

Call for Expressions of Interest

Project Name: LEDS LAC Platform Secretariat & Technical Coordinator

Date: July 2022

Background

The [LEDS LAC Platform](#) (LEDS LAC) is a regional platform that is part of **Global Climate Action Partnership (GCAP)**, formerly called Low Emission Development Strategies Global Partnership (LEDS GP). GCAP engages leaders from over 450 institutions across government agencies, technical institutes, international agencies, and NGOs. It operates through robust regional platforms in Africa, Asia, and Latin America and the Caribbean. GCAP has five technical global working groups (WGs)¹ and a global secretariat. Through this Partnership, developing country leaders in each region set priorities for peer-learning, collaboration, information exchange, and advisory support to help progress their Low Emission Development Strategies (LEDS, also called Long Term Strategies, LTS) and Nationally Determined Contributions (NDCs), and enhance the formation and implementation of low emission development approaches, especially in developing countries and regions (for further details see www.ledsgp.org). Principles that guide the partnership include placing development priorities first, ensuring that low emission support is demand-driven and country-led, building lasting capacity in partner institutions, as well as encouraging broad stakeholder engagement.

A Global Secretariat of GCAP helps to coordinate work across regions and topics/working groups. A LEDS LAC regional secretariat supports coordination of implementation work in the Latin America and Caribbean region. The LEDS LAC is one of the three regional platforms of GCAP. LEDS LAC's mission is to promote the formulation and implementation of low-emission and climate-resilient development in Latin America and the Caribbean through peer-to-peer collaboration, capacity building and the exchange of knowledge and experiences among relevant actors in LAC and other regions.

LEDS LAC's specific objectives include:

1. To be a regional meeting point for a network of governments, cooperation of institutions, non-governmental organisations, academia, companies, and individuals working or interested in working on the development and implementation of LEDS in the region.
 2. To generate greater opportunities for coordination, collaboration and synergies in the development and implementation of LEDS, which will complement the work and build on the progress of initiatives and networks active in Latin America and the Caribbean and other regions.
 3. Develop and strengthen capacities, promoting learning and the exchange of information, good practices and lessons learned among relevant actors, which contribute to raise awareness and improve the processes of collaboration and implementation of LEDS.
 4. Facilitate the design and implementation of LEDS in the region through the dissemination of analysis tools, case studies, methodologies, and other mechanisms, strengthening the link between mitigation and adaptation.
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Objectives of Process

LEDS LAC is inviting Expressions of Interest from qualified institutions to serve as the Secretariat for the LEDS LAC Platform (LEDS LAC), including a Technical Coordinator role.

The role of the Secretariat to the LEDS LAC is to provide overall coordination of LEDS LAC activities. As the

¹ Agriculture, Forestry and Other Land Use (AFOLU), Energy, Finance, Transport, and Resource Efficiency

“central hub” of the regional platform, the LEDSLAC Secretariat coordinates with all LEDSLAC members, the global GCAP Secretariat, Working Groups, partner institutions and networks working in the region, as well as maintaining communication and coordination with other GCAP regional platforms in Asia and Africa.

Scope of work

The successful organisation would take on the role of the LEDSLAC Secretariat and will work closely with a LEDSLAC Technical Coordinator, the LEDSLAC Steering Committee, and the GCAP Global Secretariat². According to GCAP’s Terms of Reference (ToR), each regional platform of the GCAP establishes regional priorities through consultation with members and design and deliver regional activities to respond to these priorities and objectives. Each regional platform has its own Terms of Reference, which are designed following general guidelines of the global ToR, while allowing flexibility to accommodate donor and regional requirements. According to the LEDSLAC ToR, the different roles for elements of the regional Secretariat and Technical Coordinator are provided, as detailed below.

