

TERMS OF REFERENCE

**Call for Technical Consultants to Supervise
Civil Works of Nature-Based Infrastructure for
the “Improving Resilience of Coastal
Communities in Côte d’Ivoire and Ghana
Project.”**

Funded by the Adaptation Fund

**Component Two (2): Implemented by Habitat for
Humanity International in Collaboration with
ActionAid Ghana**

24th October 2025

ACTIONAID GHANA
CALLS FOR BIDS FOR HIRING A TECHNICAL CONSULTANT FOR CIVIL WORKS
SUPERVISION OF NATURE-BASED INFRASTRUCTURE

1.0 BACKGROUND

ActionAid Ghana (AAG) is a national non-governmental organization and a member of the ActionAid International Federation. The organization is committed to promoting social justice, poverty eradication, and the realization of human rights. Our strategic focus includes climate resilience, youth empowerment, gender equality, and reducing inequalities. As part of the implementation of the “*Improving Resilience of Coastal Communities (IRCC) in Côte d’Ivoire and Ghana*” project, funded by the Adaptation Fund and coordinated by UN-Habitat, **ActionAid Ghana (AAG) has been engaged by Habitat for Humanity International (HfHI) as the Component 2 executing entity—to lead implementation of the Ghana component.**

The IRCC project is aimed at building resilience to coastal flooding and climate risks in 21 settlements across Ghana and Côte d’Ivoire. It focuses on three main output areas:

1. Reducing exposure to floods and coastal hazards through Early Warning Systems (EWS).
2. Mitigating risks with engineered and nature-based solutions (NbS).
3. Enhancing livelihoods through climate-resilient income-generating activities.

This Expression of Interest (EOI) relates to Output 2: Mitigating risks with engineered and nature-based solutions. NbS infrastructure plays a crucial role in addressing the vulnerability of coastal communities by harnessing natural processes to reduce the impacts of climate-related hazards such as flooding, coastal erosion, and sea-level rise. Unlike traditional grey infrastructure, NbS such as bioretention basins, drainage swales, and micro-infiltration cells work with the environment to enhance water absorption, restore natural hydrology, and buffer storm surges, thereby reducing the severity and frequency of flood events. In addition to offering cost-effective and sustainable protection, these systems improve soil quality, support biodiversity, and enhance the aesthetic and ecological value of the landscape. By integrating local knowledge and encouraging community participation in their design and maintenance, NbS also foster ownership, resilience, and long-term sustainability, making them a vital component in climate adaptation strategies for vulnerable coastal populations.

ActionAid Ghana invites qualified **Technical Consultants (Civil Works)** to submit bids to supervise the design, construction, and community integration of NbS infrastructure in 9 targeted Ghanaian communities.

2.0 SCOPE OF WORK

The selected consultant will be responsible for technical oversight, quality assurance, and community integration of nature-based infrastructure across the 9 project communities. Specific tasks include:

1. Support community consultation sessions to ensure co-ownership and culturally appropriate designs.
2. Conduct detailed technical surveys and finalize site-specific designs for NbS infrastructure, including drainage channels, micro-infiltration cells, and seasonal bioretention basins.
3. Develop sustainability plan for NbS infrastructure such as micro-infiltration systems and bioretention structures.
4. Facilitate AAG access to permits from the District Assembly and Water Resources Commission before construction of NbS infrastructure.
5. Ensure compliance with environmental and social safeguards, relevant Ghanaian building codes, and international best practices for NbS infrastructure.
6. Supervise the construction of:
 - a) Drainage channels in 9 coastal communities.
 - b) Micro-infiltration cells in 9 coastal communities.
 - c) 5 seasonal bioretention basins in flood-prone zones.
7. Provide quality assurance and certification of completed work before handover.
8. Develop user-friendly maintenance manuals, training modules and schedules for community-based upkeep of constructed NbS systems.
9. Train community members and local leaders on the operation, maintenance, and monitoring of NbS infrastructure.
10. In collaboration with AAG, work municipal authorities, Coastal Development Authority, Town and country planning, Forestry Commission (FC) and the National Disaster Management Organization (NADMO) on long-term sustainability, handover, and integration of NbS infrastructure into district disaster preparedness plans.
11. Submit regular technical progress reports, including photos, milestones, compliance notes, and final engineering documentation.

