

Attachment 1. Terms of Reference



Subnational Climate Fund (SCF)

Events management of In-country Thematic Training Workshops in Brazil

0. INTRODUCTION

The International Union for the Conservation of Nature (IUCN) implements the Subnational Climate Fund (SCF) initiative – Technical Assistance (TA) Facility, financed by the Green Climate Fund (GCF), and leads the execution of the capacity building component. IUCN seeks a service provider to support the implementation of the SCF capacity building activities in 2024: national thematic training workshops.

1. BACKGROUND

The Subnational Climate Fund (SCF) initiative (<https://www.subnational.finance/>) is a global blended finance program supported by the Green Climate Fund (GCF) that aims to create and scale up investment opportunities that contribute to climate and Sustainable Development Goals (SDGs) impacts, while mainstreaming Nature-based Solutions (NbS). The SCF initiative is implemented by its consortium members: Pegasus Capital Advisors, IUCN, Catalytic Finance Foundation and Gold Standard Foundation.

The SCF initiative has two components: i. the SCF Equity Fund (GCF ID FP152), and ii. the SCF Technical Assistance Facility (GCF ID FP151).

The SCF Equity Fund, managed by Pegasus Capital Advisors, invests in a geographically and sector-diversified portfolio of 15 to 25 mid-sized (\$5-75M in equity), scalable, commercial, and primarily greenfield projects in [42 countries](#) across Latin America and the Caribbean, the Mediterranean, Africa and Asia, with measurable climate and SDG impacts guided by the Gold Standard for Global Goals (GS4GG) portfolio certification process. The Fund invests in four key sectors: **i. sustainable energy solutions, ii. solid waste and water management, iii. sustainable agriculture, and iv. urban development solutions.**

The grant-based SCF Technical Assistance project (see [GCF Funding Proposal](#)) is overseen by IUCN as the GCF Accredited Entity, and consists of three components: **TA1. Project Preparation** (led by Catalytic Finance Foundation), **TA2. Capacity Building** (led by IUCN), **TA3. Tools and Metrics** (led by Gold Standard Foundation).

TA2. Capacity Building consists of **TA2.1 (training)** and **TA2.2 (best practices, guidelines and tools)**. The following description outlines the objectives and main target stakeholders of each activity.

Outcome TA2: Relevant stakeholders have the information and guidance needed to support the development of sound policy and incentive schemes that enable and fast-track low-carbon infrastructure projects on a subnational level, as well as to foster up-scaling and replication of investment deals.

Activity TA2.1.1: Training of **project developers** to increase understanding of safeguard requirements, ESMS requirements, SDG and NbS criteria, business viability, and other investment requirements for high-integrity, bankable project design and delivery of climate change results.

Activity TA2.1.2: Training of **public authorities** (particularly subnational actors/local authorities) to raise awareness, help identify potential projects and provide for enabling conditions for green infrastructure investments

Activity TA2.1.3: Training of **regional financial actors** to expand know how of the value chain and blended finance vehicles for large scale replication

Activity TA2.2.1: Production of **best practices, guidelines and tools** for replication and upscaling

As mentioned above, the SCF identifies three target stakeholder groups for capacity building:

Project developers: Primarily private sector entities seeking equity investments of \$5-75M USD for return-generating projects. Other actors such as local cooperatives and NGOs can also submit project proposals to the SCF, although less likely. Project identification and development could be supported by national and subnational public entities.

Public authorities: Public authorities at national and subnational levels have distinct roles in the implementation of the SCF and similar initiatives targeting private sector-led climate investments: (i) as the enabler: providing policy environment (e.g. strategic roadmaps, regulatory procedures, financial incentives, data) to accelerate private sector-led climate investments; and (ii) climate action leader: identifying, developing and implementing climate investments (e.g. PPP projects) for provision of public services and infrastructures (e.g. electricity, waste and water management).

Regional financial actors: With a focus on local/national/regional financial actors such as local and national banks, funds and other private investors (pension funds, insurance funds, family offices, private banks, philanthropies, high net worth individuals, and other institutional investors) which are willing to offer green finance products and invest in climate actions at sub-national level.

