



CALL FOR TENDER

TENDER NO.: T.7034.23.003

CALL FOR TENDERS FOR THE PROVISION OF CONCEPTUAL AND ORGANISATIONAL/ TECHNICAL SUPPORT FOR A “REGIONAL EXCHANGE MEETING” IN THE CONTEXT OF THE “JUST TRANSITIONS” PROJECT

Disclaimer: TMG Research reserves the right to determine the tendering process, number of short-listed participants, the right to withdraw from the process, the right to change the time schedule at any time, and the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party whatsoever.

Synopsis:

Reference no.	T.7034.23.003
Issuing office and address	TMG Research gGmbH EUREF Campus 6-9 10829 Berlin Germany
Point of contact for questions	Frederike Klümper Frederike.kluemper@tmg-thinktank.com
Email address for submission	Frederike.kluemper@tmg-thinktank.com ; heike.perscheid@tmg-thinktank.com
Date of call for tender	26.05.2023
Deadline for submission of bids	11.06.2023
Award type	Consultancy Service Contract
Duration of assignment including submission of final output	45 workdays between July and end of November 2023
Available resources	Maximum 10.000,00 EUR net excluding costs for travel to the workshop – covered by TMG directly

Dear Sir/Madam,

REF: CALL FOR TENDERS FOR A CONSULTANCY TO SUPPORT THE ORGANISATION OF A “REGIONAL EXCHANGE MEETING” IN THE CONTEXT OF THE “JUST TRANSITIONS” PROJECT

TMG Research invites qualified individuals and/or organisations to submit tenders to provide the services named above and detailed below.

Please direct any questions regarding the Call for Tenders to Frederike.kluemper@tmg-thinktank.com. TMG Research reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing by email to the address stated in this Call.

As part of this tender process, TMG Research makes no obligations in any way to:

- a) Pay any vendor for any Call for Tenders response; or
- b) Award the contract to the lowest or any specific bidder; or
- c) Accept any Tender information received from vendors; or
- d) Include vendors responding to this Call for Tender, in any future invitation; or
- e) Any other commitment to vendors whatsoever.

We look forward to receiving your response.

Yours sincerely,

TMG Research gGmbH

Email: info@tmg-thinktank.com

Terms of Reference

1. Background

TMG Research, (TMG), is a Berlin-based research institution with a team based in Nairobi and projects across several countries in Sub-Saharan Africa focusing on four areas: Food Systems, Land Governance, Nature-Based Solutions and Urban Agriculture.

The Land Governance programme is conducting multiple transdisciplinary accompanying research projects conducted in cooperation with TMG's partners from civil society, community-based organisations and government partners.

We are working towards strengthening responsible land governance, which is key to restoring landscapes that benefit people and ecosystems. With the adoption of UNCCD Decision 26/ COP 14 on land tenure, Parties to the Convention have committed to achieving land degradation neutrality (LDN) while protecting the legitimate tenure rights of people living on the land.

The Just Transitions project, funded by the Robert Bosch Stiftung, aims to expanding the knowledge base of our key partners in the field and building a network of experts monitoring the UNCCD land tenure decision. In particular, the project aims to facilitate an exchange platform between organisations working to secure smallholder land rights through LDN interventions and ultimately support the implementation of UNCCD Decision 26/ COP 14 on land tenure. This collaborative project supports national partners in Benin, Kenya, Madagascar, and Malawi to implement the UNCCD Land Tenure Decision in four key areas:

- b) strengthening in-country capacities for community-led land tenure mapping;
- c) empowering communities and their representative organizations to use tenure maps and land data to secure their rights
- d) contribute to regional-level implementation of the Land Tenure Decision by engaging in UNCCD civil society processes.

2. Objectives

We are looking for a short-term consultant to join our Land Governance programme and in particular the "Just Transitions" project for a period of max. 45 days (between July – end of November 2023). The objective is to support the successful implementation of a "regional exchange meeting" from an organisational perspective and support the conceptual development if needed. The meeting will involve up to 30 participants from up to 10 different countries and is expected to take place in Kenya.

3. Tasks

An important outcome of the "Just Transitions" project is the convening of a "regional exchange meeting". The meeting will bring together existing TMG CSO partners, UNCCD Focal Points as well as new partners to jointly discuss the status and requirements of the implementation of the UNCCD decision on land tenure and serve as a platform for joint engagement at the next UNCCD COP in 2024. TMG Research is looking for a consultant/ event organiser to manage the organisation of the meeting.

This includes, for example, communicating with participants and processing their requests as well as providing organisational support during the three-day event (in Kenya). Together with the project team, the consultant will translate the content and concept of the meeting into organisational elements needed for the meeting (e.g. develop detailed session plans, identify and organise communication material and printing needs etc.).

The consultant will support the Just Transition team, working closely with project staff to implement planned activities at the regional exchange meeting. TMG will also provide a short list of participants so that no selection of participants by the consultant is required.

4. Deliverables

The deliverables include:

- 1) Workplan to be developed in consultation with the project team in the first week of the assignment: mid July 2023
- 2) Workshop / Session plan (including timeline and outputs needed) are developed and contributions are made to the conceptualisation of the workshop, supported by the project staff: ongoing
- 3) Active communication and engagement with the participants, supported by the project staff: ongoing
- 4) Organising the event:
 - a. Provide TMG with quotations of meeting venues in Nairobi (1st September 2023), secure the venue and take over the communication with the venue, ongoing
 - b. Preparing session plans (allocating time slots, preparing material etc.), ongoing
 - c. Ensure all meeting rooms are arranged and ready for the meeting as per the session plan
 - d. Support and ensure to plan and organise accommodation of the participants, accordingly, supported by project staff
 - e. Prepare a logistical note for all participants, supported by TMG staff in Kenya
 - f. Identifying communication and outreach channels / needs and discuss with the project staff
- 5) 3-day Workshop for 30 people organised: between 6th – 11th November 2023

5. Supplier Requirements

- 1) A bachelor's degree in political science, development studies, geography, or economy or similar.
- 2) Proven experience in organising workshops in multi-cultural settings.
- 3) Excellent communication skills with a diverse group of actors (State and non-state actors, Civil society organisation, international organisations etc.).
- 4) Excellent organisational skills (such as experience in procurement and selection of venues).
- 5) Thematic experience is an advantage (such as on land rights, land governance or land use, land restoration, Rio Conventions).
- 6) Excellent oral and written communication skills in English is a must, professional working proficiency in French is welcome.

6. Application requirements

The application requirements include:

- 1) An offer describing how you would approach the task based on previous experiences. The offer should also include the daily rate and maximum number of days to complete the work in EUR.
- 2) CV(s) of the professional(s) who will work on the assignment.
- 3) At least 2 professional references from previous clients and full contact details of the referees.

7. Submission of tender

The complete tender document should be sent by email in one pdf file to the email addresses listed on page 1 at the latest by the deadline stipulated on page 1.

8. Evaluation Criteria

Evaluation Criteria	Weight
Price	40%
Previous experience in organising conferences or similar workshops	25%
Previous thematic experience (such as on land rights, land governance or land use, land restoration, Rio Conventions)	25%
Other	10%
Total	100%