**Terms of Reference (ToR)**

**International Consulting Company for Development and Implementation**

**of the Capacity Building Program**

**1. Background**

Since 2015, the Kyrgyz Republic has been enhancing its climate resilience under the Pilot Program for Climate Resilience (PPCR), supported by Multilateral Development Banks (MDBs). The European Bank for Reconstruction and Development (EBRD) has been designated as the lead MDB to assist in these efforts, which include establishing a Climate Finance Centre (CFC) as part of the Climate Finance Coordination Mechanism. A key component of this initiative involves building the capacity of government and other key stakeholders to integrate climate resilience and adaptation into strategic planning and operations.

**2. Objective**

The primary objective of this ToR is to engage a qualified consulting company to design, develop, and implement the CFC Capacity Building Program (CBP) to equip national stakeholders with the capacity, knowledge, and skills required to identify, plan, and implement climate resilience measures and projects.

The consulting company will be responsible for the development and implementation of the CBP, including program design, content development, training delivery, and the establishment of digital modules for knowledge exchange. The company must ensure that the CBP aligns with international best practices and is tailored to the unique needs of the Kyrgyz Republic’s priority economic sectors affected by climate change, with a focus on climate finance and adaptation strategies.

**3. Methodology and Learning package**

* The modules must, at a minimum, include the framework outlined in the Learning Packages, ensuring comprehensive coverage of the specified thematic areas. Additional content can be developed and integrated as needed to address emerging priorities, contextual requirements, and stakeholder needs.

The baseline Learning Packages include the following modules:

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| **Learning packages** | **Modules** |
| 1. Introduction to climate change issues | Module 1: Climate change |
| 2. Climate policy and response to climate change | Module 2. Climate change policy documents  Module 3. Climate change mitigation and adaptation strategies |
| 3. International climate finance and approaches to access it | Module 4. Introduction to the international climate finance  Module 5. Access to the international climate finance |
| 4. Integration, planning and budgeting for climate change activities | Module 6. Integrating climate change considerations in planning and budgeting  Module 7. Measurement, Reporting and Verification (MRV) system |
| 5. Project development | Module 8. Project portfolio development  Module 9. Development of a project proposal  Module 10. Logical framework  Module 11. Gender considerations  Module 12. Monitoring and Evaluation (M&E) |
| 6. Private Sector Engagement | Module 13. Instruments and mechanisms of green and climate finance  Module 14. Integration of ESG into policy and processes |

**4. Scope of Work**

**Task 1: Development of the Capacity Building Program (CBP)**

* Develop a comprehensive Capacity Development Program and Plan, including an M&E Framework, focused on three distinct levels: **strategic, operational, and project.** The program should address the specific needs and priorities at each level, ensuring a holistic approach to building capacity for integrating climate resilience, climate finance, and adaptation measures.
* Develop at least 14 training modules organized into six thematic packages, focusing on key areas including the fundamentals of climate change, climate finance mechanisms, project design and development, and monitoring and evaluation.

**Task 2: Implementation of the CBP**

**Organization and Delivery of Two-StageTraining:**

* **Stage 1: Train the Trainer (ToT)** – Develop and conduct specialized sessions to prepare national trainers. The goal is to build sustainable capacity for further training and support on climate resilience and climate finance.
* **Certification of Trainers** will be conducted upon completion of the first stage training to ensure high-quality delivery at the second stage.
* **Stage 2: Training for Government Institution Staff** – The **consulting company** will organize and deliver training sessions for staff from key government ministries, municipal organizations, and the private sector. Trainers prepared during Stage 1 will participate to **practically apply the knowledge and skills acquired**, demonstrating their ability to support training delivery through real-world examples and case studies.

**Task 3: Development and Launch of Digital Modules**

* Fully design and integrate digital modules offering knowledge resources, self-learning content, and training materials.
* Include sections in the digital modules dedicated to NDC, NAP, CIP, and other relevant documents, ensuring accessibility for stakeholders engaged in climate adaptation and climate finance efforts.
* Ensure usability and accessibility of digital platforms to support resource sharing and knowledge exchange among key stakeholders.

**Task 4: Monitoring, Evaluation, and Reporting**

* Develop a detailed framework to monitor progress, effectiveness, and stakeholder engagement throughout the CBP implementation.
* Conduct continuous Monitoring and Evaluation (M&E) during the entire project implementation phase, ensuring timely insights for adjustments.
* Provide interim and final reports on program outcomes, participant feedback, and M&E data, including recommendations for scaling and refinement, followed by a final comprehensive evaluation after the project's completion.

**5. Deliverables and Timeline**

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| **Deliverable** | **Task** | **Timeline Completion** |
| Comprehensive Capacity Development Program and Plan | Task 1 | Within 2 weeks of project initiation |
| Fully developed training modules (Six Training Packages with 16 Modules) | Task 1 | Within 10 weeks of project initiation |
| Recruited and Onboarded Trainers and Specialists from key government institutions + Completed ToT Sessions | Task 2  (Stage 1) | Within 10-16 weeks of project initiation |
| Certification of ToT | Task 2  (Stage 1) | Week 16 |
| Training of government institution staff with the participation of trainers to practically apply the knowledge and skills acquired | Task 2  (Stage 2) | Within 4 – 7 months of project initiation |
| Functional Digital Modules | Task 3 | Within 4 – 7 months of project initiation |
| Monitoring & Evaluation (M&E) and Reporting with Recommendations | Task 4 | Within 4 – 7 months of project initiation |

\* All tasks and deliverables to be completed by August 2025.

\*\* The Capacity Building Program should be implemented in Russian. However, all reports must be submitted in both Russian and English.

**6. Consulting Company Requirements**

The tender is open to international consulting companies, which must demonstrate the following:

* Minimum of 7 years of proven international experience in climate resilience, adaptation, capacity building, and knowledge sharing, preferably within Central Asia or similar contexts.
* Proven expertise in developing and delivering capacity-building programs related to climate finance and adaptation, with a strong track record of integrating gender and socio-economic aspects.
* Experience in designing digital learning modules for knowledge sharing and capacity building.
* Capacity to engage national consultants to ensure local expertise and effective day-to-day management.

**7. Implementation Arrangements**

The consulting company will work under the guidance of the CFC Director, Deputy Directors, and the EBRD to ensure alignment with the objectives of the Climate Finance Coordination Mechanism and international best practices.

**Proposal Submission:**  
Proposals should be submitted via email to **mgulmeerim@gmail.com**. The submission deadline is **December 25, 2024**.