



GREEN
CLIMATE
FUND



Continental Water Investment Program (PIA)

African Union Multi-Country GCF Readiness Project for Accelerating Climate-Resilient Water Investments in Africa (AU AIP Multicountry GCF Readiness Project)

TERMS OF REFERENCE FOR THE RECRUITMENT OF A NATIONAL CONSULTANT FOR THE MISSION TO PREPARE CONCEPT NOTES FOR INVESTMENT PROJECTS IN BURUNDI FOR SUBMISSION TO THE GREEN CLIMATE FUND

1. Background

The Global Water Partnership Eastern Africa (GWPEA), whose Secretariat is hosted by the Nile Basin Initiative (NBI) in Entebbe, is implementing the African Union's Action Plan on Climate Change (AU-AP) through the Multi-Country Readiness Program in Burundi. This initiative is part of a broader continental effort to strengthen climate resilience in the water sector. GWPEA's role includes providing technical support, mobilizing resources, and coordinating stakeholder engagement to ensure that Burundi's National Investment Program aligns with AU strategic priorities and meets the requirements of climate finance mechanisms such as the Green Climate Fund (GCF).

On September 6, 2023, African Heads of State and Government committed to supporting the implementation of the **Africa Continental Water Investment Program (AIP)**, within the framework of the Nairobi Declaration on Climate Change.

Africa is highly vulnerable to climate change, which is expected to have a significant impact on water, with increased droughts, floods, water scarcity, and waterborne diseases. Despite this marked vulnerability, many African countries have limited capacity to access climate finance for strategic water investments.

Access to climate finance for water security in Africa is essential to achieve the objectives of the African Union (AU) Climate Change and Resilient Development Strategy and Action Plan (2022-2032), which recognizes the need to strengthen climate-resilient water systems under Axis 2: Adoption of pathways towards climate-resilient and transformative development.

The Africa Water Investment Programme (AIP) supports the implementation of this strategy. The AIP was adopted at the 34th Ordinary Session of the AU Assembly of Heads of State and Government on 7 February 2021, as part of Priority Action Plan 2 of the Programme for Infrastructure Development in Africa (PIDA). The AU Strategy on Climate Change and Resilient Development (2022-2032) recognizes the AIP as a flagship initiative for the transformation of water systems.

The implementation of water investments in Africa falls significantly short of targets set to meet the continent's growing social and economic needs. It is estimated that at least an additional USD 30 billion per year must be invested by 2030 to achieve Sustainable Development Goal (SDG) 6 on water and sanitation. Currently, only USD 10–19 billion is invested annually.

The AIP aims to close the water investment gap, mobilizing at least an additional USD 30 billion per year by 2030 and creating five million jobs to contribute to the Africa Water Vision 2025 and the water-related SDG targets by 2030.

The AIP is based on **five pillars** aimed at **reducing the water investment gap in Africa** :

- a) **AU-AIP High-Level International Panel on Water Investments in Africa** – This High-Level International Panel on Water Investments in Africa was established in 2022, bringing together current and former Heads of State and global leaders. In 2023, the Panel supported the AU in the development and launch of the [Africa's Rising Investment Tide](#) report and the [Africa Water Investment Action Plan](#), which propose concrete pathways for action to help countries mobilize at least an additional USD 30 billion per year by 2030 for the implementation of the AIP.
- b) **AIP-PIDA Water Investment Scorecard** – The [AIP-PIDA Water Investment Scorecard](#) aims to improve mutual accountability, transparency, and efficiency in water finance and investment. This tool helps countries track progress, establish benchmarks, identify bottlenecks, and take action to address Africa's water investment needs. It was adopted by AUDA-NEPAD in February 2022 and was developed and piloted in 10 countries in 2023, before its rollout across AU Member States.
- c) **Regional and National Water Investment Programs** – The AIP supports AU Member States in developing national water investment programs to address the investment gap. Many African countries are extremely vulnerable to climate variability and suffer from weak institutional capacity, inadequate water infrastructure, and insufficient information systems to ensure effective water management. National water investment programs aim to address these gaps, building on lessons learned from the AIP-PIDA Scorecard.
- d) **International Blended Investment Facility (IIF)** – The IIF will assess the need for an International Blended Investment Facility to help countries leverage Official Development Assistance (ODA) and grant finance to de-risk priority water investments through a variety of innovative financial instruments and sources. These include sovereign wealth funds, guarantees, commercial finance, institutional investors, private equity funds, foundations, value-based impact investments, and climate finance.
- e) **Gender equality and the empowerment of women and girls in water investment**

