



**MISSION FOR DEVELOPMENT OF THE 2017-2021 STRATEGIC PLAN OF  
THE CONSORTIUM OF AFRICAN FUNDS FOR THE ENVIRONMENT  
(CAFÉ)**

**TERMS OF REFERENCE FOR THE RECRUITMENT OF A CONSULTANT**

March 2017

## **1 BACKGROUND**

During the 1990s, an important drop tendency in the flow of financial resources supporting conservation actions was observed across Africa. The need to develop innovative financing mechanisms to remedy the situation has become evident.

These various initiatives have led to the creation, across Africa, of a variety of financing models having very few interactions amongst themselves. Today, it is necessary to improve on the institutional efficiency of these funds and improve knowledge sharing between them. The creation of a network was seen as effective in achieving this goal.

After a period of informal collaboration, a meeting was held at Dar-es-Salaam in September 2011, formally establishing The Consortium of African Funds for the Environment (CAFÉ). The network was launched by six [6] founding funds, in collaboration with several supporting partners.

CAFÉ's vision is to become a globally respected alliance to defend and represent interests of sustainable environmental finance in Africa.

After five years of operation, CAFÉ has started a new dynamic. Thus, in order to achieve its vision, CAFÉ must provide itself with the means to achieve its objectives. It appears appropriate to draw up a strategic plan for the period 2017-2021. This strategic plan will serve as a compass in the new evolution context of environmental funds in Africa.

## **2. MISSION OBJECTIVE**

The overall objective of the mission is to develop CAFÉ's strategic plan for the period 2017-2021 (5 years).

## **3. EXPECTED RESULTS**

The strategic plan will be structured around the following strategic outcomes:

- (A) The priority interests of CAFÉ members are reflected in the Strategic Plan's vision in accordance with the objectives of the CAFÉ Charter.
- (B) The skills of CAFÉ members are enhanced through exchange and sharing of experiences, best practices, approaches and tools.
- (C) Intra-African cooperation as well as international links are strengthened to develop synergies and collective solutions.
- (D) The shared views and common interests of the network are represented in international scenes.
- (E) Advocacy for conservation, environmental protection and sustainable development issues common to Africa is effective.
- (F) The creation and development of new African funds are supported.

(G) Conservation Trust Funds affirm themselves as effective means to ensuring the sustainability of activities and impacts on conservation.

(H) Support for access to additional resources from financial partners and expertise from excellence centres are initiated.

#### **4.METHODOLOGY**

The 2017-2021 Strategic Plan development mission will be carried out by an outstanding consultant who will submit a detailed methodology.

The planning methodology will be based on a participatory approach developed on Results-Based Management (RBM).

- **Analysis of problems, needs and constraints;**
- **Analysis and formulation of the vision**
- **Development of the outputs and priority activities matrix;**
- **Analysis of assumptions and risks;**
- **Development of the logical framework for intervention.**
- **Development of the monitoring and evaluation system**

#### **5. MISSION DURATION**

The mission will last 30 days.

#### **6. DELIVERABLES**

The document to be produced at the end of this mission is:

♣ **2017-2021 Strategic Plan for the Consortium of African Funds for Environement (CAFE).**

Twenty (20) copies (including 10 in French and 10 in English) as well as an electronic version in English and in French of the Strategic Plan will be submitted to the CAFE Executive Committee.

#### **7. QUALIFICATION AND EXPERIENCE OF EXPERTCONSULTANT**

The Consultant must have a university degree (BAC + 5) and have at least ten (10 years) experience, including five (5) years in the development of strategic plans for non-governmental organizations. Experience in Africa, as well as expertise and specific knowledge on environmental funds, are required.

The Consultant must justify the following qualifications and expertise:

- An appropriate knowledge on the functioning of the Environmental Trust Funds and their missions;
- Knowledge and experience on the process towards developing a strategic plan;
- Have a great skill on analysis and participatory approach;
- A mastery of French and English would be an added advantage.

## **8. APPLICATION PROCESS**

Interested consultants are invited to submit:

a. A detailed technical Proposal including:

- I. The Expert's CV detailing his / her experience in relevant fields, in both English and French.
- II. A motivation letter in French and English
- III. Comments on the Terms of Reference (TOR) and working recommended method, in French and English (methods, organization, chronogram ...)
- IV. A proposal for a starting date if selected preferably on May 15, 2017 latest.
- V. A detailed financial offer, which includes fees and other mission-related expenses.

Tenders must be sent by e-mail to the following addresses before May 02<sup>nd</sup> 2017:

[fannyngolo@yahoo.fr](mailto:fannyngolo@yahoo.fr)

*while putting in copy ;,*

[karen@naturetrust.mw](mailto:karen@naturetrust.mw)

[theophile.zognou@fondationtns.org](mailto:theophile.zognou@fondationtns.org)

[carl@mountmulanje.org](mailto:carl@mountmulanje.org)

## **9. EVALUATION OF TENDERS**

The proposals submitted by the selected consultants will be evaluated according to the following criteria:

<b>Criteria</b>	<b>Punctuation</b>
General qualification (Certificates and general experience)	20 points
Specific experience (strategic plan)	20 points
Language (English, French)	10 points
Proposed methodology	30 points
Financial proposal	20 points
<b>Total</b>	<b>100 points</b>