TECHNICAL SPECIFICATIONS – TERMS OF REFERENCE INTELLECTUAL SERVICES

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Concerning the service la prestation

« Support service to the Finance in Common System (FiCS) Coalition of Public Development Banks (PDBs) and Civil Society Organizations (CSOs) »

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ARTICLE 1. Presentation of the Prescriber Service

The Civil Society Organization (CSO) Division at the Agence Française de Développement (AFD) manages partnerships, funding, and strategic dialogue between the French development bank and non-profit civil society actors whether French, local or international. The partnership between AFD and CSOs has developed and diversified greatly since 2009. Today, their multifaceted cooperation includes dialog on institutional, strategic, and sectoral matters; knowledge production; and project financing.

ARTICLE 2. Subject of the Contract

Support service to the Finance in common system (FiCS) coalition of public development banks (PDBs) and civil society organizations (CSOs). Finance in Common (FiCS) organizes its members into thematic coalitions to build communities of practice, share expertise, and align Public Development Banks (PDBs) with the Sustainable Development Goals (SDGs) and the Paris Agreement.

The PDBs-CSOs Dialogue Coalition was officially launched on April 28, 2026, in Paris during the French G7 Presidency to create a permanent framework for dialogue between Public Development Banks and Civil Society Organizations[1].

The PDBs-CSOs coalition is the most recent coalition assembled among the 14 Thematic Coalitions established within FiCS to share good practices, expertise and experiences. A Facilitator of the Coalition is needed to ensure that a good community of practice is on track on why and how PDBs and CSOs should/could engage with one another to advance collaboration on the ground, and ultimately strengthen their impact.

ARTICLE 3. Context and Objectives of the Mission

3.1 Context

As development finance becomes crucial for mobilizing resources and driving large-scale sustainable initiatives, there is a growing need for greater coherence, synergy and collaboration among development actors in an increasingly fragmented world.

This need is particularly relevant for two highly complementary groups of development actors: Public Development Banks ("PDBs") and Civil Society Organizations ("CSOs"). At a time when civic space is shrinking in many contexts, building a strong strategic and operational partnership between these actors is essential to foster more trusted, transparent and effective collaboration. This priority has been recognized by the Finance in Common system since the 2021 Summit in Rome and was further reinforced in 2022 through the adoption of the *Public Development Banks Statement on Human Rights and the Human Rights-Based Approach,* as well as the establishment of a dedicated Working Group on Human Rights.

[1] Coalition launched to strengthen dialogue between public development banks and civil society | AFD - Agence Française de Développement

Building on this dynamic and with the aim of broadening this engagement, the *Final Communiqué of the 2025 FiCS Cape Town Annual Summit* endorsed the creation of a Coalition of PDBs and CSOs to share good practices and co-create solutions.

The Coalition has tentatively identified 3 collective goals: i) strengthen mutual understanding between PDBs and CSOs by establishing a permanent forum for multi-stakeholder dialogue and partnerships ii) build a shared body of knowledge through the joint development and dissemination of experiences, evidence and best practices iii) develop common frameworks and joint initiatives that support an enabling environment for effective civil society engagement and contribution.

For the 2026–2027 period, this newly established Coalition will be chaired by Agence Française de Développement ("AFD"), Italy's Cassa Depositi e Prestiti ("CDP"), and the international CSO network FORUS[2]. The co-chairs will be supported by a core group of members (Steering Committee) actively contributing to the strategic and operational launch of the Coalition.

The co-chairs have drafted a tentative Roadmap including the governance framework, the main expected work streams and the initial action plan for the Coalition.

3.2. Objectives of the mission

The objective of the mission is to provide regular meaningful support to the three Co-Chairs to work together more effectively, achieve their common objectives and make collaborative decisions to unleash the full potential of FiCS PDBs-CSOs coalition so that development finance is responsible, inclusive, and truly effective for people and the planet.

ARTICLE 4. Expected Benefit

The role of the Service Provider is to support the operationalization of the **FiCS PDBs-CSOs Coalition's roadmap** and the **effective implementation of its work plan.** Acting under the strategic guidance and supervision of the three Co-Chairs, the Service Provider delivers dedicated technical, coordination and operational support to ensure the smooth functioning of the Coalition's activities. It is expected that the Service Provider manages the structure and process of communication of the PDBs-CSOs Coalition so that all participants can contribute productively.

The Service Provider's responsibilities include:

- Drafting and coordinating the approval of a **detailed annual work plan** for the Coalition based on consultation with its members and in close coordination with the Co-Chairs,

- Ensuring the day-to-day coordination and smooth **operation of the Coalition's activities** aligned with the agreed work-plan;

[2] FORUS being a global network bringing together 74 national NGO Platforms and 8 Regional Coalitions from Africa, the Americas, Asia, Europe and the Pacific

- Prepare and convene **Coalition meetings** and related tasks such as preparing meeting agendas and invitations, drafting meeting reports and action points (Co-Chair meetings; Steering Committee Meetings; Coalition Quarterly Meetings, webinars and other key events)**;**

- Sharing information, consolidating inputs and responding to **Coalition's members' requests;**

- Assisting the Co-Chairs to **onboard additional members** based on predefined outreaching strategy;

- Assisting the Co-Chairs and the FiCS Secretariat in preparing and coordinating the **Coalition's participation in FiCS** (including supporting the preparation and organization of a side-event during FiCS Summit) **and relevant external events;**

- Provide support with desk top research and drafting of **Coalition documents** such as concept notes, FiCS statements, media articles or other as needed.

