



Diagnostic Evaluation on Technical Assistance available for Municipal Just Energy Transition Implementation in South Africa

Contracting authority	African Climate Foundation
Implementing partner	JET Project Management Unit (JET PMU), The Presidency of South Africa
Contract period	8 weeks / 3 months
Estimated level of effort	The exact budget for this assignment cannot be disclosed, as price forms part of the evaluation criteria. Bidders are encouraged to refer to this Terms of Reference, which sets out the deliverables and timelines in detail, and to use these to inform the costing of their proposals.
Location	South Africa (Hybrid/Remote with travel as required)
Submission portal	https://acf.givingdata.com/portal/campaign/RFP23JETPMU
PLEASE NOTE NO SUBMISSIONS VIA EMAIL WILL BE ACCEPTED	
Proposal submission deadline	29 July 2026 (17h00 SA standard time)
Queries	For any technical queries, please contact essrfp@africanclimatefoundation.org via email with subject: RFP23 - Diagnostic Evaluation on TA for Municipal JET IP Implementation. If you need any technical assistance with the portal, please reach out to grants@africanclimatefoundation.org
Deadline for queries	17 July 2026 (17h00 SA standard time)
Queries posted link	RFP23 - Questions and Answers - Google Docs

1. Background and Rationale

The Just Energy Transition Implementation Plan (JET IP), approved by Cabinet in November 2023, sets out South Africa's investment needs and implementation pathways for a just, inclusive, and climate-resilient transition over the period 2023–2027. Municipalities sit at the coalface of this transition: they are central to electricity distribution, energy access, local economic development, spatial planning, and basic services that will be reshaped by the energy transition.

The JET Municipal Portfolio aims to support municipalities to plan, prepare and implement JET-related investments across priority workstreams (e.g. energy access, distribution grid strengthening, municipal finance, capability development, social and economic measures). A critical constraint to implementation at scale is limited, fragmented, and uneven technical capacity at municipal level – particularly in small and financially stressed municipalities – alongside a complex ecosystem of technical assistance (TA) offers and initiatives.



Multiple national and international partners already provide TA to municipalities relevant to JET IP priorities.

These include, for example:

- National departments and public entities (Department of Electricity and Energy (DEE), National Treasury (NT), the South African Local Government Association (SALGA), Department of Corporative Governance and Traditional Affairs (COGTA), Municipal Infrastructure Support Agency (MISA), Eskom, South African National Energy Development Institute (SANEDI), and others).
- International and national Development Finance Institutions and international partners (the Development Bank of Southern Africa (DBSA), Industrial Development Corporation (IDC), World Bank, International Finance Corporation (IFC), African Development Bank (AfDB), Kreditanstalt für Wiederaufbau (KfW), Agence Française de Développement (AFD), Foreign, Commonwealth & Development Office (FCDO), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), European Union (EU), and others.).
- Philanthropic support networks (C40, International Council for Local Environments Initiatives (ICLEI), Global Covenant of Mayors for Climate & Energy (GCoM), Global Energy Alliance for People and Planet (GEAPP), and others).
- Private sector municipal support initiatives.
- Thematic programmes (e.g. energy efficiency, embedded generation, climate resilience, project preparation and transaction advisory, municipal finance reform and governance support).

However, this support is often:

- Designed and delivered through separate programmes with limited coordination;
- Concentrated in metros and a few better-resourced municipalities;
- Not always explicitly aligned to the JET IP or Municipal JET priorities;
- Time-bound and donor-dependent, with limited visibility of continuity or opportunities to scale.

The JET Municipal Portfolio is one of six Portfolios of the JET IP, strategically enabled by the JET Project Management Unit (JET PMU) in the Presidency and led by the South African Local Government Association (SALGA). A multi-stakeholder JET Municipal Council has been established, with three Workstreams: Capability development (led by COGTA and SALGA), Financing (led by DBSA and National Treasury), and Energy Access (led by DEE). These three workstreams draw on technical expertise to develop practical recommendations on Municipal JET investments.