Roles and Responsibilities

According to the ToR for LEDSLAC, the following roles and responsibilities are expected of the LEDSLAC Secretariat and Technical Coordinator:

Composition of Secretariat - The Secretariat shall provide a minimum team that is able to assume the roles of **Technical Coordinator, Operations Manager, Assistant, Knowledge Management and Communications Expert. Additionally, a Communities of Practice Coordinator and a Fundraising and Partnerships Manager could be presented as separate team members, or included as part of the Technical Coordinator role.**

The LEDSLAC Secretariat is responsible for the following tasks:

- Manage the LEDSLAC projects and funds (including core and specific funds) and coordinate all activities related to LEDSLAC.
- Provide a safe space for members to meet, exchange their views and experiences, learn from each other, voice their needs, as well as showcase their initiatives.
- Communicate regularly with and manage the membership—including conducting outreach to broaden membership.
- Develop an Annual Work Plan together with the Technical Coordinator, as well as quarterly updates, based on the 2-4 priorities and targets established for the respective year. This Work Plan will be tightly focused describing regional platform technical activities, management structure, operations, performance metrics and regional fundraising efforts.
- Secure ongoing financial and in-kind support from diverse sources for the regional platform and develop strong partnerships with related programs in the region. The Secretariat will track financial resources and in-kind support across members and maintain an overall budget that shows these contributions.
- Develop a fundraising strategy jointly with the Technical Coordinator (aligned with the global fundraising strategy), including strategies for funding diversification.
- Develop regional partnerships and maintain communication and coordination across regional networks and partners to maximise synergies.
- Support for and strengthening of Communities of Practice (CoPs), Working Groups (WGs) and other LEDSLAC initiatives.
- Conduct monitoring and evaluation of all LEDSLAC activities (including core and specific funds)

- and reporting to the LEDS LAC SC, global Secretariat and funding institution(s).
- Facilitation of technical assistance through the Climate Helpdesk (or similar effort).
- Organise capacity building, regional events, peer learning sessions and other knowledge sharing activities – including a regular multi-topic (every 12-18 month) workshop for the regional platform as a whole and topic specific events on an ad hoc basis.
- Identification and dissemination of good practices and elaboration of knowledge management products.
- Support for and coordination of the work of the LEDS LAC Steering Committee (organising meetings, preparing documents, storing minutes, following up on decisions made) and response to the questions and requests by the Steering Committee.

The LEDS LAC Secretariat and the GCAP global Secretariat will meet on a regular basis, a minimum of twice a month, via conference call (or by other means of communication) to discuss ongoing and planned platform activities. The global GCAP Secretariat will provide guidance to the LEDS LAC Secretariat to ensure alignment across the GCAP. In this regard, the LEDS LAC Secretariat is expected to:

- Provide input on the GCAP Annual Work Plan to the global GCAP Secretariat, in line with the global work planning process.
- Coordinate with the GCAP Global Secretariat on membership procedures, budget, and communication material, among other topics.
- Support implementation and operations of the LEDS LAC platform and coordinate with the global GCAP Secretariat and Working Groups.
- Measure and report on impacts of activities at the regional and country levels, according to the GCAP guidance and report to the global GCAP Secretariat.
- Provide information to the global Secretariat and Working Groups on regional priorities, interests and needs and coordinate ongoing technical collaboration projects with working groups at the regional level.
- Promote awareness and use of GCAP technical resources and advisory services, inform the global Secretariat and working groups of country specific needs, and assist in coordinating delivery of expert advisory support and in-depth technical assistance on innovative programs to countries in the region.

The Technical Coordinator³ has a key role in guiding the Secretariat team, understanding LAC membership priorities, coordinating the design and implementation of activities in the Region, expanding partnerships and funding diversification. S/He should therefore remain in close collaboration with the LEDS LAC Co-Chairs and Steering Committee and perform tasks outlined below in close collaboration with the LEDS LAC Secretariat team. The Coordinator is part of the Secretariat team. Keeping close coordination with the full Secretariat team is of key importance. The Technical Coordinator is responsible for the following tasks:

- Provides thought leadership to the direction or strategy of LEDS LAC (jointly with the LEDS LAC Steering Committee, SC) and facilitates decision-making by the LEDS LAC SC.
- Promotes innovation and critical thinking.
- Identifies key opportunities for LEDS LAC's development.
- Suggests annual targets for the LEDS LAC to the LEDS LAC SC (in consultation with the LEDS LAC Secretariat team).

³ The candidate organisation should submit proposals for their proposed technical coordinator, with at least 2 alternative options. The technical coordinator can be part of the candidate organisation, or from another institution.

