

Call for tenders

## Mapping the landscape of sustainable transport think tanks in Africa

Research, survey (data collection) and analysis on sustainable transport think tanks in Africa (language: English)

### 1 Agora Verkehrswende

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Agora Verkehrswende is a Berlin-based think tank that seeks to promote climate-friendly mobility. Non-partisan and non-profit, it works together with key stakeholders in the fields of politics, business, academia and civil society to decarbonise the transport system. To this end, the think-tank team develops evidence-based policy strategies and recommendations. Agora Verkehrswende was initiated in 2016 by Stiftung Mercator and the European Climate Foundation.

We develop evidence-based recommendations for policy action that draw on the concerns of both the economy and civil society. Our team is staffed by 25 researchers across a variety of disciplines, from engineering and economics to urban planning and political science. We seek to encourage dialogue and foster real impact. The goal is to build majorities in favour of a climate-neutral transport sector that serves the common good. We understand the transition to decarbonised mobility not as a task for the transport sector but as a collective endeavour, one that is part of a larger transformation of society towards sustainability.

Since 2021, Agora Verkehrswende has been under the trusteeship of the non-profit company Agora Transport Transformation gGmbH. The institute's Executive Director is Christian Hochfeld. Stiftung Mercator and the European Climate Foundation bear the shareholder responsibility for the institute.

### 2 Background

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Agora Verkehrswende and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) are jointly implementing the Rethinking Transport project, funded by GIZ and running from 2023 to 2025. The aim of the project is to develop an independent network on the African continent dedicated to furthering discourse on climate-neutral transport. Informed by the desire to promote diverse perspectives and enable collaboration in and between African nations, the network will embrace a wide range of organisations and institutes across the African continent, including representatives from the domains of politics, business, academia and civil society.

A key component of the Rethinking Transport project activities is to support the creation of a network of think tanks in sustainable transport across Africa. For this purpose, Agora Verkehrswende aims to develop the **“Sustainable transport think tanks in Africa”** report (working title).

### 3 Objective & framework conditions

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The “Sustainable transport think tanks in Africa” report aims to highlight the capacities of sustainable transport think tanks in Africa including their organisational size, areas of research, level of funding, business models, successes, and challenges. It will provide an in-depth perspective of the capabilities of these institutions. The resulting output is envisaged to be captured in an online web database. The report will serve as kick-off for a think tank networking event. The launch of the report and the database is intended to lay the foundations for the formation of a permanent network of think tanks.

In principle, a dialogue-based work process is expected in the conception and implementation of the survey and report. For the outlined tasks, particularly close cooperation and, if necessary, joint creation is planned. This so-called co-creation relates to the analysis of the survey outcomes and development of the report. These tasks are to be submitted to Agora Verkehrswende as early as possible for coordination and joint development. Regarding responsibility for content, results and formulations that have been jointly developed can also be explicitly labelled as such. Feedback loops between the consultant and client must be included for all products, especially those resulting from co-creation.

In general, the consultant is encouraged to formulate its own proposals for meaningful questions, approaches, focal points or, if necessary, delimitations or restrictions for the entire task. For this purpose, an ongoing exchange between Agora Verkehrswende and the consultant will take place if necessary and after consultation.

It is planned to hold a workshop on the capacities of think tanks in sustainable transport across Africa with experts from African think tanks. This event will take place on the African continent. Suggestions from the consultant regarding the participants are welcome. Agora Verkehrswende is responsible for organising and moderating this event, while the consultant is responsible for preparing the content and documentation.

This assignment is part of the cooperation project between GIZ and Agora Verkehrswende to create a network for the African transport transformation. Agora Verkehrswende is a grant recipient within this project. As such, the contract for this assignment is ruled by the valid Contract Regulations of GIZ.

The consultant will be bound to confidentiality in what concerns the process of the report’s development as well as, prior to its publication, the results of the report. The report will be published by Agora Verkehrswende, which is to be granted full ownership over its content and results, including the right to publish, share and translate them. The consultant is however to be cited in the contributors to the publication.

The publication of the report will be organised under the responsibility of the communications team of Agora Verkehrswende, which will be charged with the final layout, editing, graphic design and communication of the report. Agora Verkehrswende further reserves the right to withhold the results of the report should internal or external circumstances require so.

## 4 Tasks

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The development of the “Sustainable transport think tanks in Africa” report is structured in four blocks:

- i) scoping existing *locally founded* organisations (2 days)
- ii) developing and conducting a survey (10 days)
- iii) assessment and proposal of governance structures to create a network of think tanks (2 days)
- iv) aggregating and analysing the results to draw key conclusions and compile into a report (10 days).

