



Action Against Hunger USA
One Whitehall Street, 2nd Floor
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Request for Proposal -Terms of Reference Technical Advising Consultancy

Product 1: Finalize the Action Against Hunger International Network Environment and Climate Framework

Product 2: Develop for Action Against Hunger US (AAH US) an Environment and Climate Change Implementation Strategy

Action Against Hunger International Network (<https://www.actionagainsthunger.org>) has developed a draft framework that outlines its commitments to mitigate climate change and environmental degradation, establishing core principles and set of minimum standards to guide its interventions. It incorporates global and local perspectives that protect the local environment and identify and mitigate environmental risks. The proposed minimum standards enable the Network to monitor and evaluate its progress in mitigating climate change. Recognizing the significant causal effect of climate change on hunger related risks and outcomes, the Network is committed to integrating the mitigation of climate change into both its program and internal management operations.

As an operational member of the Network, Action Against Hunger USA (AAH USA), an independent 501c3 registered in the USA, is taking steps to finalize this framework for our adoption. We envision the finalized framework guiding our competitive proposals, international operations and investments in systems and processes.

In addition, we envision the implementation strategy will assist us in measuring the degree to which climate change interventions are incorporated into our execution of development and humanitarian programming and that these interventions will amplify our efforts to end hunger.

The opportunity:

AAH USA is seeking a consultant with deep expertise on climate change and hunger to edit and design the Action Against Hunger Environment and Climate Network Framework (Framework).

The consultant will also undertake an assessment of AAH USA operations and programming as they relate to the USAID Climate Strategy (2022-2030) (<https://www.usaid.gov/climate/strategy>). The assessment will help AAH USA answer the following questions:

- How can AAH USA incorporate the Framework in its operations?
- What investments are necessary for Framework implementation?
- How do we measure the level of progress of those commitments?
- How do we continually evaluate the inclusion of climate change intervention in our efforts to end hunger?
- Can AAH USA also measure its progress against the USAID Climate Strategy commitments?



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This assessment will focus on evaluating AAH USA's multisectoral programming against the priorities outlined in the USAID Climate Strategy. Our programming includes interventions in health, nutrition, food systems, livelihoods, WASH, gender inequality and conflict management. We envision the assessment will inform an expedited and efficient implementation strategy for AAH USA execution in 2023.

Illustrative Activities

While the consultant is instructed to propose his/her/their best approach, we envision the consultant will perform the following tasks.

The consultant will be given access to all key internal documents and an opportunity to interview no more than 12 stakeholders. The consultant is expected to access all external and publicly relevant documents at his/her/their own discretion and cost.

Activities/Tasks for the *Environment and Climate Network Framework (presently 13 pages)*

- Review the current document.
- Provide feedback and discuss with the AAH USA program manager potential changes.
- Take corrective action.
- Edit and finalize the document for Network wide internal and external dissemination.

Activities/Tasks for the *Action Against Hunger USA Climate Change Implementation Strategy*

- Desk review the following documents: i) USAID Climate Strategy 2022-2030 – Draft for public review, ii) The NGO Climate Compact, – Commitment toward Environmental Action and Sustainability 2020-2022, iii) The questionnaire to Director General for the European Union Civil Protection and Humanitarian Aid (ECHO) partners on environment in humanitarian action, iv) Action Against Hunger Analysis on Climate Change and Hunger Approach, v) Climate Change Working Groups Terms of Reference, vi) ACF-International Policy: “Enhancing climate resilience and food & nutrition security -ACF approach to face climate change, hunger, and undernutrition in at-risk communities”, and vii) 2020 ACF Environmental Policy EN.
- Schedule and conduct virtual interviews with no more than 12 stakeholders. This may include members of the Executive Team AAH-US, Impact and Resource Mobilization department, Horn and East Africa Regional Office Technical Advisors and Knowledge Hub director, and other experts across the Network.
- Discuss key takeaways with the program manager.
- Take actions by incorporating key findings into a AAH USA implementation strategy.

Key Deliverables

1. Finalized Framework suitable for internal dissemination, which includes an executive summary of the key tenets.

2. Draft AAH USA Implementation Strategy, anticipated to be no more than 20 pages, which includes at a minimum:



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- A methodologic approach for ongoing assessments and programmatic alignment and gaps with the Network Framework focusing on:
 - a) disaster risk reduction,
 - b) anticipatory humanitarian action,
 - c) fragile settings
 - d) information management mechanisms for early action and resilience building interventions
 - e) recommendations for enhancing AAH US strategic technical positioning related to climate change.