- Ensures coherence in the implementation of the LEDS LAC Secretariat's activities.
 - Monitors the execution of LEDS LAC activities (including funds) and leads the subsequent steering measures (in close collaboration with the LEDS LAC SC).
 - Reports on progress to the LEDS LAC SC.
 - Coordinates the agenda for SC meetings with the Co-Chairs.
 - Establishes and sustains strategic partnerships.
 - Leads fundraising strategy/ funding diversification efforts, including for the funding of the LEDS LAC Secretariat.
- Responsible for the use, communications, and applications of the LEDS LAC's trademark, considering all relevant limitations and restrictions according to the principle of LEDS LAC.

Activities

LEDS LAC expects interested organisations to suggest a team and program of activities that meets the objectives above and delivers the components outlined in Role 1 (Secretariat), Role 2 (Technical Coordinator), and Joint Responsibilities, listed below. This will build on their experience and expertise in the field, to develop and coordinate implementation of a program that will have the biggest impact.

Specifically, the requirements of the role of LEDS LAC Secretariat are indicated under Role 1, and the requirements of the role of Technical Coordinator are indicated under Role 2 in the table below, together with a set of joint responsibilities:

Function	Role 1 (Secretariat)	Role 2 (Technical Coordinator)	Joint Responsibilities	Comments
Deliver a cadre of personnel to implement roles set out below.	Provide the services of an Operations Manager and a team providing technical and project management support to the work streams for Role 1 and joint responsibilities	Provide the services of a Technical Coordinator of the LEDS LAC Platform to implement Role 2 and joint responsibilities.		
Develop the LEDS LAC annual work plans: completing the annual work plans in consultation with LEDS LAC members, LEDS LAC Steering Committee, WGs and the global secretariat; managing and adjusting implementation.	Work closely with the Technical Coordinator, GCAP global secretariat, and the LEDS LAC Steering Committee, LEDS LAC members and working groups, to develop the LEDS LAC annual work plans. Initiate regular reviews of progress and take the lead in adjusting plans as required in consultation with the Technical Coordinator, the LEDS LAC Steering Committee and other organs of GCAP. Take the lead in initiating consultations with LEDS LAC members, also coordinate development and finalisation of the work plan, working closely with the Technical Coordinator.	Take the lead, working closely with the Secretariat, to develop and finalize the LEDS LAC annual work plans, regular reviews of progress and adjustments to the work plan as needed, helping to liaise with the LEDS LAC Steering Committee.	Regular review of the annual work plan through coordination meetings and discussions with the global secretariat and the LEDS LAC Steering Committee. Participate in dialogues coordinated by the global secretariat to finalize the GCAP work plans.	The work plan is developed and adjusted in close consultation with LEDS LAC members and the LEDS LAC Steering Committee
Develop and implement the LEDS LAC Regional Workshops	Take the lead on: Overall coordination with the LEDS LAC Steering Committee, global secretariat, working groups and the membership, towards implementation of the annual events; send invitations; translation, travel, hotel and venue arrangements and bookings; design and delivery of specific sessions related to work areas that the Secretariat is progressing, jointly with the Technical Coordinator where appropriate; working with partners in implementing associated events; communications; coordinating record taking; finalisation of the record of the meeting.	Work with the Secretariat to develop the initial proposals for themes, format and timing of the meeting. Provide advice, comments and verbal and written inputs to the agenda, invitations, and on sessions and partners to approach. Find partners and sponsors for regional events/workshops Support the Secretariat with record taking, review and finalisation of the report.	Develop the themes and an outline agenda for discussion with the LEDS LAC Steering Committee, working groups and global secretariat. Agree responsibility for leading the development and implementation of specific sessions. The Secretariats will agree to a plan sharing outreach to members during the conference to discuss requests for technical assistance, peer-learning needs and other advisory support.	A face-to-face meeting of the LEDS LAC Steering Committee is usually held in the wings of the LEDS LAC Annual Event.
Specific technical activities	Lead the design and implementation of other peer learning and technical cooperation	Lead the LEDS LAC's implementation including:	Discuss with members their priorities and match these with	