In a preliminary step, Agora Verkehrswende and GIZ have already established a database of organisations operating in the field of promoting sustainable transport in Africa. This database includes contact details as well as the basic information of the about 50 listed entities (location, field of activity, year of foundation, etc). This list will serve as a basis for the consultant’s assignment.

Agora Verkehrswende has further consolidated a set of questions to be included in the survey. The consultant’s task will be to refine the concept and organise the survey in a tool of their choice, conduct interviews in oral or written form based on our contact list, and aggregate and analyse the results. Thereafter, in exchange with Agora Verkehrswende, the consultant is to identify key conclusions from the responses and formulate them in a report.

The assignment will include but not be limited to the following tasks:

- review think tank mapping concept
- consolidate list of identified organisations
- develop and conduct survey
- analyse survey results and draw key conclusions
- qualitative assessment on key themes identified in concept note
- compile final report.

## 5 Deliverables

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The following products are planned:

- final documented surveys

- compiled dataset of survey output (Excel based format)
- draft of the final report (approx. 15-20 pages)
- final report with key findings (approx. 20 pages)
- minutes of interviews and meetings
- presentations for workshops as well as for the presentation of the report.

Both the final report and the dataset will be published. The deliverables are to be prepared in close consultation with Agora Verkehrswende.

Guidelines on finalising the final report:

- Editing (if necessary), graphics, typesetting, printing (if necessary) and translation (if necessary) of the publishable products will be undertaken by Agora Verkehrswende.
- The consultant supplies “open” files and graphics that can be edited in the InDesign layout and typesetting programme. For this purpose, the authoring specifications of Agora Verkehrswende must be observed, which are provided as an attachment. The authoring specifications are part of the contract concluded between Agora Verkehrswende and the consultant. The associated requirements are included in the payment of the agreed fee and should be considered by the consultants when preparing the offer.
- In addition, an author's guide is provided when the contract is awarded, which serves as an editorial guideline and should be adhered to as far as possible during the preparation of the final report to avoid unnecessary correction work during the finalization phase of the study.

## 6 Timeline

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The deadline for submitting the offer ends on Monday, 28 October 2024, at 12:00 noon (Berlin/Germany time, CEST).

The following timetable intended by Agora Verkehrswende must be considered when preparing a bid:

- 11/2024: project start (Kick-off meeting)
- by end of 11/2024: finalisation of concept and survey
- by end of 01/2025: submission of the survey results
- by end of 02/2025: submission of the draft report
- by end of 03/2025: presentation of the final report
- 04/2025: presentation of the results at a public event
- end of 04/2025: end of project.

Further dates for the purpose of consultation and feedback are possible/desirable in the above-mentioned period. A proposal for the time schedule must be enclosed with the offer.

No travel activities are foreseen for the delivery of the work.

## 7 Requirements

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Please describe and calculate the activities indicated in the tasks and any extensions as individual options to facilitate comparability between different offers.

a) The award of the contract will be decided based on the following award criteria:

- organisation based in Africa with a proven expertise in the areas of data research, scientific methods and publications (at least 5 years experience in African countries)
- demonstrated experience in conducting surveys of a scale and complexity
- Technical expertise and proven knowledge in the field of transport, energy, climate mitigation or international cooperation as well as proven experience in the processing of comparable projects
- sound knowledge of African transport sector stakeholders, particularly think tanks and other research institutions
- fluency in written and spoken English
- knowledge of French will be an advantage
- methodical approach regarding the survey development and stakeholder mapping
- project management (personnel deployment, work planning, time management, quality assurance)
- price (quoted in Euro).

b) Bid proposals must be submitted to [tender@agora-verkehrswende.de](mailto:tender@agora-verkehrswende.de) and include the following documents to demonstrate qualifications:

- A detailed proposal outlining the methodology and work plan should be divided into two parts: technical and financial.
- The technical submission will contain:
  1. a summary of proposed methodology
  2. a suggested workplan & timeframe (including dates for submission of preliminary and final dataset)
  3. a detailed CV of the principal staff member/s containing experience on and/or profile of the organization (in case of organization).
- The financial submission will describe the estimated cost for the consultancy in detail.

c) Costing

Fee days	Number of experts	Number of days per expert	Total number of expert days	Comments
Designation of key experts	2	12	24	Repartition of days can be seen after each block in part 4

d) Remuneration will be paid in instalments according to progress. Payments are planned as follows:

- at the start of the project: 30% of the remuneration
- presentation of the main interim results: 40% of the remuneration
- after acceptance of all services: 30% of the remuneration.

## 8 Contact

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For more information, please contact:

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