The **Water and Gender Transformative Climate Development Program (WACDEP-G)** aims to develop tools to enable governments to address systemic inequalities in decision-making, planning, and investment implementation. It promotes a transformative approach to social institutions, structures, and relations. The WACDEP-G AIP was piloted in five African countries between 2020 and 2024, with plans to expand to other countries on the continent.

2. AU AIP Multicountry GCF Readiness Project Background

The Republic of Burundi is one of the fifteen (15) beneficiary countries of the first phase of the Project "Support to the Readiness for the GCF of the Multi-Country Program of the African Union Commission to Accelerate the Water Investment Program (AU AIP Multicountry GCF Readiness Project)". The project is financed by the Green Climate Fund (GCF) for a total amount of Six Million One Hundred Sixty Four Thousand Fifty Three (6,164,053) US Dollars for each country. It is implemented by the African Union Commission through the Global Water Partnership (GWP) in Southern Africa (GWPSA) and the GWP Coordination Unit in Africa (UC-GWP Africa).

The overall objective of the project is to strengthen the capacities of participating countries to plan climate-resilient water investments and prepare projects to undertake climate actions. This objective will be achieved through the following interventions:

- Strengthen country capacity in climate finance programming and direct access to GCF resources, with a focus on water-related climate actions;
- Strengthen the capacities of potential direct access entities and support them in the accreditation process
- Improve strategic frameworks for planning climate-resilient water investments by developing water investment programs;
- Develop national project pipelines, through the development of concept notes;
- Establish a continental knowledge and investment platform to facilitate learning and investment in water security in Africa.

3. Justification of the mission

In recent decades, population growth (3.6%/year) and climate constraints have led to overexploitation and degradation of natural ecosystems in Burundi, including the country's water resources. The northern and Imbo plain regions of Burundi are dominated by the problems of recurrent droughts. Anthropogenic and natural risks have increased with the intensification of the effects of climate change (repeated droughts, floods, strong winds, bushfires, destabilization of the rainfall regime), and with the increase in pollution levels of surface water and deep groundwater near population centers, thus reducing the availability of water for all uses with an impact on aquatic life in rivers, lakes, and aquifers.

Today, this situation is causing scarcity, stress and crisis related to the drying up of water in some regions of the country, amplifying and further complicating the political, legal, environmental, institutional, financial and economic challenges that the country faces in the management and development of its rivers, lakes and aquifers. It disproportionately affects vulnerable and marginalized people, and accentuates inequalities between people and affects natural environments.

Faced with this situation, access to climate financing, particularly from the GCF, is crucial to support adaptation efforts and strengthen the country's resilience. To this end, the Republic of Burundi has planned, as part of the implementation of the AU AIP Multicountry GCF Readiness project for the year 2025, the development of two (02) project concept notes to be submitted to the Executive Secretariat of the Green Climate

Fund with a view to mobilizing the financial resources necessary to meet the water needs of communities for all uses and better management of water-related climate risks.

In this context, two (02) investment project ideas were identified and selected by stakeholders in the water sector in Burundi. These are:

- (i) Protecting the Kanyaru River watersheds using climate-informed ecosystem adaptation to support community resilience; and
- (ii) Project for the integration of gender-sensitive agroecological practices for community resilience to the effects of climate change (PIPAG/RCC- Nkingira)

Two pre-concept notes have been selected and developed based on the defined project ideas and the development of concept notes to be submitted to the Green Climate Fund is underway.

