

Schedule 2 – Terms of reference



TECHNICAL SPECIFICATIONS – TERMS OF REFERENCE

with respect to the following assignment :

**Assistance technique au renforcement de la capacité des banques
membres IDFC - Relance**

Ref. AFD/MPC/BPD-2025-0008

French Development Agency
5 Roland Barthes
75598 Paris Cedex 12 - RCS PARIS B 775 665 599
Telephone: + 33 (0)1 53 44 31 31

SUMMARY

Presentation of the AFD	3
Presentation of the Prescriber Service	3
The International Development Finance Club (IDFC),	3
About the IDFC Facility and the IDFC Facility Coordination Unit (FCU)	4
Context and objectives of the mission	4
Description of the activities under the contract	4
Conditions	6
Delivery/execution conditions and contact persons	6
Estimated duration of the service, intermediate steps, intervention times, etc.	6
Expected deliverables	6
Expected skills of the Service Provider	6
Validation of deliverables by AFD	7
Deliverables Validation Process	7
Criteria for validation of deliverables	7

Presentation of the AFD

The Agence française de développement (AFD) group is a public institution that finances, supports and accelerates transitions towards a more just and sustainable world. As a French platform for official development assistance and sustainable development investment, we build shared solutions with our partners, with and for the people of the South.

Our teams are involved in more than 4,000 projects in the field, overseas and in 115 countries, for the common good of humanity – climate, biodiversity, peace, gender equality, education and health. We contribute to the commitment of France and the French to the Sustainable Development Goals. For a common world.

Through **grants, loans, guarantee funds or debt reduction and development contracts**, AFD finances projects, programmes and studies and supports its southern partners in building their capacity.

Its subsidiary **Proparco** (www.proparco.fr) supports private investments. Dedicated to mobilizing French public expertise.

Expertise France (www.expertisefrance.fr) [joined the AFD group on](#) 1 January 2022. Second agency by its size in Europe, It designs and implements projects that sustainably strengthen public policies in developing and emerging countries. durable (SDGs).

AFD also collaborates with French and international academic networks to stimulate debates and forward-looking reflections on development.

It manages the French Global Environment Facility (FFEM), **which co-finances projects that reconcile environment and development.**

All information relating to AFD, and in particular its Charter of Ethics, which the service provider is strongly invited to consult, can be found at www.afd.fr.

Presentation of the Prescriber Service

The International Development Finance Club (IDFC),

Established in 2011, IDFC is the leading group of 26 national and regional development banks worldwide, mainly active in emerging markets. IDFC is the world's largest provider of public finance for development and climate, with cumulative assets of US\$4 trillion and annual commitments of over US\$800 billion, including US\$180 billion in climate finance and US\$ 18 billion in biodiversity. IDFC members are united and work together to achieve the Sustainable Development Goals (SDGs) and the commitments of the Paris Climate Agreement. IDFC members have the unique function of supporting national policies while transferring international priorities to their own constituencies. IDFC's work has highlighted the important and growing role that national development banks play in the international development finance architecture, thanks to their local roots and legitimacy on the ground.

The IDFC Secretariat is provided by the Public Banks Division (BPD) division within the International Partnerships Mobilization Department (MPC). The Secretariat is responsible for the overall coordination of the Club's activities, in conjunction with the General Management and the other AFD departments involved in the various projects carried out with its members.

About the IDFC Facility and the IDFC Facility Coordination Unit (FCU)

The IDFC Facility, launched in November 2019 as the Club's operational arm, is supporting IDFC members in doing more and better climate & biodiversity finance and being aligned with the goals of the Paris Climate and Biodiversity Agreements, particularly by enhancing knowledge exchange between members and capacity development on climate-related topics. The IDFC Facility is hosted by AFD within the BPD Division and uses the AFD procedures and tools to implement its activities.

In details, the IDFC Facility objectives are fourfold:

- Pursuing advocacy on measuring and mainstreaming climate finance,
- Promoting investments that are aligned with the Sustainable Development Goals and the Paris Agreement,
- Easing access to project preparation and project financing,
- Increasing cooperation and knowledge sharing between members.

The IDFC Facility is implemented by the Coordination Unit (CU). The IDFC FCU is a mix between secondees from IDFC member institutions and Consultants. They are responsible to deliver on the approved annual work programme to the benefit of IDFC members.

Context and objectives of the mission

The primary objective of this assignment is to design and deliver a comprehensive capacity-building programme to enhance the knowledge, skills, and capabilities of IDFC members staff. The consultant will focus on key areas, including but not limited to climate finance sources, investment tools, project structuring, risk management, and climate policy alignment with Paris Agreement and with the Kunming-Montreal Global Biodiversity Framework.

The Consultants's assignment is to support the IDFC Facility to provide a tailored capacity-building programme to its members by conducting at least one in person capacity-building training session per year during three years, as well as by carrying out other activities throughout the 36 months of the mission.

Description of the activities under the contract

In order to sustain the capacity building of the members' staffs, IDFC envisages to hire the Consultant for supporting IDFC members for one annual edition, possible to be renewed twice, up to three years.

The contract for the 1st capacity-building training sessions for the first year (2025) will comprise the steps 1, 2, 3 and 4.

The contracts for the 2 following years (2026-2027) can be discussed at the end on each year to agree on renewal.

