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CFP – Call Template

## Call for Partnership (CFP)

### Youth Adaptation Forum in Zambia Youth Adaptation Network Membership in Africa 2025

CFP Ref.: CFP-0020

**CLOSING DATE: 07 May 2025**

**CLOSING TIME: NOT LATER THAN 23:59, Central European Time (CET)**

**PPORPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME SHALL NOT BE CONSIDERED.**



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## 1. Background

### 1.1. Introduction to this Call for Partnership (CFP)

The Global Center on Adaptation (GCA) invites registered non-profit organizations (local and international non-government organizations, youth-led organizations, community based organizations, companies limited by guarantee) **to present proposals for co-organizing the sub-regional Youth Adaptation Forums in Zambia.**

### 1.2. Introduction to the Global Center of Adaptation

The Global Center on Adaptation (GCA) is an international organization that works as a solutions broker to catalyze action and support for adaptation solutions, from the international to the local, in partnership with the public and private sector, to ensure we learn from each other and work together for a climate resilient future. Adapting to impacts of climate change provides a “win-win” for livelihoods, food security, water supply, health, security, and economic growth. The work of GCA elevates the visibility and political importance of climate adaptation and facilitates solutions, such as smarter investments, new technologies and better planning to become more resilient to climate related threats. GCA is a rapidly growing organization with offices in Abidjan, Beijing, Dhaka, Groningen, and Rotterdam.

GCA's ambitious 2020-2025 business plan and strategy have three pillars:

- Programs: Food Security; Using Nature for more resilient infrastructure; Water for Urban Growth and Resilience; Climate Finance; Youth Leadership.
- Knowledge: Building adaptation knowledge globally through cutting edge products such as the State and Trends in Adaptation Report and the Adaptation Knowledge Portal.
- Advocacy and Awareness: Formulating policy messages to move the global, regional, and local adaptation agendas forward.

## 2. Youth Adaptation Network

Under the Africa Adaptation Acceleration Program (AAP) GCA's work on youth leadership and education aims to mobilize the next generation of adaptation leaders in Africa to lead the youth adaptation movement and engage in adaptation decision-making and action. In particular, the Youth Leadership and Education program aims to strengthen the capacities of young people across the African continent to make their communities more climate resilient and facilitate knowledge exchange with other continents.

In 2025, the Global Center on Adaptation's Youth Leadership and Education program is working to enhance the capacity of youth organizations to accelerate adaptation action in Africa. This will be achieved through significantly growing the Youth Adaptation Network.

The Youth Adaptation Network (YAN) is an umbrella platform to engage, empower, and amplify the role of young people in the adaptation agenda. This unique network brings together young people from around the world to translate knowledge into action and advocate for accelerated adaptation from the local to the international level.

### 3. In Country Focal Points in Africa for the Youth Adaptation Network

GCA is seeking an implementation partner to act as an in-country focal point of the YAN in Zambia. The overall objective of the partnership is to enhance the capacity of youth organizations to accelerate adaptation action.

As an in-country focal point, the organization will have the following responsibilities:

1. Youth Adaptation Forums: Co-organizing and hosting a Youth Adaptation Forum in 2025.
2. Building the Youth Adaptation Network: Organize follow up activity to build the Youth Adaptation Network.
3. Managing Small Grants: Disburse 10 small grants to youth-led organizations identified by GCA.

### 3.1. Project Outcomes & Outputs

<b>Outcome 1</b>	<b>Youth Adaptation Forums:</b> Strengthen the capacity of young people to understand and engage with climate adaptation and to build resilient economies, as well as building a network of young people interested in adaptation.
<b>Output 1.1</b>	Co-organize an in-person Youth Adaptation Forum at a local university.
<b>Output 1.2</b>	Identify a fieldtrip/exposure to an adaptation project for the Youth Adaptation Forum.
<b>Output 1.3</b>	Mobilize 100 young people to attend the Youth Adaptation Forum.
<b>Outcome 2</b>	<b>Building the Youth Adaptation Network.</b>
<b>Output 2.1</b>	Organize a follow up activity to build the Youth Adaptation Network.
<b>Outcome 3</b>	<b>Managing Small Grants:</b> Strengthen the capacity of youth-led organizations to engage with the Youth Climate Adaptation Action Day.
<b>Output 3.1</b>	Disburse 10 small grants to youth-led organizations identified by GCA.