For the JET Municipal Portfolio to play an effective coordinating and enabling role, there is a need for a structured diagnostic of the existing TA landscape related to JET IP implementation, and a clear view on which instruments, programmes and delivery models could be leveraged, adapted, or scaled through the JET Municipal Portfolio over the next three years.

This Terms of Reference (ToR) sets out the scope for a diagnostic evaluation of TA offers and current initiatives available to South African municipalities that are relevant to JET IP implementation, with a view to informing the design of a coherent JET Municipal Portfolio TA strategy and pipeline of support measures. The ToR is aligned with the Department of Planning, Monitoring and Evaluation (DPME) Evaluation Guideline 2.2.1 on Terms of Reference for Evaluation Projects and Guideline 2.2.10 on Diagnostic Evaluations.

A cross-cutting imperative of the JET IP is to ensure that the transition is just, inclusive, and equitable. This requires deliberate attention to how TA reaches and benefits different groups, including women, youth, persons with disabilities, and economically marginalised communities. Municipalities vary significantly in their institutional capacity to integrate Gender Equality and Social Inclusion (GESI) considerations into JET planning and implementation. This diagnostic will therefore assess the extent to which existing TA offers are accessible to and inclusive of diverse municipalities and the communities they serve, and will identify opportunities to strengthen Gender Equality and Social Inclusion (GESI)-responsive TA design and delivery.

2. Focus of the Diagnostic Evaluation

The objective is to identify, characterise and assess existing TA instruments, programmes and facilities that support (or could support) Municipal JET IP implementation, and to propose how these can be aligned, leveraged and scaled under the JET Municipal Portfolio over the next three years.

The diagnostic will focus on:

- Mapping the existing TA ecosystem relevant to Municipal JET IP priorities;
- Understanding how these TA offers and current initiatives are currently accessed, used and experienced by municipalities;
- Identifying gaps, overlaps, and misalignments relative to JET IP investment needs and the JET Municipal Portfolio workstreams;



- Recommending a fit-for-purpose menu of TA measures and delivery models that the JET Municipal Portfolio can promote, coordinate or crowd in.

2.1. Purpose

The purpose of this diagnostic evaluation is to inform decision-making on the design of a coordinated TA strategy for the JET Municipal Portfolio by:

- Providing a clear overview of the existing TA landscape for Municipal JET-relevant interventions;
- Identifying gaps, bottlenecks and duplication in TA provision and uptake;
- Highlighting high-leverage TA instruments and programmes that could be scaled or better aligned with the JET IP;
- Proposing practical options for how the JET Municipal Portfolio can structure and broker TA to the three JET Workstreams and municipalities over the next three years, including potential partnerships and financing mechanisms.

2.2. Evaluation Questions

2.2.1. Main Evaluation Question

What TA instruments, programmes and facilities currently available to the municipal sector can most effectively support implementation of the JET IP, and how should the JET Municipal Portfolio organise, align and scale these measures to maximise impact over the next three years?

2.2.2. Sub-questions

1. Existing knowledge base and landscape

- What TA offers currently exist that are relevant to Municipal JET IP priorities (e.g. energy access, embedded generation and storage, grid strengthening, municipal finance and revenue reform, capability development, climate resilience, social measures)?
- Which municipalities (metros, secondary cities, small and rural municipalities) are currently benefitting from these TA offers, and through which programmes or facilities?
- What lessons and good practices from past and ongoing TA programmes can inform future design?



2. Access, utilisation and effectiveness

- How do municipalities currently access and experience these TA instruments (e.g. application processes, eligibility criteria, transaction timelines, conditions)?
- To what extent have existing TA offers supported municipalities to move JET-relevant projects from concept to bankable stage and into implementation?
- What have been the main barriers for municipalities (especially high-risk and under-capacitated municipalities) in accessing and effectively using TA?

3. Alignment with JET IP and Municipal Portfolio workstreams

- How well do current TA instruments align with the JET IP priority investment areas and the JET Municipal Portfolio workstreams?
- Where are there overlaps or fragmentation in TA offers (e.g. multiple programmes providing similar support in the same space)?
- Where are the critical gaps in TA provision across the project lifecycle (planning, project preparation, transaction advisory, implementation support, monitoring and learning)?
- To what extent does the current TA landscape reproduce or reduce systemic inequities between municipalities, particularly between metros, better-resourced municipalities and smaller, rural or financially stressed municipalities?

