Consultancy Title: Climate Change Mainstreaming
RFP number: US7156.08.03
Location: Remote
Contract Duration and LOE: August 28, 2023 – December 29, 2023 29 days LOE
Due date for clarifying questions: August 9, 2023 11:59 PM EST
Due date for full proposal: August 17, 2023 11:59 PM EST

I. Overview
Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than one hundred countries, without regard to race, religion or nationality. CRS’ relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

CRS is dedicated to addressing hunger and food insecurity among vulnerable communities around the world, and our Agriculture and Livelihoods programming is evolving to address the growing complexity of poverty and food security. Climate change and climate variability significantly impact agricultural production, leaving smallholder farmers particularly vulnerable. CRS has responded to the growing threat through a range of initiatives and programs ranging from stand-alone climate resilience programs to emergency relief after climate disasters, to climate-smart agriculture and nature-based solutions. However, as the climate crisis worsens and governments and donors, including the US government, increasingly prioritize climate risk management in their strategic focus CRS is stepping up its engagement. While the agency already has a significant focus and investments in climate risk management, for example through the Livelihoods and Landscape Restoration Scaling Platform, climate-smart agriculture interventions, the Climate Action Working Group and lately looking into carbon financing schemes, through this consultancy we are seeking to improve programming related to climate change through the assessment and development of adaptation tools, as well as strategic pointers for mainstreaming climate change across agency sectors and strategies.

II. Objectives of the consultancy
The objectives of this consultancy are threefold:
1) To review climate risk assessment tools and approaches for key CRS sectors
2) To finalize CRS’ Agriculture Climate Risk Assessment and Programming tool for program design, and develop draft training material to be piloted.
3) To review peer climate change adaptation and mitigation approaches, strategies and organizational structure to advance CRS work on climate change mainstreaming into agency sectors.

III. Specific Deliverables Activities (LOE- 29 days)
To support CRS’ climate change work the consultant will undertake the following specific tasks:
1. Preparatory meetings and documents review. 2-3 days
a. Conduct a series of background meeting with the Climate Change and NRM team, as well as Regional Directors, and other sector leads to make sure that the consultancy is presented and discussed with a broad range of interested staff and that inputs and key documents are provided.

2. **Finalize workplan and timeline: 1 day**
   a. Based on staff input, present a finalized workplan and timeline for the consultancy which should include background, learning objectives, methodology, activities, and deliverables

3. **Conduct literature review of existing climate risk assessment tools and methodologies: 8 days**
   a. Systematically identify and assess existing climate risk assessment tools looking for those which are generic and could be applied across sectors, as well as any sector specific tools, particularly for agriculture, health, education, vulnerable children, and water. Determine usefulness for CRS (identify clear criteria based on staff meeting in activity 1). Organizations to review include but are not limited to CARE (CBA), IISD (CRISTRAL), World Bank, and USAID. Provide a summary overview of the key tools with their sectoral associations, pros and cons in terms of how appropriate they are for CRS’ needs and areas where adaptations may be necessary

4. **Review and finalize CRS’ Agriculture Climate Risk Assessment Programming Tool. 5 days**
   a. Based on the staff meetings in activity one evaluate how to rework and finalize the existing draft of CRS’ Agriculture Climate Risk Assessment and Programming tool. If continuing in the current format, any changes should be aligned with the Disaster Risk Reduction Environmental Stewardship Tool

5. **Socialize findings and develop training materials for the Climate Risk Assessment Programming Tool 7 days**
   a. Organize and conduct a webinar to present the various tools (based on the summary) and walk through pros/cons. Introduce the CRS Agriculture Climate Risk Assessment and Programming tool and it’s uses. Training materials should be ready to be piloted in CPs and should include PowerPoints with talking points, exercises, and evaluation forms

6. **Develop strategic pointers (critical elements of the strategic objectives) for mainstreaming climate change adaptation and mitigation in CRS programming: 5 days**
   a. Map peer organizations and key stakeholder’s climate change adaptation and mitigation strategies and approaches, funding, and staffing structure. This should include an overview of training course that could be made available to CRS staff. Provide recommendation for content and direction of mainstreaming climate change adaptation and mitigation into CRS programming

### IV. Deliverables

1. Summary Overview and ranking of existing tools.
2. PowerPoint presentation of existing tools and guidance on when/how to use them.
3. Revised Agriculture Climate Risk Assessment and Programming tool
4. Training materials for CRS Agriculture Climate Risk Assessment and Programming tool
5. Policy brief with strategic recommendations for mainstreaming climate change adaptation and mitigation into CRS sectors and strategies (identify training courses)

### V. Qualifications:

1. A Masters or doctoral-level degree in international development (or similar) with a strong focus on climate change adaptation and mitigation (required),
2. 5+ years of experience working in the development climate change adaptation and mitigation space (required)
3. Experience working with smallholder agriculture and natural resource management but with the ability to look across sectors
4. Proven practical or research experience in climate risk assessment, adaptation and resilience building with smallholder farmers and communities required)
5. Proven experience producing high-quality research, strategy development, training and communication products (required)
6. Fluency in written and spoken English (required)

VI. Application Components:
1. Cover letter, which describes a brief summary of approach that demonstrates qualifications in undertaking the Scope of Work. This summary should highlight how the applicant will complete the deliverables.
2. Compensation rate per day, level of effort, and total cost.
3. Resume/CV.
4. Contact information for three professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country

VII. Clarifying Questions and Responses
Prospective bidders may submit any clarification questions to lauren.hamdy@crs.org, by August 9, 2023 11:59 PM EST. Responses will be provided to any known prospective bidders by August 11, 2023. The solicitation name “US7156.08.03 Climate Change Mainstreaming” must be included in the subject line.

VIII. Proposal Deadline
All proposals must be sent to lauren.hamdy@crs.org no later than August 17 11:59 PM EST. The solicitation name “US7156.08.03 Climate Change Mainstreaming” must be included in the subject line.