A list of project ideas was selected and developed, drawn from Burundi's vision "Emerging country 20240, developed country 20260" National Development Policy (2018-2027), the Nationally Determined Contribution (NDC) and the National Adaptation Plan (NAP) and the intervention areas are known.

From the above, the AU AIP Multicountry GCF Readiness Project Coordination Unit requests the services of a national Consultant to conduct the "Mission to develop concept notes for investment projects in Burundi for submission to the Green Climate Fund".

These terms of reference provide an overview of the context, objectives and expected results, the methodology and the methods of carrying out the mission.

4. Mission objectives

The main objective of this mission is to support efforts to mobilize financial resources for resilient investments in the water sector in Burundi through the development of concept notes in the GCF format and which must meet the GCF investment requirements and criteria.

Specifically, this involves:

- Develop and have validated, by the AND and partners, two (02) concept notes integrating inclusive perspectives (gender) and complying with the requirements of the Green Climate Fund (GCF);
- Carry out pre-feasibility studies, including early gender equality and social inclusion assessments, to support the submission of the two (02) concept notes to the GCF;
- Support the identification of appropriate Accredited Entities (AEs) to support the submission and further development of funding requests and support the NDA and GWP in engaging these entities.

5. Expected results of the mission

The main expected results of the mission are:

- Two (02) concept notes for investment projects in the water sector in Burundi, focused on resilience to climate change, integrating gender perspectives and complying with the requirements of the Green Climate Fund (GCF) are developed and validated by the AND and partners.
- Pre-feasibility studies, including early gender equality and social inclusion assessments, are carried out to support the submission of the two (02) concept notes to the GCF;
- Appropriate Accredited Entities (AEs) are identified to support the submission and further development of the identified projects.

6. Mandate of the national consultant

The main tasks of the national consultant are as follows:

▪ **General Mission:**

The General Mission of the national consultant is to provide essential expertise and technical support for the development of two (02) concept notes for investment projects in the climate-resilient water sector in Burundi, with a view to potential financing from the Green Climate Fund (GCF).

▪ **Responsibilities and Specific Tasks:**

- **Support national stakeholder engagement and consultation:** The national consultant will play a key role in mobilizing, coordinating, and facilitating interactions with/between key stakeholders in the water sector in Burundi. Their knowledge of the local context, actors, and dynamics will be essential to ensure effective and inclusive participation. They will contribute to creating a shared understanding of the objectives and activities envisaged by the projects.
- The national consultant will bring his/her technical expertise and knowledge of the Burundian context to the preparation and development of the concept notes. He/she will ensure the collection and analysis of information and the drafting of the concept notes and their pre-feasibility studies in collaboration with GWP experts.
- **Integrate the gender dimension:** The national consultant will provide their expertise, in collaboration with the GWP Gender expert, on gender-related aspects in the Burundian context for the development of the preliminary gender assessment, ensuring that it is aligned with the requirements of the GCF.
- **Ensure the organization and facilitation of the launch workshop:** The national consultant will ensure the planning, organization and facilitation of the launch workshop in Burundi, ensuring adequate participation of national stakeholders and contributing to the achievement of the workshop objectives. He/she will have to collect all contributions from participants to integrate them into the revision of the concept notes based on the comments received. He/she may also facilitate the launch missions on the ground. The Consultant will coordinate the organization of these workshops closely with the National Technical Coordinator

- **Ensure the organization and facilitation of the validation workshop:** The national consultant will ensure the organization of the validation workshop of the concept notes and facilitate the participation of national stakeholders, working closely with the National Technical Coordinator.
- **Identify appropriate Accredited Entities (AEs):** Drawing on their knowledge of institutions and potential partners in Burundi, the national consultant will provide their expertise to identify the most appropriate AEs to support the submission and development of projects. They will also support the NDA, the Ministry of Water and GWP in communicating and engaging with Accredited Entities with a view to their engagement in the subsequent concept note submission process.