	<p>activities with the Global Secretariat and working groups,</p> <p>Communities of Practice</p> <p>and/or other face-to-face training activities.</p> <p>Design and coordination of regional topic specific</p>	<p>Liaison with other partners.</p> <p>Oversee implementation of communities of practice and work streams.</p> <p>Work with the comms team to prepare draft communications as required for the LEDS LAC on this activity (press releases, reports, material for the web site).</p> <p>Oversee data collection, progress reports, outputs and outcomes.</p> <p>Represent the LEDS LAC in discussions and regional and international climate events</p> <p>Actively provide advice, comments and verbal and written inputs to the development and implementation of other peer learning and technical cooperation activities</p>	<p>LEDS LAC services and event planning.</p> <p>Jointly review the work plan's balance and implementation. Propose adjustments and liaise with the LEDS LAC Steering Committee on these.</p>	
<p>Progress Climate Accelerator (advisory support) to LEDS LAC members.</p>	<p>Work with the global secretariat to manage the suite of technical assistance requests from LEDS LAC members. This includes developing outreach materials on these services, conducting country consultations, leading discussions with the countries to scope and deliver the support, identifying local/regional experts to deliver support, and monitoring responses and reporting on impact.</p> <p>Contract with local experts to provide advisory services to country requests (information on funding for these services is provided below)</p>	<p>Review technical requests received to ensure it meets eligibility criteria and achieves desired impact to advance NDC/LEDS implementation in the region.</p> <p>Ensure linkage of LEDS LAC peer learning activities and LEDS Climate Accelerator .</p> <p>Develop opportunities/proposals for scaling up support to the Climate Accelerator Program to quickly respond to LAC country requests for technical support.</p>	<p>Generate requests for technical assistance through consultations with LEDS LAC members in the course of work plan implementation and feed these into requests for Advisory Services and other work plan processes.</p>	
<p>Communications and Knowledge Management</p>	<p>Take the lead in:</p> <p>Developing and implementing a Communications Strategy, in consultation with the global secretariat, LEDS LAC Steering Committee and LEDS LAC members.</p>	<p>Provide guidance on developing communications and knowledge product activities and outputs related to the LAC LEDS Project.</p> <p>The Technical Coordinator must be bilingual in both Spanish and English to</p>	<p>Liaise with the global secretariat communications team to align efforts on branding, editorial policy and quality control; and to coordinate activities.</p>	<p>A key objective is to enable a bilingual LEDS LAC platform in both Spanish and English.</p>

	<p>Further develop and update the LEDS LAC website.</p> <p>Develop and implement strategies to enhance both internal and external communication of LEDS LAC services, activities and results. This includes regular production of an e-newsletter and development of knowledge products (case studies, best practices, success stories, toolkits, etc).</p> <p>Manage the LEDS LAC's social media presence.</p> <p>Support the delivery of webinars through logistical support and provision of a delivery platform</p>	enable communications across the Platform.	Liaise with the global secretariat on a monthly basis to highlight activities of the LEDS LAC within wider GCAP communications.	
Managing LEDS LAC membership	<p>Design a membership engagement strategy for the LEDS LAC Platform.</p> <p>Maintain LEDS LAC membership list and mailing list.</p> <p>Update list of individual members every 2 years, or as agreed.</p> <p>Conduct outreach to new members to join the LEDS LAC Platform.</p>	Provide guidance to the Secretariat team on outreach efforts and enhanced membership engagement on LEDS LAC activities.	Support outreach to new members through program contacts and representation of the LEDS LAC. Identify new members and sustain member engagement.	
Monitoring and Evaluation	<p>Update the M&E results framework for LEDS LAC activities (to be included in annual work plans)</p> <p>Coordinate results statements, by:</p> <p>Tracking, collecting data and gathering/writing outcome and impact case studies, in accordance to GCAP and LEDS LAC SC guidelines.</p> <p>Prepare regular reports in required formats for submission to the global secretariat and LEDS LAC Steering Committee for input.</p> <p>Prepare external communication materials on the impacts of LEDS LAC activities.</p>	<p>Analyse impact of LEDS LAC activities against set targets (and members priorities) and propose changes to activities to ensure achievement of targets.</p> <p>Communicate impacts of LEDS LAC work to LEDS LAC SC, GCAP SC, donors, and to other audiences.</p>		
Business development and partnerships	In close consultation with the Technical Coordinator, Global Secretariat, the LEDS LAC Steering Committee and wider GCAP community, develop and agree on a	Develop funding partnership strategies and options as well as foster new relationships, attract new members and develop partnerships with key	Actively mobilise technical and financial partnerships to diversify and strengthen support for	