### 3.2. Approach/Methodology

#### Youth Adaptation Forums methodology:

- The Youth Adaptation Forums, organized by the Global Center on Adaptation (GCA), will take place prior to the AAP Partnership Forums throughout 2025. The Youth Adaptation Forums will be providing training on adaptation, an opportunity to build networks between young people, academia, and governments, and will culminate in a written youth statement on resilient economies which will be presented at the AAP Partnership Forums.
- The Youth Adaptation Forums will:
  1. Raise awareness and increase knowledge of adaptation.
  2. Grow the Youth Adaptation Network (YAN) in the build-up to the Youth Climate Adaptation Action Day on the 12th of October 2025.



3. Provide a platform for adaptation exchange.
4. Prepare 5 youth statements on resilient economies from all the African regions.

Partner Responsibilities	
<ul style="list-style-type: none"><li>Planning and coordination:<ul style="list-style-type: none"><li>Attend coordination meetings with GCA and local university</li><li>Locate venues in university: plenary room, lunch/coffee break area, working group rooms</li><li>Locate and procure transportation for a field visit to a local adaptation site (if budget allows)</li></ul></li></ul>	
<ul style="list-style-type: none"><li>Procurement and advertising:<ul style="list-style-type: none"><li>Sourcing and procuring local suppliers: university facilities, catering, printing services</li><li>Disseminate outreach materials in-person and online</li><li>Procurement of local photographer and videographer</li><li>Procure two lunches, three coffee breaks, and a closing dinner</li><li>Printing banners, t-shirts, tote bags, notebooks at local printing supplier</li><li>Coordinate with university to provide technical equipment including large screen displaying PPT, microphones</li><li>Mobilize young people to attend the Youth Adaptation Forum (approximately 100 young people)</li><li>Procure musical performance for opening or closing ceremony</li></ul></li></ul>	
<ul style="list-style-type: none"><li>Forum execution:<ul style="list-style-type: none"><li>Support as needed to guarantee the smooth run of the event</li></ul></li></ul>	
<ul style="list-style-type: none"><li>Post-Event Support:<ul style="list-style-type: none"><li>Share photography and videography for event with GCA</li><li>Write a blog for the GCA's website with the key takeaways of the Forum.</li></ul></li></ul>	
<ul style="list-style-type: none"><li>In-person forum hosted at a university in the capital city of the relevant country.</li><li>The selected organization will be jointly responsible (with GCA) for organizing and mobilizing the young people to attend the Youth Adaptation Forum. GCA will share the criteria and will develop an application process to which the local organization should assist young people to apply.</li></ul>	
<b>Youth Adaptation Forum:</b> Southern Africa, Zambia	Approx 15-18 <sup>th</sup> August 2025

#### 4. Alignment with GCA Values and Commitment

- Demonstrated support of the core values of GCA and its commitment to climate action and adaptation;
- Active engagement in partnerships and initiatives with, inter alia, United Nations, intergovernmental, national, subnational, industry or sectoral, non-governmental and other related organizations in support of climate, environmental and/or social causes;



- Demonstrated support of the principles of sustainable development, including inclusion and social and environmental corporate responsibility;
- Compliance with recognized environmental and social standards.

## 5. Submission Guidelines

### 5.1. How to Apply

- Only **registered non-profit organizations** (e.g., INGO, NGO, CBO, Universities, **Company Limited by Guarantee**) are eligible to receive a sub-grant from GCA.
- The organizations responding to this call **must meet the minimum eligibility criteria** and demonstrate their capacity to **implement all the technical criteria**.
- Proposals and all supporting documents must be **submitted as a PDF**, no later than **7 May 2025, 23:59, Central European Time (CET)** to **subgrants@gca.org** and cc'd to **youth@gca.org**.
- Proposals **must include**:
  - **Annex 1**: Project Document (proposal template) addressing the details outlined in this call.
  - **Annex 2**: Completed Partner Information Document & minimum required documents.
  - **Annex 2a**: Budget and Financial Report Template.
- **Important to note**:
  - All registered non-profit organizations are encouraged to respond to this call and complete the templates in as much detail as possible.
  - Responses to **Annex 1** will be considered even if there is a lack of detail or if the form is incomplete.
  - Responses to **Annex 2** will be considered even if some details are lacking, if justified.
  - The template serves as a tool for interested organizations to showcase their technical expertise and experience in response to the call.
  - Organizations need only meet the minimum eligibility criteria to be considered.
- Proposals received **after the closing** date and time **will not be considered**. Organizations will be notified once a decision about the Sub-Grant is made.
- For all questions or requests for additional information contact **youth@gca.org**. The email subject heading should be clearly marked with the following information: **Call for Partnership: Zambia Youth Adaptation Network**.
  - If an interested organization has concerns about completing the templates, please reach out.
- Proposals and all supporting documents must be drafted **in English**.
- GCA reserves the right to decline disclosure of the specificity of decision derived by GCA mission due to reasons related to confidentiality.
- GCA reserves the right to accept or reject any submissions, and to annul the selection process and reject all submissions at any time, without thereby incurring any liability to the affected implementing partners.