7. Expected deliverables

- Inception report, including among other things, the in-depth methodological note, including the detailed execution schedule as well as the structuring of the drafting of each of the deliverables expected from the mission, etc;
- Two Concept Notes and their pre-feasibility studies including gender analysis and environmental and social assessment in accordance with the requirements of the Green Climate Fund (GCF)
- Report on the identification of potentially appropriate Accredited Entities (AEs) to support the identified projects.

All deliverables will be provided in French in their provisional version and in French and English in their final version. PS The consultant must take into account this effort to translate the deliverables in his offer.

8. Methodological approach to conducting the mission

The methodological approach to conducting the mission of the national consultant will be structured around the following stages, in close collaboration with the focal point of the General Directorate of the Environment, Water Resources and Sanitation and the AND and under the supervision of the national technical coordinator:

Phase i: Preparation and Familiarization (Variable duration, potentially overlapping other phases)

- **Document review:** In-depth study of the terms of reference of the consultation, background documents relating to the water sector in Burundi, national strategies to combat climate change, Green Climate Fund (GCF) guidelines and any other relevant documents provided.
- **Internal kick-off meeting:** Participation in a kick-off meeting with the focal point of the General Directorate of Environment, Water Resources and Sanitation, AND and GWP to clarify roles and responsibilities, overall methodology, timeline and specific expectations for the national consultant.

- **detailed work plan:** Development of a detailed work plan specifying the activities, deadlines and responsibilities of the national consultant.
- **Initial outreach:** Identification and initial outreach with key national stakeholders (ministries, government agencies, civil society organizations, etc.) to prepare for upcoming consultations.

Phases ii: Facilitation of National Stakeholder Engagement and Consultation (Iterative and Continuous)

- **Identification of key stakeholders:** Mapping and comprehensive identification of key water sector stakeholders concerned by project ideas and international Accredited Entities (AEs) working in Burundi.
- **Development of a consultation strategy:** Contribution to the development of a consultation strategy adapted to the national context, including communication methods, meeting formats and participation mechanisms.
- **Organization and facilitation of meetings and workshops:** Logistical organization and active facilitation of bilateral meetings and group workshops with national stakeholders to gather project information and engage them in the development and validation of concept notes.
- **Information Collection and Synthesis:** Proactive collection of relevant information from national stakeholders and synthesis of discussions and inputs for the development, revision and finalisation of concept notes and their pre-feasibility studies.
- **Communication and monitoring:** Maintaining regular communication with national stakeholders and monitoring commitments made during consultations.

Phase III: Contribution to the Identification and Formulation of Project Ideas (Collaborative)

- **National Context Analysis:** Application of in-depth knowledge of the Burundian context to analyze the needs, challenges and opportunities in terms of resilience to climate change in the water sector.
- **Generation of project ideas:** Active contribution to brainstorming sessions and discussions to identify concrete and relevant project ideas for Burundi.
- **Preliminary assessment of ideas:** Preliminary assessment of the feasibility, relevance and alignment of project ideas with national priorities and GCF or other donor criteria.

Phase IV: Development of Concept Notes (Collaboration with the support of GWP experts)

- **Provision of Burundian context-specific information:** Provision of contextual information, statistical data, policy and regulatory frameworks relevant to Burundi to develop concept notes according to GCF requirements, including climate justification, theory of change, gender analysis, social and environmental assessment,

- Collect gender-related information that enables preliminary gender analyses to be carried out and gender to be integrated into the theory of change and project activities,
- If necessary, visit the project area and consult with local stakeholders and beneficiaries to collect additional data to ensure the feasibility and relevance of the conceptualized project to local needs and priorities,
- Describe the institutional structure and the implementation methods of the project and the responsibilities of each of the actors,
- Prepare a detailed budget for activities, including co-financing resources and the financial structure of the project,
- Based on the preliminary versions prepared by GWP experts, contribute to the finalization of the concept notes including through the drafting/strengthening of sections of the note and the integration of contributions from different stakeholders during the consultation process,
- Develop pre-feasibility studies, environmental and social risk assessment reports and summary gender analyses to support the submission of concept notes to the GCF.