An approach for ongoing assessments and programmatic alignments and gaps with the USAID Climate Strategy also focusing on:

- a) disaster risk reduction,
- b) anticipatory humanitarian action,
- c) fragile settings
- d) information management mechanisms for early action and resilience building interventions
- e) recommendations for enhancing AAH USA strategic technical positioning related to climate change.

3.A recommended timeline that depicts how AAH USA can be compliant with the Climate Framework, and the USAID Climate Strategy. This timeline should itemize the immediate 8 steps that must be taken in the first year of implementation

4.A power point presentation with the drafted strategy and key areas with suggested next steps

Schedule

We anticipate this work will require no more than 5 weeks. The consultant is asked to propose the earliest start date as possible.

Payment

Two payment options are offered.

Option 1 AAH USA may elect to pay upon receipt of an approved deliverable.

Option 2 AAH USA may elect to pay on a time and material schedule, with fixed completion terms specified in the contract.

Bidders may specify their preference presenting justification for one option or another.

Proposal Requirements

AAH USA seeks a consultant with extensive experience conducting similar work on the intersection of climate change with hunger, extreme poverty, migration, and health, in the development and humanitarian context (i.e., not domestically).

Please include the following in your proposal response:



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- Overview of your experience related to this RFP (food, water and sanitation, hygiene, sector, including familiarity with key sectors including nutrition, health, WASH food security and livelihoods)
- Prior experience authoring or contributing to comprehensive strategies and plans in complex, multi-faceted settings
- Overview of how you will meet our objectives
- References from organizations worked with within the past 18 months of a similar size to Action Against Hunger OR in our sector.
- Any key differentiators about you? (e.g., knowledge of the United States Government policies for climate change)
- Pricing with optional elements line-itemed
- Terms & conditions

Selection Process

AAH US will select the proposals that score the highest value as per the evaluation table criteria (see annex A).

Response Submission

Responses to this RFP should be submitted by email to Oscar Cordon, Director of Technical Services and Innovation, ocordon@actionagainsthunger.org no later than March 15, 2022.

Disclaimer

Action Against Hunger USA makes no representations, warranties or agreements with respect to this Request for Proposals (RFP). In respect to this RFP, Action Against Hunger makes no commitment to purchase services or products, or take any other action. Material contained in this RFP is considered confidential and proprietary information. Action Against Hunger USA reserves the right to amend or withdraw this RFI at any time for any reason, or without reason.

ANNEX A. TECHNICAL PROPOSAL BID EVALUATION CRITERIA

The bidders are to be evaluated on the technical proposals on the basis of the responsiveness to the Terms of Reference (ToR), applying the evaluation criteria and point system specified below. Each responsive proposal is to be given a technical score. A proposal will be rejected at this stage if it does not respond to the important aspects of the RFP, and particularly the ToR or failure to achieve minimum technical score indicated. The minimum technical score required to pass is: **80 Points**

	Evaluation criteria	Points
1	Interpretation of the ToR <ul style="list-style-type: none"> • Does the consultant demonstrate clear understanding of the ToR, the opportunity and products of the consultancy? • Does the consultant simply repeat the details in the TOR or demonstrate that he/she actually has understood them and provide details of how he/she interpret them and will work to deliver them? 	10
2	Activities - Tasks Suggested <ul style="list-style-type: none"> • Is the approach consistent with the needs of the edit work and assessment to strategy for AAH USA execution in 2023? • Is the justification for the proposed activities/tasks as per the TOR, sound, consistent and logical? • Does the proposal include how he/she will ensure quality at all stages of the consultancy? 	25
3	Work plan <ul style="list-style-type: none"> • Has the consultant built upon the proposed timeline in the TOR or simply repeated it? • Does it include for the two deliverables any milestones? • Is the timeline realistic and include consultation • Does the proposed work plan provide a logical approach to tasks and issues that corresponds with timeline in the ToR? 	30
4	Consultant qualifications and competences <ul style="list-style-type: none"> • Does the consultant demonstrate that he/she has the relevant experience to complete this assignment? • Has the consultant provided list of similar assignments delivered in the past 18 months? • Does the consultant have the requisite skills and experience to complete the tasks? • Has the consultant his/her CV attached to TOR? 	25
5	Ethics and COVID <ul style="list-style-type: none"> • Has the consultant considered that all times shall adhere to the highest standards of integrity and ethics? The consultant has made clear that will take care to avoid creating the appearance of impropriety regarding any corrupt, prohibited or unethical payment or other benefit as per AAH-US policies 	10
Total points:		100