4. Enabling conditions and delivery models

- What institutional, regulatory, financial and coordination arrangements enable or hinder effective delivery of TA to municipalities for JET-related investments?
- Which delivery models (e.g. programme-based, facility-based, embedded advisors, regional hubs, centre-of-excellence, peer-to-peer support) appear most promising for scale and sustainability?
- What measures can be taken by national departments, DFIs, donors and networks to improve coordination and reduce transaction costs for municipalities?

5. Options for a Municipal Portfolio TA strategy

- Which existing TA measures could be directly leveraged, scaled or adapted under the JET Municipal Portfolio in the next three years?
- What new or reconfigured TA mechanisms might be needed to address key gaps (especially for weaker municipalities and high-risk projects)?
- What governance and partnership arrangements (e.g. MoUs, framework agreements, joint pipelines, shared diagnostics) would best support a coherent Municipal Portfolio TA offer?



6. GESI

- To what extent are sex-disaggregated data and gender-sensitive indicators currently available within municipal TA programmes and JET monitoring systems? Where such data is absent, what proxy indicators or qualitative methods can be used to assess differential impacts on women, youth, and persons with disabilities?
- To what extent do existing TA offers explicitly address GESI outcomes (e.g., women's participation in energy access programmes, youth employment in JET-related sectors, accessibility for persons with disabilities)?
- Do TA application processes, eligibility criteria, and delivery models create barriers or enablers for municipalities serving marginalised communities?
- What TA instruments or delivery models have been effective in promoting GESI outcomes in Municipal JET implementation, and where are the gaps?
- How can the JET Municipal Portfolio's TA strategy embed GESI principles from design through to monitoring and evaluation?

2.3. Scope

2.3.1. In Scope

- **TA instruments, programmes and facilities that:**
 - Support municipal planning, project preparation, feasibility studies, due diligence, transaction structuring, implementation support and/or capability development for JET-relevant interventions;
 - Are available to South African municipalities (metropolitan, secondary cities and local municipalities), including those mediated via SALGA, provincial CoGTAs or utility-municipality partnerships;
 - Are active or have been active in the last 10 years, with emphasis on current and pipeline programmes.
- **TA related to the following thematic areas, as they relate to JET IP and municipal mandates:**
 - Electricity distribution infrastructure;
 - Energy access;
 - Distributed generation;
 - Energy efficiency and demand-side management;



- Municipal climate resilience, green infrastructure and nature-based solutions;
- Municipal employees' skills development for the JET;
- Socio-economic measures linked to the energy transition (skills, SMME support, social protection as relevant to municipal functions);
- Municipal finance, revenue, governance and institutional reform where directly linked to enabling JET investments.

2.3.2. Out of Scope

- TA programmes exclusively focused on national-level policy without a municipal delivery component (unless they explicitly interface with municipal capabilities or pipelines);
- TA only directed at private sector without municipal involvement;
- Pure research grants or academic projects with no municipal implementation pathway (unless they are a core part of an implementation-oriented TA facility).

2.4. Evaluation Design

The diagnostic evaluation will primarily involve a desk-based review complemented by targeted stakeholder interviews and validation sessions. In line with DPME Guideline 2.2.10, the methodology will:

- **Map the current situation and needs** through document review, portfolio scans and basic needs assessment (Purpose 1 in the guideline);
- **Analyse root causes** of access and coordination challenges in TA provision (Purpose 2);
- **Identify possible solutions, options, and recommendations** for a JET Municipal TA Strategy and implementation plan (Purpose 3);
- **Test feasibility** of recommendations with key stakeholders (Purpose 4).

