

# Terms of Reference

Job Title: Green Climate Fund (GCF) Accreditation Consultant  
(1<sup>st</sup> October, 2019)

## About AWDF

The African Women's Development Fund was established in June 2000, as an Africa-wide philanthropic, grant making initiative to support the realisation and fulfilment of African women's rights through funding of autonomous women's organisations on the continent. AWDF believes that if women and women's organisations are empowered with skills, information, sustainable livelihoods, opportunities to fulfil their potential, plus the capacity and space to make transformatory choices, then we will have vibrant, healthy and inclusive communities. To achieve this, AWDF mobilises financial, human and material resources to support local, national, and regional initiatives for transformation led by African women. AWDF is mandated to fund in all 54 African countries.

AWDF's current strategic plan "*Shaping the Future*" (2017-2021) focuses the organisations work around investments to build the best possible future for women in Africa. As an organisation AWDF is committed to changing the narrative around Africa women, and highlighting African women's agency, expertise, leadership and ability to transform societies towards justice.

## Background

In order to grow its funding base to scale up support to women's organisations involved in activities around climate change mitigation and adaptation, AWDF is currently aiming at gaining accreditation to the Green Climate Fund (GCF) with support from Both ENDS.

The GCF is a new global fund created to support efforts made by developing countries to respond to climate change effects. Specifically, GCF provides grants to projects aimed at helping developing countries limit or reduce their greenhouse gas (GHG) emissions and adapt to climate change. It seeks to promote a paradigm shift to low-emission and climate-resilient development, taking into account the needs of nations that are particularly vulnerable to the impact of climate change.

## Purpose of the consultancy

Considering the demands of the accreditation process, AWDF requires the services of a consultant, who is familiar with environmental, climate change, and gender issues and has an understanding of the funding landscape for women's rights activities and of the workings of the GCF. The consultant's main responsibility would be to study the requirements of the accreditation process, assess AWDF's readiness to access the fund, advise on adequate steps, produce a concept note as well as any additional required policies.

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### EXECUTIVE BOARD

Ndeye Sow (Board Chair)  
Hilda Mary Tadria (Founder)  
Bisi Adeleye-Fayemi (Founder)

Arielle Enninful (Treasurer)  
Taaka Awori  
Theo Sowa (Chief Executive Officer)  
Agnes Utunga Phiri



### **Methodology**

- Understand AWDF's operations, strategic plan and direction, and organisational documents.
- Study the requirements of the GCF accreditation process and share a document with AWDF outlining steps and timelines involved in gaining GCF accreditation.
- Support liaison with the National Designating Authority (NDA) in Ghana to obtain a letter of no objection – which is the initial stage of the process – and advise on further communications with the GCF and the NDA.
- Review AWDF's operations, policies, and track record against the GCF requirements.
- Advise on how AWDF can align with the GCF's basic fiduciary standards, environmental, gender and social policies, which are key requirements for accreditation.
- Coordinate the development of organisational policies and other documents crucial for accreditation but currently not in place at AWDF.

### **Location**

Virtual and Accra, Ghana

### **Deliverables**

- A final report outlining a detailed analysis of AWDF's readiness to get accreditation and proposing recommendations.
- A concept note on the climate change project to be implemented by AWDF for onward submission to the NDA.

### **Consultant's Profile**

- Demonstrated experience working with international financial mechanisms and women's organisations.
- Familiar with GCF accreditation process and ability to coordinate and liaise with relevant institutions during the GCF accreditation process.
- Strong presentation and excellent communication skills with high-level donor agencies.
- Self-motivated and able to work alone and/or within a team.
- Knowledge and experience in gender and women's rights as well as climate change related issues.
- Knowledge, experience and motivation on working with small grants funds.
- Affiliation with and experience in working within the regional scope in which AWDF operates.
- Fluency in English as a working language, knowledge of French is an asset.
- Ability to travel.
- Availability between November 2019 and end March 2020.

### **Duration of the Assignment**

The timeline for completion of tasks is between November 2019 and end March 2020.

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The consultant is required to spend 20 working days on the tasks under this consultancy, of which 3 days should be dedicated to delivering an initial in-person assessment of AWDF's readiness for GCF accreditation and making recommendations.

### How to apply

Interested applicants should submit the following documents by email **latest by 20<sup>th</sup> October 2019** to [consultants@awdf.org](mailto:consultants@awdf.org)

- **Technical Proposal** detailing methodology, workplan with timelines, and key components of the work
- **Financial Proposal** with daily rate charges
- **Curriculum Vitae** of the consultant with references
- **A work sample**

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