, NGOs, the private sector, and academia in establishing and operating a national L&D mechanism. It also aims to strengthen civil society capacities in the development of the actual mechanism, in order to ensure that the needs of the poorest and most vulnerable population groups are also taken into account when setting up the mechanism.

The current political situation in Bangladesh poses some challenges for the work, while working on the project goals is still possible. A window of opportunity to gain further progress is currently opening up through the Department of Environment's (subordinate to the Ministry of Environment, Forest and Climate Change) initiative to design a L&D framework for Bangladesh.

## Project structure:

Local level	Identify needs and ensure that the interests of the most vulnerable are adequately represented in the national L&D mechanism
National level	Support the establishment of the L&D mechanism
South-South level	Learn lessons from Bangladesh on establishing national L&D mechanisms
International level	Link the UNFCCC L&D Fund, Santiago Network on L&D and other international processes to the national L&D mechanism in Bangladesh

## 2. Purpose, Objective and Use

Germanwatch is looking for an expert to carry out a consultancy. The primary objective of the consultancy is to strengthen the capacity of ten young NGO representatives in the Global South to:

- Be able to engage effectively in national and international L&D discussions, including within the e.g. UNFCCC, G20, UNGA, etc.
- Learn from the experiences of Bangladesh's L&D mechanism/framework and apply relevant lessons.
- Produce knowledge products that document their reflections and recommendations, relevant to their (country) contexts.

## 3. Roles

The consultant conducts the work packages in close cooperation with Germanwatch and the project partners ADAMS and ICCCAD. The official client will be Germanwatch e.V. (Kaiserstraße 201, 53111 Bonn). The consultant is enabled by Germanwatch to work solely on the work packages included in this TOR (see Scope of Work) which are relevant for the project. Germanwatch can be contacted to resolve technical and content questions of the implementation.

## 4. Scope of Work

The consultant will be responsible for designing and implementing a structured capacity-building program, including the following tasks:

### 1. Workshop Design and Implementation

- Design and deliver a series of around six in-depth workshops focused on equipping ten young NGO representatives from frontline communities with the knowledge and skills to navigate national and international L&D spaces
- Incorporate the experiences from Bangladesh's national mechanism on L&D (NMLD) within the workshops design, e.g., where possible involve guest

speakers with expertise in the NMLD, who can share insights into how the L&D mechanism could work in practice.

- Cultivate an open, inclusive, and supportive space where participants feel encouraged to contribute their unique perspectives, ensuring that learning is rooted in the realities of their national and community contexts.

## 2. Development of Knowledge Products

- Assist participants in developing a range of outputs reflecting their national contexts or jointly developing those products. This could include briefing papers, blogs, storytelling pieces, photo books, etc
- Provide editorial support and feedback to enhance content quality.
- Encourage participants to share their outputs within relevant networks

## 5. Process and tentative timeline

1. Call for tender to potential consultants with request for proposal	04.04.2025-25.04.2025
2. Selection and contracting	28.04.2025-09.05.2025
3. Start of consultancy	12.05.2025
4. Kick off workshops	June 2025
5. Conduct 6 workshops	June 2025-August 2025
6. Knowledge products development	September 2025- November 2025
7. Reports	August 2025 (interim report), January 2026 (final report)

## 6. Outputs and deliverables

Activity	Description	Timeline	Deliverable
Preparation & Planning	Develop agenda, and content for the 6 workshops. Identify 10 committed youth representatives to participate in all workshops.	May 2025	Workshops agenda and presentation slides

Conduct workshops	Facilitate 6 workshops with the youth representatives. Invite and coordinate guest speakers with expertise in Bangladesh's NMLD to provide impulses	June-August 2025	Six workshops completed.
Guide participants in knowledge product development	Assist participants in developing knowledge products (briefing papers, blogs, storytelling pieces, etc.). Review and provide feedback to ensure good quality of the knowledge products.	September-November 2025	Edited and refined knowledge products
Facilitate knowledge sharing and dissemination	Help participants share their knowledge products through appropriate channels.	December 2025	Knowledge products shared with relevant networks.

## 7. Expert profile

Characteristics of the expert:

- Independently working from all project stakeholders (eligibility criteria)
- Has to be fluent in written and spoken English (eligibility criteria)
- A professional, result-orientated, well-structure
- Has excellent communication skills
- Substantial working experience:
  - technical expertise on
    - climate impacts, climate risk management, climate change adaptation or L&D
    - knowledge of related political processes on the national and international level e.g. UNFCCC, UNISDR, etc.
  - a good network of young NGO representatives
  - experience with organisation and implementation of workshops (conceptualisation, moderation, etc.)

## **8. Budget**

The budget must be presented in terms of daily rates (as units) and the number of days needed to complete the deliverables. The daily rate should be all-inclusive, covering all associated costs such as days needed for planning and reporting, travel costs, and any other expenses necessary for delivering the work.

## **9. Award Criteria**

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio. The evaluation of offers will be based on the following award criteria

- 65% required work experience,
- 25% price,
- 10% proposed approach

Germanwatch is looking for a consultant to carry out the above activities within the proposed timeline. Interested applicants are encouraged to submit their offer including:

- Expression of interest
- CV incl. references to prove the required substantial work experience (see paragraph "expert profile)
- a financial offer (separate disclosure of applicable taxes)
- short description (max. 1 page) of the methodology and approach

Deadline for applying is 25th of April by 23:59 GMT+1 and offers should be sent to: [kuenzel@germanwatch.org](mailto:kuenzel@germanwatch.org) and [lina.adil@germanwatch.org](mailto:lina.adil@germanwatch.org), with copy to [noel@germanwatch.org](mailto:noel@germanwatch.org).

Late or incomplete applications will not be considered.