(Additional roles may be assigned as deemed necessary for effective implementation.)

3.0 PROJECT LOCATIONS

The infrastructure works will be implemented in the following in 9 of the following coastal communities in Ghana:

Region	District	Communities
Volta	Anloga	Agorkedzi/Atiteti, Agbledomi, Dzita, Whuti, Woe, Lashibi, Tegbi
Greater Accra	Ada West	Wokumagbe, Akplabanya and Goi
	Ada East	Kewunor/Azizanya

4.0 PROJECT DURATION

The consultancy will last for ten (10) months, with possible extension subject to performance and funding. The consultant is expected to begin immediately upon signing the contract and must adhere to all project timelines and deliverables.

5.0 COORDINATION AND REPORTING

The selected consultant will be contracted by to ActionAid Ghana. The Consultant will report to the Country Director through the Head of Programmes, Campaigns, and Innovations (HOPCI) with the Project Manager. The Country Director will be responsible for signing off on key decisions. Support provided by AAG to the project consultant will include:

- Hold introductory briefings with the consultant(s).

- Provide/share key project documents
- Facilitate access to project participants.

Equally, the Selected consultant is expected to comply with AAG SHEA and Safeguarding policies. Thus, the consultant(s) will also be expected to sign and abide by relevant ActionAid policies, including its Sexual Harassment, Exploitation and Abuse (SHEA) and Safeguarding Policy, Protection from Sexual Exploitation and Abuse (PSEA) Policy, Anti-Sexual Harassment, Exploitation and Abuse at Work Policy and Child Protection Policy.

6.0 ELIGIBILITY CRITERIA

1. Interested individual consultants or firms must demonstrate the following:
2. A minimum of 5 years of experience in civil engineering, infrastructure supervision, or implementation of climate-resilient infrastructure, particularly NbS.
3. Demonstrated experience in the design, supervision, and implementation of drainage systems, water retention structures, or other green/grey infrastructure in flood-prone or coastal zones.
4. Strong knowledge of nature-based solutions, environmental engineering, and climate adaptation technologies.
5. Proven track record of working with communities using participatory approaches.
6. Capacity to coordinate with local government and NADMO, and familiarity with Ghanaian regulatory standards.

7.0 SUBMISSION PROCESS

Interested consultants must submit the following documents:

1. Cover Letter – Expressing interest and suitability for the consultancy.
2. Technical Proposal (**10 pages maximum**) – Including approach, methodology, timeline, work plan, and quality assurance measures.
3. Financial Proposal – Detailing cost breakdown, staff inputs, logistics, and payment schedule.
4. Company/Consultant Profile – Including qualifications, relevant certifications and experience, team structure, and resumes of key personnel.
5. References and Past Projects – Minimum of two references and evidence of similar assignments undertaken.

Submissions must be in sealed envelopes clearly marked: “Bid for Technical Consultant – Supervision of NbS Civil Works” and delivered to: ActionAid Ghana head office, 3rd Asoyi Lane, East Legon, Accra – Ghana, Or submitted electronically to: proposals.ghana@actionaid.org

Deadline for submission: November 5th, 2025, at 11:59 GMT (Midnight). Late submissions will not be considered.

8.0 SELECTION CRITERIA

Proposals will be evaluated based on:

- Technical capacity and relevant experience.

- Quality and feasibility of proposed methodology and work plan.
- Financial competitiveness and value for money.
- Demonstrated capacity for community engagement and participatory design.
- Compliance with environmental and social safeguards.

Shortlisted candidates may be invited for further discussions or presentations.

9.0 DISCLAIMER

This Expression of Interest (EOI) does not constitute a contract. ActionAid Ghana reserves the right to accept or reject any bid, cancel the process, or amend requirements without obligation to bidders.

Issued by: ActionAid Ghana

Date: October 24th, 2025