

Call for consultancy tenders:

ACTION BY CHURCHES TOGETHER ALLIANCE (ACT)

Consultancy for the Assessment of ACT climate structures, joint fundraising, and environmental policy review

Location:	In any of the ACT Alliance regions of the world
Language Required:	English
Experience required:	Organizational development including internal policy review and development capacities, resource mobilization, climate change advocacy and programming
Consultancy start:	11.09.2023
Duration of Contract:	3 months (25days)
Application deadline:	31.08.2023

About ACT Alliance

ACT Alliance is one of the world's largest coalition of churches and church-related organisations engaged in humanitarian, development and advocacy work. It consists of 149 members working together in over 120 countries, with headquarters in 73 countries, whose aim is to create a positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality in keeping with the highest international codes and standards. 64% of our members are headquartered in the Global South, 30% in the Global North, and 6% are Global members. For more details about the general work of ACT, please refer to <http://www.actalliance.org>.

Terms of reference

ACT Alliance would like to engage a consultant for an Assessment of ACT climate structures, joint fundraising, and environmental policy review described within these Terms of Reference.

ACT Alliance's structure is unique, with national, sub-regional and regional forums that bring local, national, regional and international church-related organisations to work together under the same principles and standards, bringing different skills and expertise to support each other and leverage collective action in humanitarian, development and advocacy engagement. Thanks to the presence of national ACT Forums in over 50 countries, and of its global secretariat in several strategic locations (Amman, Bangkok, Bogota, Brussels, Geneva, Nairobi, New York and Toronto), ACT Alliance is able to bring local and regional concerns to the global arena. Conversely, global trends and development can be transmitted to the regional and national levels using these structures.

Climate change is a driver of inequality, poverty and disasters that keep frontline communities from being able to enjoy their human rights and lead dignified lives. Efforts to respond to the climate crisis must deliver a new reality for these communities. In order to respond to these challenges, ACT Alliance has the ambition to develop ACT structures that facilitate effective climate change response by ACT members through joint efforts at national, regional, and global level. This aspiration is anchored on the need to have nuanced cross-structural coordination mechanisms that allow ACT Forums to holistically programme in climate justice. In addition, and cognisant of the urgency of the climate crisis, ACT members have the opportunity to jointly pool resources, fundraise, and implement climate programmes that respond to the rising climate change needs. This consultancy

seeks to document existing joint fundraising strategies and approaches and explore additional options that will enhance joint and holistic programming in climate justice programming. Finally, this consultancy seeks to review its internal environmental policy (developed in 2018) with a view to strengthening elements of the policy, such as CO2 emission reduction, implementation and accountability frameworks, including taking into account recent ACT commitments in other spaces (Climate and Environment Charter for Humanitarian Organizations; ICVA Commitment and Motion to Action on climate and environment). The process will additionally, seek to engage with ACT Forums in a bid to broaden these commitments and environmental policy expectations to the ACT membership at large.

ACT seeks the services of a team of expert consultants with proven skills and capacities in organizational development, environmental policy design and development and fundraising/resource mobilization for development work with particular focus on climate change.

Deliverables

The consultant will

Under I: Creating Structures

1. Assess existing structures – their operational effectiveness, current constitution and strengths, weaknesses, and gaps in delivering on ACT’s climate programme strategic objectives.
2. Examine potential linkages across structures at national, regional, and global levels.
3. Ideate options for cross-structural coordination at national and across national-regional-global levels, including multi-stakeholder partnerships of interest to the Alliance.
4. Explore the concept of regional-level hubs – regional spaces for climate collaboration through programmatic or advocacy-focused work portfolios. This will include **an assessment of the gaps, limitations, opportunities** for setting up this coordination mechanism.

Under II: Joint Fundraising

1. Document existing joint fundraising strategies and approaches, and ideate additional potential ones for Forum or regional level response to effects of climate change in the areas of advocacy, programming, capacity development, communications.
2. Explore nexus programming between humanitarian mechanisms of the alliance and climate programming at national and regional levels.
3. Mapping funding opportunities for identified programming areas.

Under III: ACT Environmental Policy

1. Assess the relevance of the existing policy against emerging issues of environmental concern.
2. Strengthen the policy by creating avenues for incorporation of ACT’s environmental commitments across other spaces.
3. Undertake consultations with ACT Forums to identify means to facilitate extension of policy expectations to ACT Forum levels.