	<p>partnerships and funding strategy and agree approaches for implementation, including mapping of funding windows on LEDS.</p> <p>Submit on behalf of the LEDS LAC, at least <u>three</u> proposals for funding of specific activities per year.</p>	<p>institutions in the region. Present to LEDS LAC SC for input.</p> <p>Lead outreach to donors and partners on key LEDS LAC priority areas.</p> <p>Actively match emerging needs of member states within the LAC LEDS Project/LEDS LAC with <u>at least three funding proposals per year</u>.</p>	<p>activities, through outreach and promotion of the LEDS LAC.</p> <p>Develop new partnerships with key institutions working in the LAC region.</p>	
<p>Support the LEDS LAC Steering Committee</p>	<p>Working closely with the Technical Coordinator, Steering Committee and the Co-Chairs:</p> <p>Agree dates, make logistical arrangements for meetings and issue invitations and agendas</p> <p>Coordinate preparation of papers.</p> <p>Prepare brief(s) for Co-Chairs as necessary.</p> <p>Prepare reports.</p>	<p>Prepare specific papers and reports as required.</p> <p>Help prepare and lead meetings with the LEDS LAC Steering Committee.</p>	<p>Jointly discuss items and raise these with the LEDS LAC Steering Committee for discussion.</p> <p>Propose new SC members and SC processes, as required, to enhance the work of the Steering Committee.</p> <p>Attend and participate in meetings of the LEDS LAC Steering Committee in an <i>ex officio</i> capacity.</p>	
<p>Participate in Internal GCAP meetings and calls with Working Groups</p>	<p>Make arrangements for coordination calls with GCAP Global Secretariat, quarterly calls with working groups, and Steering Committee meetings every two months, and liaise on agenda.</p> <p>Prepare/finalize/ implement work plans and prepare LEDS LAC annual meeting sessions / events / workshops</p> <p>Discuss work plan developments, management and reporting, as well as share best practice.</p>	<p>Participate in calls and support the Secretariat on development of the agenda and summary reports.</p>	<p>Coordinate with the global secretariat on membership procedures, budget and communications.</p> <p>Actively comment on documentation, participate in, and propose items for discussion verbally or written.</p>	<p>Global secretariat to make arrangements for calls (bi-weekly for Secretariat coordination, every 2 months for Steering Committee meetings, and quarterly for Working Groups).</p>

Project Governance and Project Management

The LEDS LAC Secretariat will respond to the guidance of the LEDS LAC Steering Committee and coordinate closely with the GCAP Secretariat and implementing partners. The secretariat team will respond to the Coordinator directly, and the Technical Coordinator will report to / be guided by the LEDS LAC Steering Committee.

The LEDS LAC Secretariat will report to the LEDS LAC Steering Committee and Global Secretariat against an agreed upon annual work plan and monitoring and evaluation (M&E) framework. The M&E process will gather the necessary evidence and report on the objectives as defined in the table above and the GCAP Strategic Plan and capture any unexpected changes that may emerge – this should be captured in the candidate institution's regular progress reports. The GCAP secretariat will advise as needed.

The candidate organisation will need to demonstrate:

- How it will ensure that the needs of both Spanish and English-speaking countries are addressed.
- The specific team that it proposes to implement these functions, with the inclusion of CVs.
- A proposed budget to cover personnel and other support required to implement the role of the Secretariat.
- Effective governance in the management of resources.

Technical Proposal

Candidate institutions are encouraged to propose innovative approaches that will meet the objectives of the LEDS LAC Platform and community. Candidate institutions must provide a concise, but evidenced case for their role as the LEDS LAC Secretariat as well as the to justify their recommendation for the Technical Coordinator. This will be delivered in the following way:

Part 1: Experience, Capability and Resourcing (fewer than 1,500 words), setting out:

Experience:

- ✓ Name and contact details of lead organisation including information on location of main offices and branches.
- ✓ A brief description of the candidate organisation's relevant experience and capabilities according to the selection criteria. This includes the following:
 - Supports the Goals, Activities and DEI (Diversity, Equity and Inclusion) targets of GCAP and LEDS LAC, and has experience and leadership in topics of Low Emission Development Strategies (LEDS) in LAC such as: climate change, resilience, mitigation, adaptation, and/or sustainable development
 - Experience and leadership role working directly with government agencies, donors, technical institutions in LAC, and engaging private sector on climate action in topics related to LEDS in LAC

- Experience in developing and securing funding proposals and establishing enduring partnerships
 - Experience in organising forums to promote “Peer Learning”, capacity building, and/or Communities of Practice (CoP)
 - Active Member in LEDS LAC
- ✓ Examples and other forms of evidence (reports, websites, case studies, etc.) clearly demonstrating the required experience and expertise. The candidate organisation shall articulate how this experience is relevant to or will benefit the LEDS LAC Platform.