Phase v: Identification of Appropriate Accredited Entities (AEs)

The preparation of concept notes and the identification of Accredited Entities (AEs) are closely linked and should inform each other. The consultant will undertake a mapping of potential accredited entities that can support the submission of the concept note, explain the motivations for the selection of these EAs, and prioritize the most appropriate EAs that should be contacted first. In collaboration with GWP, the Ministry of Environment, and the DNA, the consultant will support discussions with potential EAs to ensure their commitment to further develop the project funding request and submit it to the GCF. For this phase, among other things, the consultant will:

- Communicate with GWP, the Ministry of the Environment, the AND and other stakeholders to identify potential accredited entities to target,
- Establish the order of priority of potential Accredited Entities to be contacted first by proposing a list of criteria which will be approved by the GWP,
- Support the Ministry responsible for the environment, the AND and the GWP in their discussions with the potential EA in order to obtain its commitment, including through the preparation of notes/documents.
- Explore with potential Accredited Entities, possible sources of financing for the complete development of the financing request
- Study possible sources of co-financing for the project,
- Identify and suggest potential partners for the execution of the project,
- suggest a coherent institutional organization and financial structure for the project.

Phase vi: Reporting and Communication

- **Regular Meetings:** Participate in regular consulting team meetings to share progress, discuss challenges and coordinate activities.
- **Activity reports:** Submission of periodic activity reports in accordance with the terms of reference.
- **Proactive Communication:** Maintaining proactive communication with the project team

9. Deliverables /Delivery Timelines & Payments Schedule

Deliverables	Number of days	Percentage of the total amount for each deliverable
Inception report, including among other things, the in-depth methodological note, including the detailed execution schedule as well as the structuring of the drafting of each of the deliverables expected from the mission, etc.;	5 days	20%
Concept notes, integrating information and data specific to Burundi (existing pre-feasibility studies, vulnerability assessment , impacts of climate change in the project area) and a concept note, integration of gender-sensitive elements and indicators	15 days	30%
Report on appropriate Accredited Entities (AEs) (List of international AEs and/or those with a strong presence in Burundi, potentially appropriate to support the identified projects.	5 days	20%
Consultation Summary Report	5 days	30%

10. Profile of the national consultant

To carry out the mission, a national consultant with the following profile is sought:

- Hold an advanced university degree (Master's or Doctorate) in economics, finance, environmental management, water resources, climate change, or a related field;
- Have at least 10 years of experience in the design, implementation, monitoring and evaluation of development, adaptation or climate change resilience building projects;
- Have led the development of at least two (02) concept notes for adaptation or resilience building projects to climate change submitted to the FVC, the Adaptation Fund, or the GEF or other donors;
- Have proven experience in facilitating inclusive stakeholder consultation processes;
- Have a good knowledge of the Gender and social inclusion dimension and its integration into climate projects;
- Have strong skills in working with international organizations, bilateral development organizations, Civil Society Organizations (CSOs) or the private sector;
- Having research and analysis skills is essential;
- Have a perfect command of French. Fluency in spoken and written English is a great asset.

