Terms of Reference: Consultancy to support the design of CBI’s programme on Agri-Food System Transitions

About the Climate Bonds Initiative

Climate Bonds Initiative is fast growing, dynamic and driven by a big mission. An investor-focused NGO, we work to mobilise global capital for climate action. We are at the forefront of advances in green finance, working with global stakeholders: governments, investors, banks and large companies.

We lead the market with the only certification scheme for green bonds globally, provide up to the minute green bond data and market analysis and policy advice, advise on green capital market development, and advocate for ambitious change in the financial industry.

Context

CBI has recently launched its flagship **Transition Programme**. The programme aims to support the transition toward a low-carbon, resilient, and sustainable global economy. CBI’s Transition Programme comprises four strategic pillars:

Pillar 1: Industry - Accelerating the Industrial Transition to Net Zero

Pillar 2: Agri-food Systems - Accelerating the Transition to Net Zero, Resilient, and Sustainable Food Systems

Pillar 3: Built Environment - Accelerating Retrofits and Net Zero Buildings

Pillar 4: Transition Enablers - Scaling Sectors and Technologies that Enable Transition

The Gordon and Betty Moore Foundation is supporting CBI in designing the Agri-food Systems pillar of the programme. The objective of the project is to accelerate credible corporate transitions in the food sector. Our strategy is to catalyse sustainable investment in the food and agriculture sector at scale, which will require a shift in knowledge systems and the development of common, science-based metrics that are fit-for-purpose for informing investment decision making.

Though the details of the project will be formulated with the support of this consultancy, particularly the development of a Theory of Change and underlying outcomes, an initial formulation of the project includes the following proposed interventions:

1. Support a common understanding of credible and ambitious transition pathways in food supply chains;
2. Develop investor frameworks for evaluation of corporate transition plans;
3. Engage investors to channel finance toward transitioning entities and activities and to pressure corporates to deliver on commitments;
4. Engage corporates on supply chain risks due to physical and transitional risks;  and
5. Advocate for government policy and regulation that enables and incentivizes transition in the food sector.

Purpose of the Assignment:

The purpose of this consultancy is to support CBI in the design and development of the second pillar of the Transition Programme. You will work closely with the Head of Programme Design over a 3-month period to produce the deliverables that will underpin the subsequent design of a full programme and funding proposal. The Head of Programme Design will co-facilitate brainstorming sessions and relevant teams from CBI will input regularly into the design process.

Deliverables and Timelines:

22 days between June 7 – August 16, 2021; See below for detailed description of tasks, Level of Effort, and timelines.

Table 1: Workplan for Agri-Food System Expert

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|  | **Activity** | **Outputs** | **LOE (days)** | **Timeline** |
| 1 | Co-chair bi-weekly meetings with CBI design team. Meetings will be 1 hour in duration and divided into two parts. First session of the meeting will be related to practicalities and process, second half on content related questions. | Contribute to the agenda for 6-7 meetings with design team | 1.5 | Bi-weekly until end of the contract |
| 2 | Problem Analysis, literature review, development of key scoping questions.  | List of key Scoping questions  | 2  | 11/06 |
| 3 | Co-facilitate a root cause analysis workshop | Slides for Root Cause/Problem Tree Workshop | .5 | 14/06 |
| 4 | Deep dive literature review of food sector transition pathways, linkages between finance and food systems, state of play of net-zero commitments and plans, etc. | **Deliverable 1: Brief: State of Play on Food Systems Transitions and Finance (max 5 pages)** | 3 | 21/06 |
| 5 | Co-conduct stakeholder mapping exercise with the broader team, carry out 2-3 one-on-one meetings with GBMF and food system advisors to deepen the stakeholder mapping, research on on-going initiatives, drafting report | **Deliverable 2: Food System Transitions Stakeholder Analysis**  | 3 | 30/06 |
| 6 | Develop materials and co-conduct internal workshops including a CBI SWOT Analysis to highlight CBI USP, and prepare strawman logframe/theory of change and proposed scope boundaries to use as a basis for discussion | Workshop Materials for internal conceptualisation workshop including a proposed theory of change, scope boundaries, and key interventions | 2 | 09/07 |
| 7 | Follow-up meetings with team members to further develop the programme objectives and activities, drafting report | Draft CBI Value Proposition and Theory of Change (to be updated after external consultations with experts) | 3 | 16/07 |
| 8 | Develop materials and co-conduct external workshops to get inputs on the key barriers and opportunities for accelerating the transition; and to engage collaborators | Workshop Materials for external conceptualisation workshop | 1 | 20/07 |
| 9 | Follow-up meetings with GBMF, advisors, and stakeholders to further deepen the strategy and documents, finalising report | **Deliverable 3: Final CBI Value Proposition and Theory of Change** | 2 | 26/07 |
| 10 | Support the establishment of the Advisory Committee and collaborating partners by suggesting list of names for the committee, list of organisations for partnership, Terms of Reference for the Committee, and developing an MoU or Letter of Agreement that CBI can use to secure formal partnerships with 2-3 partner organisations.  | Advisory Committee member lists, list of potential collaborating institutions, Terms of Reference for Committee, and template for MoUs for collaboration | 2 | 06/08 |
| 11 | Prepare a Summary Report that can be used as a public facing document including the contextual analysis, state of play, and key opportunities. This document will be used to help us engage further partners and funders.  | **Deliverable 4: Summary Report: Financing Credible Transitions in the Food Sector** | 2 | 16/08 |

Payment Schedule

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| Milestone | Date | Amount (USD) |
| Deliverable 1 + Deliverable 2 | 30/06/2021 | 30% |
| Deliverable 3 | 31/07/2021 | 30% |
| Deliverable 4 | 31/08/2021 | 40% |

Consultant Profile

* 10+ years working in the agri-food sector, with expertise in sustainable agri-food supply chains
* Strong familiarity with science-based sustainability metrics and sustainability strategies in the food industry
* Extensive networks and knowledge of key initiatives to drive sustainable transitions in the agri-food system sector
* Experience in conceptualising change strategies, programme design, and developing funding proposals