Resourcing - Proposed Personnel/Project Staffing/Resource Capacity

- ✓ Please provide an overview of the personnel who will be conducting the work and their roles and responsibilities in completing the work.
- ✓ Please include the name of the proposed Technical Coordinator(s). For this role, the candidate organisation should also submit 2 additional alternatives for Technical Coordinator, to be considered in the review process.
- ✓ For each individual, please provide details of their hourly labour cost, roles and responsibilities for this project and indicative number of days, along with a brief description of previous experience in this area.
- ✓ Set out how the project will be initiated, and key activities prioritised for the first 4 months.
- ✓ Please submit detailed CVs for all project staff along with this document in an appendix. CVs should be no longer than **2 A4 pages each**.

The Capabilities, Credentials and Criteria for the key team members should include the following as a minimum:

Technical Coordinator -

- Strong connectivity with institutions, countries, donors and technical institutions working on low emission development in LAC
- Experience and leadership role working directly with government agencies in topics related to LEDS in LAC (climate change, resilience, mitigation, adaptation, and/or sustainable development)
- Involved in the activities of the Communities of Practice (CoP) linked to LEDS LAC (preferred but not required)
- Experience in organising forums to promote “Peer Learning” and capacity building
- Professional capacity in communications and knowledge management
- Effective and efficient program management and procurement systems
- Experience with fundraising and developing and sustaining meaningful partnerships
- Active member in LEDS LAC (preferred but not required)
- Ability to manage the work plan in English and Spanish (this applies to both the Secretariat and

Technical Coordinator), with fluency of level C or higher in each. Should be a C2 level in at least one of those. Portuguese working knowledge would also be helpful.

Operations Manager -

- Experience managing the operation of a program, initiative, platform or organisation involved in any of the areas of LEDS LAC
- Experience working in the LAC region
- Fluent in English and Spanish, and working knowledge of Portuguese preferred

Knowledge Management Expert and Communications Expert -

- Experience managing communications and social media platforms
- Experience managing communications for a program, initiative, platform or organisation
- Experience managing communications related to low emission develop in LAC or other areas that form part of the LEDS LAC platform
- Fluent in English and Spanish, and working knowledge of Portuguese preferred

Coordinator for Communities of Practice (could be same as Technical Coordinator) -

- Experience working with one or more of the Communities of Practice
- Experience in the areas related to the Communities of Practice or Technical Working Groups of LEDS LAC or LEDS GP (Electric Mobility, Bioenergy, M&E of Adaptation, Private Sector Engagement, Resource Efficiency, Renewable Energy – RELAC, Transparency, Green Recovery, Net Zero Transitions, and Accelerating Private Investment)
- Fluent in English and Spanish, and working knowledge of Portuguese preferred

Fundraising and Partnerships Manager (could be same as Technical Coordinator) -

- Demonstrated experience in developing funding partnership strategies
- Experience leading outreach to donors and partners, especially in areas relevant for LEDS LAC
- Experience working with finance institutions and cooperation organisations in LAC
- Fluent in English and Spanish, and working knowledge of Portuguese preferred

Part 2: Technical Approach and Methodology (fewer than 2,500 words)

The proposed technical approach and methodology should include as a minimum:

- ✓ Approach to be taken to elaborating and implementing their role as Regional Secretariat and Technical Coordinator.
- ✓ The approach the organisation will take to: (a) deepening the impacts of the LEDS LAC in meeting country needs and fostering regional collaboration; and (b) expanding partnerships and long-term support to enhance the financial, technical and structural sustainability of the LEDS LAC Platform.

- ✓ Overview of prior and proposed working relationship of the organisation with the LEDS LAC, GCAP (previously LEDS GP), and/or in supporting governments and a range of practitioners to progress LEDS, NDCs and LTS (long-term strategies).
- ✓ High level work plan and timeline for implementing the proposed activities.