11. Other skills required

- Professionalism: Ability to plan own work and manage conflicting priorities. Shows perseverance when faced with difficult problems or challenges and remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Communication: Speaks and writes clearly and effectively and demonstrates openness in sharing information and keeping people informed.
- Teamwork: Works collaboratively with colleagues and partners to achieve mission objectives.
- Planning and Organizing: Developing clear objectives that are consistent with the expected results of the assignment; identifying priority activities and allocating the time and resources needed to complete the work; using time effectively.
- Accountability: Assumes all responsibilities and honors commitments; delivers the results for which he is responsible within prescribed time, cost and quality standards; acts in accordance with the organization's rules and regulations.
- Knowledge of technical cooperation and development issues is an advantage.
- Perfect command of Word, Excel, PowerPoint, email and the Internet.
- Ability to perform data collection and analysis using various methods.
- Good reporting skills with excellent structural and writing skills
- Having a good command of French and knowledge of English would be an asset

12. Duration of the mission

The proposed duration for this mission is 30 man-days in total spread over a calendar period of 03 months from the service order to start, until the submission of the final deliverables of the mission.

13. Presentation of tender offers

Interested Individual consultants with the required qualifications and experience are invited to submit the following;

- **The current CV and a cover letter**
- **a Brief technical offer highlighting methodology, approach and workplan in accordance** with these terms of reference;
- an **indicative daily rate (financial offer)**, that will be discussed and agreed during contract negotiation.
- Annexes 1, 2, 3 **duly completed**
- a **WORD/PDF document** is considered acceptable for the financial offer.

Offers written in French must include, among other things, the following documents:

For the technical offer:

- The dated and signed submission form, mentioning the immediate availability of the consultant, addressed to the Regional Coordinator of GWP-AO with a copy to the National Technical Coordinator
- understanding and observations on the terms of reference;
- the detailed methodology, envisaged for the accomplishment of the mission, describing the stages, methods and tools proposed for the production of each of the expected deliverables;
- the detailed schedule of activities to be carried out for each deliverable;
- the detailed Curriculum Vitae supported by experiences related to the mission, the necessary evidence and the diplomas of the Consultant;
- a list of similar missions (with the sponsor's references, certificates or certificate of successful completion) of the Consultant;
- A declaration on honour duly completed by the Consultant (**Annex 3**).

14. Submission of tender offers

Your offer must reach us no later than **31/12/2025 at 4:30 p.m. (East African Time) only by email to: gwpvacancy@nilebasin.org**;

15. Evaluation of offers

The selection of offers will be carried out in two stages: the first stage will be based on compliance with the requirement of the ToR (**in No.10 above**) from the CVs and the

technical proposal. The second one will be based on the consultant's competence required through technical discussions in an online interview.

Technical offers

The evaluation and comparison of technical offers will be done separately and independently of any financial consideration. They will be marked out of **100 points on the basis of the criteria mentioned in the table below.**

To be eligible, the bidder's technical offer must obtain a minimum score of 80 out of 100.

Contract Negotiation

The contract will be negotiated with the best evaluated technical bidder, and the indicative daily rate provided in US Dollar will be discussed and agreed as well as any other related re-imburseables.

ANNEX 1 : SWORN DECLARATION TEMPLATE

SUBJECT :

I, undersigned (name and surname):.....

Nationality:

In my quality as:

Corporate name (if applicable):

Address:

Registered under the n°

On (date).....VAT Registration number:

1. Declare on my word of honor:

- never having been in judicial liquidation and never having been the subject of any legal proceedings for any reason whatsoever,
 - that I commit to not resorting, by myself or through an intermediary, to practices that could be classified as embezzlement, fraud, or corruption in the various procedures for awarding, managing, and executing this mission,
 - that I commit, in the event that my offer is accepted, to comply with the procedures in force at GWP-AO and the obligation of confidentiality and professional secrecy for all facts and/or information that I may come to know.
2. Certify the accuracy of the information contained in this sworn declaration and in the documents provided in my offer;
 3. Certify that I have no family ties with any person receiving any remuneration from the GWP-SA or GWP-AO;
 4. Acknowledge having been informed that any inaccuracies or errors and any failure that may be noted in the content of my offer as well as non-compliance with the participation conditions are grounds for rejection of my submission.

Done in, on this.....day of2025

Signature of the consultant