Core methods will include:

- Structured desktop review of programme documents, concept notes, MoUs, facility guidelines, evaluations and annual reports;
- Development of a TA inventory / database with key attributes (provider, thematic focus, eligibility, instruments, scale, status);



- Key informant interviews (KIIs) with national departments, DFIs, partners, SALGA, city networks and selected municipalities;
- Limited focus group discussions / virtual workshops with municipal officials to ground-truth findings, including smaller and under-resourced municipalities;

Development of a diagnostic matrix (Annex 1) linking evaluation questions, sub-questions, methodology, data sources, outputs, risks and leverage points.

- GESI analysis integrated into the diagnostic matrix, including disaggregated analysis of TA access and uptake by municipality type (metro, secondary, rural) and by beneficiary group where data is available.
- Intersectional analysis: The diagnostic shall apply an intersectional lens to understand how overlapping identities (e.g., gender, disability, age, geography, economic status) shape differential access to and benefit from TA, with particular attention to municipalities serving the most marginalised communities.
- Targeted outreach to municipalities serving vulnerable communities, women-led local organisations, and disability-inclusive structures to understand differential barriers and needs.
- GESI lens applied to the TA inventory (e.g., tracking whether TA providers have GESI policies, whether TA includes GESI indicators, whether TA targets women-owned SMMEs or youth employment).

2.5. Ethical and GESI Considerations

The diagnostic will be conducted ethically, with a clear plan to protect the confidentiality, dignity, and rights of all informants. Specific safeguards will be applied when engaging with under-resourced municipalities and vulnerable groups. Informed consent will be obtained from all interview participants, and data will be anonymised in reporting.

The diagnostic must be conducted through a GESI lens. This requires:

- Disaggregated data collection – Where possible, data on TA access, uptake, and barriers shall be disaggregated by municipality type, gender of municipal officials engaged, and beneficiary groups served.
- Inclusive participation – Stakeholder interviews and focus groups shall include women municipal officials, youth representatives, and where relevant, community-based organisations representing marginalised groups.



- Accessibility – Consultation methods shall be accessible to persons with disabilities (e.g., virtual options, accessible venues, communication support where requested).
- GESI-informed analysis – Findings shall identify how TA provision may reinforce or reduce existing inequalities, and recommendations shall explicitly address how to make TA more inclusive.
- Do no harm – The diagnostic shall avoid stigmatising or exposing vulnerable municipalities or communities; all reporting shall be anonymised and sensitive to local power dynamics.
- Sensitive data collection safeguards - Where the diagnostic engages with municipalities on sensitive issues (e.g., gender-based violence, exclusion, discrimination), data collectors shall be trained in collecting sensitive information from women, youth, and persons with disabilities. Interviews shall be scheduled at appropriate times and places to minimise risk or inconvenience.
- Referral pathways - The diagnostic team shall provide interviewees with information on how individuals in situations of risk can seek support or protection, where relevant.

3. Project Plan

Indicative 8-week project plan (to be refined in the Inception Report):

Week:	Planned activities:
Week 1: Inception Phase	Inception meeting with JET PMU (Municipal Portfolio), DEE, NT, SALGA and selected partners; Refine evaluation questions, confirm scope, and agree priority TA themes and stakeholders; Develop and submit Inception Report (including detailed methodology, workplan, stakeholder map and draft diagnostic matrix).
Week 2–3: Desktop review and TA mapping	Collate documents on existing TA instruments and programmes; Populate TA inventory / database (Excel or similar) including key fields: provider, objectives, instruments, thematic focus, geographic coverage, eligibility, project cycle stages covered, funding envelope, timeframes; Preliminary gap and overlap analysis against JET IP municipal-relevant components and Municipal Portfolio workstreams
Week 3–4: Stakeholder interviews and municipal perspectives	Conduct KIIs with national and provincial departments, DFIs, donors, SALGA, city networks and programme managers. Conduct sample interviews with municipalities (mix of metros, secondary cities and local municipalities) to understand user experience, access barriers and needs. Update diagnostic matrix and TA inventory based on interview insights. Conduct targeted interviews or focus group discussions with women municipal officials, youth representatives, and community-based