Statement of Risks (fewer than 1,000 words) - Candidate organisations should produce a separate statement of the risks, assumptions, issues and challenges that you believe this program will face during development, implementation and ongoing management, along with the recommended mitigating actions.

Financial Proposal

Candidate organisations must provide a detailed financial proposal in US Dollars, inclusive of all applicable taxes. The financial proposal will be evaluated on the extent to which it demonstrates value for money.

- ✓ The budget should be structured in line with delivering the candidate organisation's work plan and include a breakdown of all component costs, including third party costs.
- ✓ Fees should be broken down by individual, daily or hourly rate and activity.
- ✓ Expenses should be estimated separately- logistics, travel, printing, venue hire etc.
- ✓ Overhead expenses can be included in the total cost of the project but should be incorporated into fee rates for staff members.
- ✓ Candidate organisations should ensure that they state any assumptions that have been built into the costing provided.
- ✓ Candidate organisations should briefly summarise how their proposal represents value for money, and also address the degree of in-kind support offered.

The budget available for the Secretariat's and Technical Coordinator's functions (Role 1, Role 2, and Joint Responsibilities) and activities will be a maximum of US\$ 380,000 over a 2-year contract⁴, to cover:

⁴ After 2 years, the LEDS LAC Steering Committee (together with the global GCAP Secretariat) will conduct a performance review of the regional secretariat and determine if the contract should be renewed for an additional 2 years, or if a selection process for the LEDS LAC Secretariat should be implemented. After 4 years, a new competitive process will be implemented, where the incumbent Secretariat would also be invited to bid.

- ✓ Personnel, including the Technical Coordinator, and a team supporting different implementation functions.
- ✓ Travel expenses for personnel team (e.g. to LEDS LAC annual events, COP27, other selected regional events)
- ✓ Program implementation costs for specific activities (to be complemented by leveraging from other LEDS LAC partners).
- ✓ Establishment of a separate specific bank account for all LEDS LAC activities, regardless of the budget origin, from global or specific sponsors (for workshops, CoP or projects). This should be overseen by the technical coordinator, reported to the LEDS LAC Steering Committee regularly. The costs associated with this account should be included in the financial proposal.

The financial proposal will outline how resources will be allocated across personnel, personnel expenses (travel costs and subsistence to meetings) and program implementation to achieve the objectives of the LEDS LAC, noting that some additional financing will be required to deliver a full program of work.

The budget should broadly achieve the following balance, which can be adjusted to proposed budget and using cost savings allocated from one area to another:

USD\$ 230,000	Personnel costs to support: preparation of the annual LEDS LAC events, work plan development, representation of the LEDS LAC, building partnerships, fundraising, preparation of project proposal, coordinating technical assistance and matchmaking, collaboration on country and regional level trainings and activity implementation, framing and implementation of webinars, knowledge products, events, Communities of Practice, preparation of communications materials and the web site, M&E, supporting LEDS LAC coordination across the membership, supporting the Co-Chairs and Steering Committee in their deliberations through the development of agenda, papers, minutes and implementing decisions, collaborating with the wider GCAP, working groups and regional platforms, maintaining membership lists.
USD\$ 50,000	Expenses to support staff travel to any key meetings throughout the 24-month period (including the LEDS LAC annual events, UNFCCC COP 27, workshops and events related to networking and Secretariat coordination)
USD 100,000	Outsourced program implementation, including contracts related to technical assistance or climate advisory services, technical support of Communities of Practice, implementation of the Regional Accelerator for Agriculture, Climate and Energy (RAACE) Initiative, face-to-face peer learning events, etc.

In addition to these amounts, the LEDS LAC Secretariat will work with the GCAP Secretariat to:

- source local or regional support for technical assistance requests (Climate Accelerator) through working groups and external partners,
- develop proposals for funding for -in-depth work around specific LEDS and NDC implementation topics.

Selection Process

GCAP and LEDS LAC are seeking expressions of interest of an organisation (or a consortium of organisations) to serve as the Secretariat for the LAC LEDS Platform. Candidate organisations are invited to submit a proposal (technical and financial, as described above) electronically to secretariat@ledsgp.org.