## 5.2. Process Overview

- After the deadline, all submissions will undergo an evaluation process.
- The most suitable partner will be selected based on the evaluation outcomes.
- The selected partner will be contacted to conduct a due diligence assessment through in-depth meetings.

## 6. Selection Criteria & Evaluation

The evaluation's purpose is to assess the organization's eligibility, and the technical expertise of respondents. The evaluation consists of two sets of selection criteria:

### (1) Minimum Eligibility Criteria

### (2) Technical Expertise

The first section specifies the minimum eligibility criteria that an organization must meet to qualify for the call. This set of criteria is evaluated on a pass/fail basis. Only organizations that pass this initial assessment will proceed to the next stage.

The technical expertise is evaluated based on the relevance and depth of experience and expertise in relation to the criteria outlined in the call, specifically how well these align with achieving the expected results.

### 6.1. Selection Criteria

Name	Description	Score
<b>EC</b>	<b>Minimum Eligibility Criteria</b>	<b>Pass/Fail</b>
EC1	Evidence of registered not-for-profit entity status with a legal presence and registration	
EC2	Expertise in working with a network of young people, mobilizing youth, organizing youth events, and implementing trainings or workshops	
EC3	Experience in engaging with universities, working with climate change, with preference of an emphasis on adaptation	
EC4	Experience and capacity to manage and distribute small grants to other organizations within the sub-region	
EC5	Required location: Zambia	
EC6	Minimum experience: 3 years	
<b>TC</b>	<b>Technical Expertise</b> Relevance of experience and expertise to achieve expected outcomes and outputs.	<b>Max Score: 100</b>
TC1	Relevance of technical expertise in: <ul style="list-style-type: none"> <li>• Youth engagement</li> <li>• Education</li> <li>• Climate change and adaptation</li> </ul>	20



TC2	Relevance and level of experience in proposed approach and methodology: <ul style="list-style-type: none"> <li>• Ability to mobilize young people in Zambia</li> <li>• Ability to coordinate Youth Adaptation Action Day Consultation and co-organize Youth Adaptation Forum</li> <li>• Innovative techniques or strategies planned building the Youth Adaptation Network</li> <li>• Ability to replicate Youth Academy on Climate Adaptation and Leadership</li> </ul>	30
TC3	Relevance of experience to achieving expected results: <ul style="list-style-type: none"> <li>• Quality and relevance of proposed activities and outcomes</li> <li>• Relevant successes from previous projects proving ability to deliver similar outcomes.</li> </ul>	20
TC5	Relevance of project team expertise: <ul style="list-style-type: none"> <li>• Communications experience</li> <li>• Event organization and management</li> </ul>	20
TC7	Alignment with GCA values and experience <ul style="list-style-type: none"> <li>• Alignment to GCA values &amp; commitments</li> <li>• Experience with partnerships engagement</li> </ul>	10
	<i>Scoring for Criteria is based on maximum points. Grading for each criterion under technical expertise will be conducted using the following scale: 0 = not included, 2 = scarcely included, 4 insufficient, 6 good enough, 8 good, 10 excellent to above expectations</i>	

## 6.2. Exclusionary Criteria

GCA will not engage with any entity whose public image is severely compromised by past activity or advocacy in one of the categories below, or in other areas which may be deemed, at any given time, to reflect negatively on GCA.

Name	Description	Score
EXC	Exclusionary Criteria	Pass/Fail
EXC1	Systematic failure to demonstrate support of the core values of GCA and its commitment to climate action and adaptation.	
EXC2	The organization is not involved in illicit behavior, including organized crime, trafficking, corruption, terrorism or violations of internationally agreed sanctions.	

## 6.3. Evaluation

After assessing whether organizations meet the minimum eligibility criteria, the organization with the highest score in the technical evaluation **will be considered** for the sub-grant. The scoring allows GCA to identify the most suitable partner.

A preliminary capacity assessment will be conducted based on the information provided in **Annex 2**. This assessment aims to identify organizational and programmatic risks and **will not impact** the evaluation scoring or partner selection.





The insights gained from this assessment **will inform the comprehensive due diligence assessment that the selected partner will undergo.**

## **Annexes**

### **Annex 1: Sub-Grant Project Document**

To be downloaded from website

### **Annex 2: Partner Information Document**

To be downloaded from website

### **Annex 2a: Budget & Financial Reporting Template**

To be downloaded from website