The project started on April 20, 2021. Based on the initial assessment conducted during the project inception, feedback from the three SCF regional workshops held between September 2022 and November 2023 (LATAM, Africa, Asia-Pacific), as well as interactions with project developers and GCF National Designated Authorities (NDAs), following thematic areas have been identified and prioritized for the 2024 capacity building activities under TA2.

- 1) Access to sustainable finance, enabling business environment (main target: subnational authorities, financial actors)
- 2) Maximizing NbS investment opportunities in agribusinesses (main target: project developers)
- 3) Managing ESG risks and impacts (main target: financial actors)

2. SCOPE OF WORK

Under the supervision of IUCN Business and Nature Team (B&N), and in coordination and consultation with relevant IUCN teams/regional offices and SCF consortium members and the technical consultant team in charge of designing and conducting trainings, the service provider shall be responsible for the following specific tasks as part of the component TA2.

All procurement of goods, materials and equipment and services, if any, shall be made in accordance with the [IUCN Policy on Procurement of Goods and Services](#).

I. Arrangement of venue, catering, equipment and other services for training workshops

Organize in-country thematic training workshops in Brasilia. The workshops should be conducted in Portuguese, with provision of simultaneous interpretation services as necessary.

The event will include 3 thematic workshops as described below (in principle within the same week), each targeting different stakeholder groups:

- (A) a two-day workshop on sustainable finance (target audience: subnational and national authorities, max 40 participants with travel arrangements and grants provided)
- (B) a one-day workshop on agribusiness and Nature-based Solutions (NbS) (main target audience: project developers, max 40 participants)
- (C) a one-day workshop on ESG impacts and risks (main target audience: financial institutions, max 40 participants)

An indicative schedule is provided in Section 5, to be finalized by IUCN and the technical consultant team.

Detailed activities for each workshop consist of the following:

- (1) Based on the identified dates and the location of the workshop, jointly develop and manage the **workshop preparation tasks timeline** with IUCN and the technical consultant team.
- (2) In coordination with the technical consultant team, **identify, undertake and supervise necessary workshop arrangements**, including:
 - Workshop venue and floor layout plan
 - Audio-visual equipment
 - Catering (coffee/tea breaks, lunches)
 - Branding materials (e.g. banners)
 - Printed workshop documents
 - On-site registration of participants at the venue and provision of name tags
 - Simultaneous translation service and equipment (according to necessities)
 - Livestreaming services (according to necessities)

II. Management of participants and travel arrangements

- (1) **Manage travel arrangements and grants for workshop participants targeted by GCF-IUCN travel grants.** Based on the [IUCN Travel Policy for Non-Staff](#), and in coordination with relevant IUCN teams, offices and the technical consultant team, identify public sector participants of the 2-day workshop on nature and climate finance for subnational governments who will be targeted by the GCF-IUCN travel grants (maximum 40 participants). Arrange accommodations, fund transfer/ reimbursement and other travel arrangements, including communication (e.g. sending logistics note to participants), information collection and documentations required by under the above policy.
- (2) **Manage communications for participants without travel grants.** Send logistics note to participants to facilitate their access to the workshop venue, including at least two suggested accommodation options in the proximity of the event venue.

III. Financial report

Consolidate and submit the financial report including all expenditures and required documentations.

3. EXPECTED OUTPUTS AND DELIVERABLES

Following deliverables shall be submitted in English language unless stated otherwise.

- Workshop participants list
- Travel grants report

4. TRAVEL REQUIREMENTS

The service provider will be required to conduct on-site national thematic training workshops in respective countries. As most tasks are expected to be undertaken by locally-based resources, international travel cost to and from the workshop location of maximum 1 (one) member shall be

covered under this contract within the budget limitations. All travels and costs will be subject to prior written approval and submission of all necessary proof documents following [IUCN Travel Policy for Non-Staff](#).

5. INDICATIVE SCHEDULE

Between August – September 2024 : Workshops in Brasilia, Brazil