



**NATIONAL ENVIRONMENT AGENCY**  
**Environment House, Jimpex Road, Kanifing, PMB 48, The Gambia**  
**Tel: (+220)4399422, 4399423 Fax: (+220)4399430**  
**Email: [nea@gamnet.gm](mailto:nea@gamnet.gm), Website: [www.nea.gm](http://www.nea.gm)**

## TERMS OF REFERENCE

**Activity/Task :** A3.3.1.1  
**Task Title :** Prepare "Call for Proposals" (CFP) Scheme  
**Position :** National Consultant/Resource Person (NRP)  
**Duration :** 22 person-days

### 1. General Introduction to the Programme

Global Climate Change Alliance "GCCA+ Climate Resilient Coastal and Marine Zone project for The Gambia" aims at consolidating results and positive experiences of the previous GCCA project "Support to The Gambia for integrated coastal zone management (ICZM) and the mainstreaming of climate change" 2013-2016.

The project seeks to 1) support implementation of recommendations set out in the Integrated Coastal Zone Management (ICZM) and Strategic Plan (Jan 2016); and the National Climate Change Policy (NCCP) implementation plan for the Gambia (April 2016); and 2) to enhance institutional governance enabling planning and implementation of improved climate resilience, adaptation and mitigation measures in the Coastal and Marine Zones of the Gambia.

The expected outcome of this Action is climate resilience built in the coastal and marine zones of The Gambia, through sustainable ICZM approach, that protects vulnerable coastal communities' livelihoods.

The objectives will be achieved through **three inter-related components**:

- I. Institutionalization of ICZM approach and climate change adaptation in selected regions;
- II. Knowledge management through data collection and localizing climate change modelling; and
- III. Integration of climate change adaptation actions into ICZM.

The need for coastal adaptation is widely recognized as a national priority with an overall objective of supporting restoration and protection of physical infrastructure, economic and cultural assets located within the coastal zone. Within the NEA, the Inter-sectoral Services Network (ISN) is operating a Coastal and Marine Environment Programme that is supported by a Coastal Zone Management Unit.

To strengthen national capacity under GCCA+ the service of international technical assistant is being provided to support project implementation. In addition, National Resource Persons (NRP) are being recruited by NEA to support implementation of project activities, including preparation of a **Call for Proposal (CFP) Scheme** for the selection of grants that will enhance coastal ecosystem and livelihood resilience to climate change and/or ecosystem rehabilitation in the coastal zone.

## **2. Scope of the project**

The project will define and establish a participatory Integrated Coastal Zone Management (ICZM) process for the country that focuses on coastal adaptation, identifies priority coastal zone adaptation measures and strengthen local level adaptive capacity and resilience to climate change through grant-funded projects. Grants will also be used to implement selected research and demonstration projects. All project activities will be implemented in accordance with the technical and administrative provisions of the Financing Agreement between the European Union and the Republic of The Gambia. Furthermore, the grants under GCCA+ will support and or upscale projects implemented under the previous GCCA (2013 -2016) project.

## **3. Strategic Background**

In the Financing Agreement, the overall project amount available for grants under the Call for Proposals is one million Euros (€1,000,000) equivalent to approximately 56,000,000 Gambian dalasi. It is anticipated that at least ten (10) grant proposals will be selected in a single CFP and contracted for implementation. Implementation must be completed within the operational implementation phase of the project which ends 31<sup>st</sup> December 2022. The principle beneficiaries may include national or international non-governmental organizations, international organizations, private firms, and public sector operators.

National organizations are expected to have a distinct legal identity, operate under independent management, and have financial autonomy.

The Call for Proposal (CFP) Scheme will be initiated through the preparation of a manual that include guidelines for applying to the CFP Scheme, the eligibility, selection and award criteria, and the priorities for interventions to be financed. Various templates will be produced and annexed to the manual of procedures, including the application form, identity sheet, and the technical proposal and budget format. Preparing the CFP Scheme involves the following steps:

- Defining the priority themes with NEA and project partners for which grants may be awarded;
- Identifying which legal organizations and/or groups should be considered as potential grant recipients;
- Encouraging the involvement of women and fostering a gender sensitive perspective in the CFP documents and in applicant submissions;
- Identifying other sources of funding for the applicant's share contribution other than from the European Union budget or the European Development Fund;
- Identifying the types of costs that may be taken into account in setting the amount of the grant;
- Preparing CFP documents including the guidelines for grant applicants that set out the rules for the submission, selection and implementation of actions and the required annexes; and
- Providing an orientation for stakeholders on characteristics of the proposed Scheme;

All the draft documents for the CFP Scheme will be submitted to the Contracting Authority and the EU Delegation for approval. Once endorsed at that level the CFP Scheme will take full effect.

#### **4. Duties of the NRP**

The Project Officer Grants (PO-Grants) has overall responsibility for planning, organizing, supervising and reporting on grant-funded activities. The NRP will assist the PO-Grants with preparing the documentation package that is required for Contracting Authority and EU approval in order to launch the CFP Scheme.

Specifically, the NRP will:

- Work in close coordination with the PO-Grant, international Technical Assistance (TA), Component 1 Coordinator and NEA Executive Director/ or representative;
- Assist the PO-Grants with drafting of the CFP Scheme to meet EU requirements including manual of procedures governing selection and management of GCCA+ grants;
- Assist the PO-Grants to identify community-based organizations, private firms and other institutions that may be eligible to receive grants;
- Assist the PO-Grants to determine the capacity of potential applicants to responsibly administer grants;
- Assist the PO-Grants to provide an orientation for stakeholders on the policies and procedures contained in the proposed CFP Scheme.

#### **5. Expected Output(s)**

1. Call for Proposals Scheme - which includes the guidelines for grant applicants and all required annexes that is ready for consideration and approval by the Contracting Authority and EU Delegation.
2. Mission Report – which briefly describes work undertaken by the NRP, challenges and opportunities, people met, meetings/workshops attended, and other observations concerning successful implementation of this assignment?

#### **6. Qualifications**

- M.Sc./MA in natural resources management, community development, project management, economics, or other relevant discipline with equivalent work experience;
- Previous experience with grants management for donor organizations such as the EU, UNDP, USAID, etc. is desirable;
- Previous experience in project and financial management with a NGO or private firm would be beneficial;
- Minimum two (7) years of relevant work experience that includes experience in a similar working environment;
- Proficient in use of Microsoft Office software (Word, Excel and Power point);
- Strong writing and speaking skills in English are required; and the ability to communicate in a local language would be an advantage.