- Supporting the Coalition's internal and external **communication activities**.

- Prepare the **annual report** of the FICS PDBS-CSOs Coalition.

The detailed tasks by the Service Provider will depend on the final action plan that the Coalition will agree to implement and on actual needs expressed by members and Co-chairs during the implementation of activities. The Service Provider must ensure adaptability and flexibility in the delivery of his work.

ARTICLE 5. Deliverables Expected

The Service Provider agrees to consider any recommendations and make the requested changes, in accordance with the Contract and its Appendices. A **monthly meeting** between the Project Manager and the Service Provider will ensure that the project proceeds smoothly.

Tentative schedule

Milestone	Date
Year 1 (0-240 days)	
• Submission of Project brief	Kick-off date + 15 days
• Submission of Detailed 12-month Action Plan for the Coalition + Quaterly Report 1	Kick-off date + 3 months
• Submission of **Quarterly Progress Report N° 2** on the PDBs-CSOs Coalition Action Plan	Kick-off date + 6 months
• Submission of **Quarterly Progress Report N° 3** on the PDBs-CSOs Coalition Action Plan	Kick-off date + 9 months

• Submission of **Quarterly Progress Report N° 4** on the PDBs-CSOs Coalition Action Plan + Revised Detailed 12-month Action Plan for the following year	Kick-off date + 12 months
Year 2 (300-480 days)	
• Quarterly Progress Report n°1 on the PDBs-CSOs Coalition Action Plan	Kick-off date + 15 months
• Quarterly Progress Report n°1 on the PDBs-CSOs Coalition Action Plan	Kick-off date + 18 months
• Quarterly Progress Report n°1 on the PDBs-CSOs Coalition Action Plan	Kick-off date + 21 months
• Quarterly Progress Report n°1 on the PDBs-CSOs Coalition Action Plan	Kick-off date + 24 months

The service will begin in January 2027 (tentative) and will last for 24 months with an initial 12-month term and a tacit renewal for 12 months.

This schedule may be modified exclusively by the Prescriber in the following cases:

- The work cannot begin on the scheduled date or cannot be carried out in an agreed manner for reasons attributable to the Prescriber;
- Changes or additions are requested by the Prescriber based on the recommendations or methodology applied by the Service Provider;
- As such, an amendment may then be concluded if the term of the Contract were to be modified.

ARTICLE 6. Execution Modality

6.1. Expected methodology

The Service Provider may propose the methodology deemed most appropriate to carry out its activities, in agreement with the mission manager.

6.2. Special requirement for implementation/ Conditions of execution

- The contract will be mostly performed remotely, pending the residential location of the Holder. Regular travel is expected at AFD's HQ which is located at 5 rue Roland Barthes, 75012 Paris. Field trip mission will be possible in connection with the annual FiCS summit.

- The Project Manager will be the correspondent of the Service Provider. The Project Manager, acting on behalf of the Prescriber, is responsible for reviewing and approving the deliverables delivered. The Project Manager will submit any observations or comments to the Service Provider within the timeframe specified in the Contract. The service provider agrees to take all recommendations into account and make the requested modifications, in accordance with the Contract and its Appendices. The Service

Provider agrees to designate a single point of contact responsible for overseeing this contract.

- The performance of the contract requires the permanent use of the English language in relations with the contracting authority: documents, meetings, minutes, telephone calls, e-mails, all deliverables, etc.

- Upon notification of the contract, the Service Provider will have at its disposal existing documentation relating to the subjects on which it will intervene.

- The Holder will have access to AFD's premises and an electronic and physical workstation at AFD.

6.3. Execution Schedule

The estimated duration of the service is 24 months with an initial 12-month term and a tacit renewal for 12 months.
The estimated annual number of person-days is about 72 for the mission (144 for 24 months).

ARTICLE 7. Expected Skills of the Service Provider

The Service Provider shall assign qualified and experienced personnel corresponding to the services described in these specifications, in order to achieve the results set out therein. More specifically, the Holder shall have the following key qualifications:

- A relevant **postgraduate degree** (Master's or equivalent) in development studies, development economics, development finance or a related field.
- A minimum of **10 years' experience and expertise** in the non-profit sector, ideally with network active in development and/or development finance.
- Relevant experience in **public development banking**, development finance and/or civil society engagement is essential. Candidates should demonstrate a strong understanding of the public development finance ecosystem and its engagement with civil society.
- **Demonstrated facilitation skills** aligned with at least 3 out of 6 core competencies defined by the International Association of Facilitators (IAF) for professional facilitation
    - Creating Collaborative Client Relationships: Building trust and mutual understanding with clients and stakeholders to design sessions that meet their actual needs.
    - Planning Appropriate Group Processes: Designing structured agendas, selecting the right collaborative methods, and preparing the physical or virtual space.
    - *Creating and Sustaining a Participatory Environment*: Fostering psychological safety, encouraging quiet voices, and managing group dynamics so everyone feels heard.
    - *Guiding the Group to Useful Outcomes*: Managing time, neutralizing disruptive behavior, resolving conflict, and helping the group build consensus.

- *Building and Maintaining Professional Knowledge:* Continuously updating one's toolkit of collaborative methods, learning techniques, and remote/digital facilitation tools.
- *Modelling Positive Professional Attitude:* Practicing self-awareness, remaining objective, and acting with integrity, empathy, and neutrality

- An excellent standard of **written and spoken English** with strong writing and communication skills. Oral and written proficiency in French and/or Spanish would be an added advantage.