EXPECTED OUTPUTS

Final reports

- Under I: Assessing and strengthening structures

- A report assessing all four points mentioned under deliverables
- Under II: Joint fundraising
 - A report with key findings on strategies and approaches for forum and regional level climate change response, opportunities, gaps and potential actions of nexus programming between climate and humanitarian mechanism, a list of funding opportunities
 - A concept note detailing joint-fundraising approaches including discussion on additional fundraising strategies/approaches
- Under III: ACT Environmental Policy
 - Draft environmental policy and a report capturing key elements useful in accompanying policy implementation and future review

Methodology

- Under I: Creating structures
 - Online and in-person consultations with ACT Forums, regional climate change and climate related CoPs, global climate CoPs will be conducted. Consultations will largely be done virtually or on the side-lines of other ACT processes and meetings
- Under II: Joint fundraising
 - A regional-level approach bringing together forums will be used
 - ACT Forums will present 3-4 representatives drawn from climate and humanitarian work to be involved in the various consultations.
 - Preferably, consultations to be organised virtually
- Under III: ACT Environmental Policy
 - Regional consultations bringing together forums will be organised virtually and in-person meetings of the alliance will be leveraged to conduct consultations as appropriate.
 - Global consultations with climate structures and other ACT programmes will be conducted

EXPECTED ACTIVITIES

Pre-briefing

Before starting the research, a briefing meeting will be held with key stakeholders of the ACT Climate Justice Programme team, selected ACT Forums and CoP members.

Guiding questions

- Under I: Creating Structures
 - a) (i) What gaps/challenges impede joint climate work at Forum or regional level? (ii) What have been/ are the challenges in coordinating the Regional CoP and Forum climate change work (advocacy and programme). Programme work considered to be outside advocacy work.
 - b) What capacities exist within the membership in the region regarding climate change work? This is a mapping exercise hence please go through the following areas: communications, resource mobilisation, climate advocacy, climate programming. Under each, identify the presence of personnel, existing work or initiatives and how long they have been conducted.
 - c) Are there possibilities of conducting joint work at the national and regional level, which are they and how can we tap into them? Please list and elaborate.
 - d) What (i) solutions can we explore and (ii) changes need to be made at coordination level to bridge existing gaps under (a) and advance opportunities under (c).
 - e) How do we coordinate with global climate communities of practice and other programme area CoPs?

- f) If we are to design and build a climate hub at regional level, what should the hub focus on? (Please mention an area(s) of advocacy or programming work). How would the hub effectively make use of existing capacities as mapped under (b)? What additional capacity would be required to ensure a functionally effective hub? To note, the hub is not a new structure but a way of joint working that draws capacities and strengths from members, builds synergy to advance various advocacy and programmatic ideas i.e. those under (c).
- Under II: Joint Fundraising
 - g) What strategies and approaches are you currently employing in resource mobilization?
 - h) What gaps/challenges impede development of joint concepts and proposals in the area of climate advocacy and programming?
 - i) What additional strategies and approaches under (a) can be pursued?
 - j) Which possible solutions exist for the gaps/challenges under (b)?

Intermediate meeting(s)

Depending on the progress of the research, a minimum of one meeting will be organized on weekly or fortnightly basis with representatives of the ACT Climate Justice Programme team and, as required, ACT Forums, CoPs.

FINAL OUTPUTS

A final report of about 11 pages, written in English, will present the results of the consultancy and highlight:

- **The context** of the study and the methodology chosen (2 pages).
- **An overview** of existing structures, joint fundraising efforts including strategies and approaches, opportunities, gaps and potential actions of nexus programming between climate and humanitarian mechanism and analysis of facilitative elements for environmental policy implementation and future review (8 pages).
- Summary of recommendations drawn from outputs: a. Assessing and strengthening structures b. joint fundraising (1 page).
- Annexes section with links to full reports – a. Assessing and strengthening structures b. joint fundraising – and the draft reviewed Environmental Policy.

Sharing and restitution

The consultant will be invited to present his/her analysis, conclusions, and recommendations to the ACT Forum & Climate working groups. Following this meeting, the consultant may be required to review his or her report.

Qualifications and experience

The team of expert consultants must be/shall have:

- At least 3-4 years of experience with climate justice work and organisational development/resource mobilisation
- Knowledge on climate change programming, policy work, fundraising and organizational development
- Good listener and highly cooperative
- Experience working with faith-based actors and/or religious groups desirable
- Effective participatory facilitation of discussions and meetings
- Ability to write high quality, clear, concise reports in English
- Excellent logistical skills
- Strong computer and virtual meeting skills including experience using Microsoft Word, Skype, Zoom

and Microsoft Teams

- Strong priority setting skills, meet deadlines, and manage time efficiently.
- Highly organised and detail-oriented

Timeline

- Deadline for submission of tenders: 31st August 2023
- Selection of the offer by the working group: 7th September 2023
- Pre-meeting for the start of the mission: 11 September 2023
- Submission of the final report: 21st November 2023
- Presentation of the study: 16th November 2023

Reporting

The consultant will work in collaboration with the Climate programme team and report to the **ACT Climate Justice Manager** and the **Resource Mobilization and Grants Coordinator** instituted for this consultancy.

Tender process

Only registered consultants or companies shall be considered. Qualified and interested parties should send their tender application to: recruitment@actalliance.org by **31st August 2023**

In your tender, please include:

- Expression of Interest, including time estimation (work plan)
- CVs of the team of consultants
- Justification of consultancy or company registration
- Samples of/or links to previous consultancy work completed.
- List of 3 professional reference persons
- Financial offer: gross daily rate for the consultancy in USD – including administrative overheads, taxes and charges.

Please note that only shortlisted applicants will be contacted.