Once published, all questions on the process must be sent via email to the LEDS LAC Point of Contact of the Global Secretariat by **20 July 2022**. All proposals need to be received by **8 August 2022**. A small selection committee composed of selected members of the LEDS LAC Steering Committee will receive and evaluate the proposals according to the criteria established below. The Technical Proposal will have a weighting of 80% of the total score with 8 different evaluation criteria, and the economic proposal will have a weighting of 20% of the total score with two evaluation criteria. If needed, candidate organisations will be called for a virtual interview by the Steering Committee and/or selection committee or to provide additional details. The target date for announcement of the selected candidate will be **1 October 2022**, with a preliminary start date of **1 November 2022**. However, it should be noted that LEDS LAC reserves the right to adjust dates and add further events if a program requirement or unforeseen delay arises.

An initial 2-year contract will be proposed to the selected Secretariat. Future contracts will be prepared in the light of performance and the availability of resources.

When the new Secretariat is selected it will work with GCAP and the incumbent Secretariat to further define the responsibilities of each entity, in consultation with the LEDS LAC Co-Chairs and Steering Committee.

Evaluation Criteria

The contract will be awarded on the following criteria for the Secretariat (including the Technical Coordinator):

Selection Criteria – Technical Proposal (80%)⁵		Maximum Points
Part 1: Experience		
A	Supports the Goals, Activities and DEI targets of GCAP and LEDS LAC, and has experience and leadership in topics of LEDS in LAC	7
B	Experience and leadership role working directly with government agencies, donors, technical institutions in LAC, and engaging private sector on climate action in topics related to LEDS in LAC	7
C	Experience in developing and securing funding proposals and establishing enduring partnerships	7

⁵ Specific case studies, examples and evidence (reports, websites, etc.) should be provided where possible to demonstrate requested experience as part of the Technical Proposal.

D	Experience in organising forums to promote “Peer Learning”, capacity building, and/or Communities of Practice (CoP)	7
E	CVs for Key Personnel	7
F	Active Member in LEDS LAC (not required)	5
Sub-total for Part 1		40
Part 2: Technical Proposal		
G	Evaluation of proposed approach and methodology	25
H	Evaluation of proposed activities and timeline	10
I	Evaluation of risk proposal	5
Sub-total Part 2		40
Total		80

Points

0-20 points	Does not qualify
21-40 points	Low
41-60 points	Medium
61-80 points	High

Selection Criteria – Economic Proposal		Maximum Points
A	Cost	10
B	Efficiency in use of resources	10
Total		20

Points

0-5 points	Does not qualify
6-10 points	Low
11-15 points	Medium
16-20 points	High

Criteria Breakdown	Weightings
Technical proposal	80%
Financial Proposal	20%

Closing Date for submissions

Candidate organisations must email their proposal submissions by the Closing Date of **8 August 2022**. Submissions received after this deadline will not be accepted.

Delivery of the proposal

The proposal must be marked in the subject heading “**Application to LEDS LAC secretariat**” and emailed to the Global Secretariat: secretariat@ledsgp.org.

Proposals must be submitted in electronic form using Microsoft Office compatible applications.

Communication during proposal period

All questions relating to the contents of this invitation for expressions of interest are to be submitted (by email in English or Spanish) to the following address no later than 20 July 2022, with the subject heading “Questions on Selection Process for LEDS LAC Secretariat”:

Questions	Contact	Email Address
Financial OR Technical	LEDS LAC point of contact for the Global Secretariat	secretariat@ledsgp.org

The LEDS LAC POC will respond to all reasonable requests for clarification as soon as reasonably possible. All questions must be sent by email only.

Eligible Countries

Organisations based on the following countries are invited to submit expressions of interest: Antigua and Barbuda, Argentina, Barbados, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Paraguay, Peru, St. Lucia, Trinidad and Tobago, and Uruguay.

Timetable of Events

Note that this timetable is provided on a best information basis only. LEDS LAC reserves the right to adjust dates and add further events if a program requirement arises. LEDS LAC will inform candidate organisations submitting proposals of any changes.

Event	Date
Closing date for questions to be submitted	20 July 2022
Closing date for receipt of proposals	8 August 2022
Target date for announcement of successful organisation	1 October 2022
Initiation of activities	1 November 2022 ⁶

⁶ Delays may occur due to unforeseen reasons and the organisation will be notified accordingly.