	organisations (where relevant) to understand GESI-specific barriers to TA access and utilisation.
Week 5–6: Analysis and development of recommendations	Analyse strengths, weaknesses, opportunities and threats (SWOT/PESTLE) relating to the TA ecosystem; Cluster TA instruments into logical categories (e.g. project preparation facilities, embedded advisory, capability building, financial engineering, peer-learning, regional hubs); Develop an options analysis and recommendations for a JET Municipal Portfolio TA strategy, including recommended priority instruments to leverage/scale, potential new mechanisms, and proposed roles for different stakeholders.
Week 7: Validation and refinement	Convene a virtual/physical validation workshop with key stakeholders (JET PMU, DEE, NT, SALGA, DBSA, DFIs, international partners, municipal representatives) to present emerging findings, options, and recommendations; Capture feedback and refine recommendations.
Week 8: Finalisation and reporting	Finalise diagnostic report, TA inventory and summary products; Present findings to the JET Municipal Council, the International Partners Group (IPG) and other relevant structures as directed by the JET PMU.

4. Deliverables Schedule

The final cost will depend on the proposed methodology, team size, and depth of work (e.g., number of stakeholder interviews, municipal case studies). Bidders must provide a detailed, activity-based budget in ZAR, inclusive of VAT, that demonstrates value-for-money.

Payment will be linked to approval of key deliverables as set out below.

Deliverable	Indicative timing	Payment
Approval of Inception Report and refined evaluation matrix	End Week 1	10%
TA inventory (draft) and interim findings note on landscape, gaps and overlaps	End Week 3	20%
Draft diagnostic report including options and recommendations for JET Municipal Portfolio TA strategy	End Week 6	40%
Stakeholder validation workshop and workshop report	Week 7	(embedded above)
Final diagnostic report, executive summary (1/5/25 format), TA inventory and slide deck	End Week 8	30%



5. Management Arrangements

5.1. Role of a Technical Working Group (TWG)

An Advisory Committee (AC) will be established to oversee the diagnostic, ensuring its quality, credibility, and relevance. The AC will be chaired by the JET PMU (Municipal Portfolio Lead) and include representatives from DEE, Municipalities, National Treasury, SALGA, and COGTA. The AC will approve the Inception Report, draft and final diagnostic reports, and provide strategic guidance. The AC shall strive for a gender-equitable mix of members, and meeting records shall confirm that women members have actively participated in decision-making processes, including approval of the Inception Report and final diagnostic outputs.

5.2. Reporting Arrangements

The successful bidder will report contractually to the African Climate Foundation but will work under the direction of the AC. Day-to-day project management and primary point of contact will be the JET PMU MEL Manager or delegated professional support. Regular progress meetings will be scheduled throughout the project.

6. Request for Proposals (RFP)

6.1. Proposal Submission

Qualified consultants / consortia are invited to submit electronic proposals outlining the provider's approach to fulfilling the requirements in line with this ToR. Proposals should not exceed ten pages (excluding CVs and annexes – **see point 6.1.10 and 6.1.11 below**). Late submissions will not be considered. Proposals should follow the below structure:

6.1.1 Understanding of the assignment

- Interpretation of the ToR, problem statement and objectives;
- Understanding of the JET IP, municipal context and TA ecosystem.

6.1.2 Approach and methodology

- Proposed methodological approach, including tools, sampling approach for municipalities and stakeholders, and analysis framework.



- Description of how the consultant will ensure meaningful participation of under-resourced municipalities and marginalised groups.
- Risk assessment and mitigation measures.
- Description of how the consultant will ensure meaningful participation of under-resourced municipalities and marginalised groups":

6.1.3 GESI integration strategy

- A clear description of how the team will integrate GESI principles into the diagnostic, including: methods for disaggregated data collection, strategies for inclusive stakeholder engagement (women, youth, persons with disabilities), and how GESI findings will be reflected in the diagnostic matrix, analysis, and recommendations.

6.1.4 Workplan and project management

- Activity-based workplan aligned with the indicative project plan;
- Roles and responsibilities of team members;
- Quality assurance measures.