The consultant assignment requires up to 75 expert days (senior staff), which are spent in the period from Mid-January to Mid-August 2025 according to the following milestones:

- Step 1: 15 days after the signature of the contract,

- Step 2: 1,5 month after the signature of the contract,
- Step 3: 2 months after the signature of the contract,
- Step 4: 4-6 months after the signature of the contract.

Thus the contract for the 1st campaign will be firm and the two subsequent ones are optional and subject to confirmation from IDFC at the end of each capacity-building training session.

In order to increase the capacity of IDFC member staff related to climate, biodiversity, gender and Sustainable Development goals, the Consultant will provide dedicated in person and online training sessions concerning the abovementioned topics.

The tasks of the consultant include the following:

1. **Step 1: Needs assessment and programme design**

Firstly, for the first year, the consultant should conduct a needs assessment through surveys, interviews with relevant stakeholders (IDFC secretariat, IDFC Climate & Biodiversity Working Group, etc) to identify specific knowledge gaps and training needs. Secondly, the consultant should develop a detailed training curriculum and tailored programme for three years, to address these needs, and present the proposed curriculum to [IDFC Secretariat and/or Facility] for feedback and final approval (15 days) ;

2. **Step 2: Module development**

Based on the above approved document, elaborate the detailed programme and training modules for the 1st capacity-building year (2025). Ensure that the programme includes a mix of in-person capacity-building sessions and online activities throughout the year, with practical examples, case studies, site visits, and interactive components (20 days);

3. **Step 3: Training delivery and development of knowledge resources**

The consultant should develop training materials and conduct training sessions (either in-person, remote, or hybrid) according to the agreed curriculum. Use various teaching methods, such as lectures, workshops, case studies, group discussions, and interactive exercises (20 days). Provide knowledge material that will be posted on IDFC website knowledge library and other communication channels whenever relevant. The in person trainings (5 days) may be delivered around spring of each year (april/may);

4. **Step 4: Evaluation and reporting**

After the implementation of the planned activities described in the IDFC capacity-building programme (proposed in step 1) at the end of each year, the Consultant should assess participants' progress, collect feedback on the programme through surveys to ensure it meets the participants' needs (10 days) and prepare a final report summarizing the training programme, key achievements, lessons learned, and recommendations for the capacity-building activities of the following year, organizing feedback meetings with IDFC secretariat and members (5 days).

These tasks will be carried out under the supervision of and in close coordination with the IDFC Facility Coordination Unit (IDFC FCU).

Conditions

Delivery/execution conditions and contact persons

The contract will be executed mainly remotely, but also on the premises of AFD, which has its headquarters at 5 rue Roland Barthes, 75012 Paris and at two IDFC members countries. The Mission will be under the responsibility of Mustapha Kleiche, Head of the IDFC Facility.

Estimated duration of the service, intermediate steps, intervention times, etc.

36 months, starting from January 2025 to December 2027.

In its offer, the holder will propose a resource person, who will be required to work throughout the duration of the contract.

Expected deliverables

List of outputs to be delivered by the holder:

- IDFC capacity-building needs assessment report, (1st year only)
- IDFC capacity-building strategy and methodology with a detailed distribution of expert days, budget and tailored foreseen services that meets IDFC need's to provide annual in-person capacity-building sessions and online activities to its members, (every year)
- IDFC capacity-building work programme with detailed training curriculum and module content for 3 years (2025-2027), (every year)
- Delivery of training (online and in-person) sessions with all relevant training and learning materials that could be shared with IDFC Facility Communication manager, (every year)
- Annual evaluation reports (in 2025 and 2026) with assessment results and feedback analysis, (every year)
- Final report with programme summary, achievements, lessons learned, and recommendations in 2027. (last year only)

Expected skills of the Service Provider

- Strong knowledge and experience regarding the work of development financing institutions, including IDFC members;
- Proven ability to design and deliver training programs for financial development institutions;
- Familiarity with methodologies for climate mitigation finance tracking, ideally the CP-MIT, the CP-Adaptation, Biodiversity and the EU taxonomy;
- Sound knowledge and experience regarding technical requirements for climate and biodiversity activities;
- Practical experience with technical working groups dealing with climate and biodiversity issues;
- Experience with technical solutions for online working groups;
- Experience in developing training materials and delivering trainings. Innovation aiming at improving the efficiency of training sessions will be welcome,

- Excellent knowledge of English, including drafting skills; knowledge of other IDFC member languages are welcome.

A general competence in development economics and/or politics studies and/or environment economics/engineering is sought (university level or equivalent). A junior profile with good organization and interest in management is welcome. Prior experience working in international donors environment would be appreciated.

Validation of deliverables by AFD

Deliverables Validation Process

Upon receipt of each deliverable, AFD will have 10 working days to validate or not. If AFD wishes to amend the deliverable, it will communicate its comments on these deliverables to the Service Provider no later than 7 working days after receipt. The Service Provider will have 7 working days to take these comments into account and propose a new version of the deliverable. This process may be renewed until AFD is satisfied with the deliverable.

The deliverable will only be validated by decision of AFD.

The deliverable will be validated by the mission manager, after presentation to the project management bodies.

Criteria for validation of deliverables

- The clarity and readability of the deliverable,
- The respect of the deadlines,
- Compliance with the scope of the Service requested,
- The operational nature of the conclusions of the deliverables,
- The added value compared to the existing,