6.1.5 Team composition and competencies

- Brief profiles of proposed team members including roles and responsibilities in this assignment, highlighting expertise in:
 - Municipal finance and governance;
 - Just energy transition / climate and energy policy;
 - TA design and evaluation;
 - South African public sector and development partner landscape;
 - Gender expertise - At least one proposed team member must have proven specialised experience in gender-responsive evaluation, gender analysis, and applying intersectional approaches in the South African municipal or public sector context.
- CVs (max three pages each) in an **annex**, with contactable references.

6.1.6 Capacity development

- How the team will build capacity of JET PMU, SALGA, or municipal staff during the diagnostic.

6.1.7 Quality assurance plan

- Internal mechanisms to ensure rigor and validity.



6.1.8 Relevant experience

- Summary of similar assignments (maximum one page), including role played and contactable references;
- At least two examples of previous work products relevant to municipal TA diagnostics, JET, climate finance, or programme design.

6.1.9 Costing

- Detailed budget in ZAR, inclusive of VAT where applicable;
- Breakdown of professional fees by person, hours and by activity;
- Disbursements and other direct costs (e.g. travel, workshops, communication);
- Assumptions relating to number of interviews, workshops, travel, etc.
- **Use pricing template provided on the submission portal and upload in MS Excel format.**

6.1.10 Additional documents and annexures (not included in 10-page proposal limit)

- CVs (max three pages each) in an **annex**, with contactable references.
- At least 2 externally issued references detailing quality, track record and timelines of past work.

6.1.11 Mandatory submissions (not included in 10-page proposal limit)

- Signed conflict of interest declaration (completed on portal)
- Tax Compliance Status verification document, together with a valid tax PIN. The tax PIN must be active and unexpired at the time of submission and throughout the evaluation process.
- Company registration document.

Service providers have the option to submit proposals as individual entities or as part of a consortium. When submitting as a consortium, providers must ensure that the full range of necessary skills and experience required for this assignment are represented within a single proposal. Additionally, consortium proposals must clearly outline the proposed project governance structure.

7. Evaluation of proposals and reporting arrangements

7.1. Evaluation of proposals

Stage 1: Administrative Compliance

The following criteria will be applied to determine whether a proposal has met the mandatory administrative requirements of the RFP:



- Due to the nature of the assignment, which requires close engagement with local South African stakeholders and municipalities, bidders are required to be legally registered and have an operational presence in South Africa.
- The proposal was submitted on or before the specified closing date and time.
- The proposal is complete, with all sections fully completed, and includes all mandatory documents as outlined in the Terms of Reference (ToR) (refer to Section 6.1.11).

Only proposals that fully comply with the above administrative requirements will proceed to Stage 2 of the evaluation process.

Stage 2: Technical evaluation

At this stage, proposals will be evaluated against the functionality (technical) criteria using the weighting system set out below. Each criterion will be scored according to the allocated weighting, and the total technical score will determine whether a proposal meets the minimum technical threshold required to proceed to the next stage.

Descriptor	Functional evaluation criteria	Weight
1. Quality of proposal	Addresses ToR, demonstrates understanding of context, coherent and rigorous methodology (including gender and inclusion)	25%
2. Team expertise and experience	Collective qualifications against required competencies	37.50%
- Project manager	<i>Experience managing similar diagnostics</i>	
- Evaluation specialist	<i>Experience in TA or programme evaluation</i>	
- Sector specialist(s)	<i>Deep knowledge of Municipal JET, energy, climate finance</i>	
- Gender/inclusion expertise	<i>Team member with proven gender analysis in evaluations</i>	
3. PDI representation	At least 30% of team are Previously Disadvantaged Individuals in professional roles	6.25%
3. Capacity development	Clear strategy for building capacity of JET PMU / municipal staff	6.25%
4. Past performance and track record	Quality of previous work and references	18.75%
5. GESI responsiveness	Extent to which the proposal demonstrates a credible and resourced approach to integrating Gender Equality and Social Inclusion across methodology, team composition, stakeholder engagement, and analysis. Proposals will be rated using a scale from Gender Blind to Gender Transformative (aligned with DPME Guideline Table 3).	6.25%
Total		100%



Stage 03: Price Evaluation

Only proposals that achieve a minimum technical score of 70% in Stage 2 (Functionality Evaluation) will be considered for price evaluation.

At this stage, proposals will be assessed for cost competitiveness, transparency, and value for money, considering the proposed methodology, personnel, and level of effort. The evaluation will consider the total cost of the proposal in relation to the quality and feasibility of the proposed approach.

Stage	Domain/Descriptor	Weight
Stage 02	Functionality (technical) evaluation	80%
Stage 03	Price and value for money evaluation	20%
Total		100%

ACF reserves the right not to award the contract to the lowest-priced proposal, but rather to the proposal that demonstrates the best overall value for money.

7.2. Confidentiality and Conditions

- **Confidentiality:** All information submitted in response to this TOR will be treated as confidential and used solely for the purposes of evaluating the proposal. Service providers may not disclose information relating to this TOR of ACF's or JET PMU's operations without prior written consent.
- **Language:** Proposals, documents and correspondence must be submitted in English.
- **Validity of Proposals:** All pricing and conditions contained in the proposal shall remain valid for a minimum of 90 calendar days from the closing date of submission. Any deviation from this must be clearly stated and may affect the evaluation outcome.
- **No Obligation to Award:** ACF reserves the right not to award a contract because of this TOR and is under no obligation to provide reasoning or feedback for its decision. ACF may cancel or modify this procurement process at any time.
- **Due Diligence:** ACF reserves the right to conduct due diligence on service providers, including requesting additional information, reference checks, or interviews.
- **Conflicts of interest:** Service providers must declare any actual or potential conflicts of interest. Failure to disclose such conflicts may result in the disqualification of the proposal or termination of any subsequent contract.
- **Cost of submission:** ACF shall not be responsible for any costs incurred by the service providers in preparing and submitting the proposal. All such costs will be borne solely by the service provider.
- **Ethical Conduct:** ACF expects all service providers to adhere to ethical business practices, including compliance with applicable anti-bribery and anti-corruption laws and regulations.
- **Amendments and Clarifications:** ACF may issue amendments or clarification to the TOR. These will be communicated to all bidders who submitted queries or expressed intent to submit proposals.



7.3. Reporting and Governance

The appointed consultant will report to the JET PMU (Municipal Portfolio Lead) or their delegate. The Advisory Committee, comprising representatives from the IPG, DEE, National Treasury, SALGA, and COGTA will be required to provide technical guidance and review key deliverables, with overall oversight by the JET Municipal Portfolio governance structures.

7.4. Stakeholder Sessions

Following completion of the diagnostic, the report will be shared with the JET Municipal Council and the JET IPG to discuss findings and recommendations.

7.5. Expected use of the Evaluation

The diagnostic outputs will be used to:

- Finalise a JET Municipal Portfolio TA Strategy and implementation plan.
- Guide prioritisation of partnerships, MoUs and facility arrangements with key TA providers.
- Support alignment of TA with the JET IP municipal-relevant components and investment pipeline.
- Provide an evidence base for engagements with donors, DFIs and partners on future TA programming.

Potential users	How they will use the diagnostic
JET PMU (Municipal Portfolio)	To design a coordinated TA strategy and implementation plan for 2026–2029.
National Treasury, DEE, COGTA	To align TA programmes with JET IP municipal priorities and budget processes.
SALGA	To broker and coordinate TA offers to municipalities.
DFIs and international partners (DBSA, World Bank, KfW, GIZ, etc.)	To align their TA facilities with the JET Municipal Portfolio and reduce fragmentation.
Municipalities (metros, secondary, small/rural)	To understand available TA and access it more effectively.
Civil society and community organisations	To advocate for inclusive and accessible TA for vulnerable municipalities.



Women's organisations, youth groups, and disability rights advocates	To advocate for GESI-responsive TA design and to hold municipal and national actors accountable for inclusive JET implementation.
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8. Enquiries

For technical queries, please contact essrfp@africanclimatefoundation.org via email with subject: *RFP23 – Diagnostic Evaluation on TA for Municipal JET IP Implementation*.

For TA with the submission portal, contact grants@africanclimatefoundation.org