

TERMS OF REFERENCE

**Call for Technical Consultants to Supervise
Alternative Green Livelihoods 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**

Prepared: 24th October 2025

ACTIONAID GHANA CALLS FOR BIDS FOR HIRING A TECHNICAL CONSULTANT FOR ALTERNATIVE GREEN LIVELIHOODS

1.0 BACKGROUND

ActionAid Ghana (AAG) is a national non-governmental organization and a member of the ActionAid International Federation. The organization is dedicated to promoting social justice, poverty reduction, and human rights, with strategic priorities in climate resilience, youth empowerment, gender equality, and tackling 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 has been contracted by Habitat for Humanity International (HfHI), the Component 2 executing entity, to lead the implementation of the Ghana component of the project.

The IRCC project seeks to strengthen resilience against coastal flooding and climate risks across 21 settlements in Ghana and Côte d’Ivoire. Specifically, it focuses on three 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 and environmentally sustainable income-generating activities.

The Ghana component is being implemented in 11 coastal communities across Anloga, Ada East, and Ada West Districts, with emphasis on community-led design, co-ownership, and sustainability of interventions. Integrated alternative green livelihoods encompass sustainable, eco-friendly economic activities that are developed in harmony with the local environment and tailored to the specific needs of coastal communities. These livelihoods such as climate resilient agriculture including organic farming, mangrove restoration, and eco-friendly fish processing, storage and marketing offer viable alternatives to environmentally harmful practices while promoting economic resilience. By integrating traditional knowledge with innovative green practices, these livelihoods help diversify income sources, reduce dependence and overexploitation of marine resources, and build adaptive capacity to climate change impacts like rising sea levels, storms, coastal erosion and declining fish stocks. Their importance lies in fostering environmental conservation, enhancing food security, and strengthening capacities, empowering communities economically and socially, reducing their vulnerability to environmental and economic shocks.

To this end, ActionAid Ghana invites qualified **Technical Consultants** to submit bids to lead the design and implementation of **Alternative Green Livelihood interventions** in selected coastal communities in Ghana.

2.0 SCOPE OF WORK

The selected consultant will be required to:

1. Develop and implement Environmental and Social Management Plans (ESMPs) in line with Ghana EPA and Adaptation Fund safeguards.
2. Conduct soil and water assessments to guide crop selection and site-specific adaptation measures.
3. In collaboration with the department of Agriculture, facilitate the setting up of resilient agriculture pilot plots with irrigation facility to enable the adoption of climate-smart

agriculture, dry season farming and agroecological practices covering 42 hectares and establish one (1) training Centre in the six (6) of the targeted communities covering 5 acres to serve as demonstration hubs. This task also seeks to train the first batch of 60 lead farmers on climate-smart and agroecological practices.

4. Design training manual, training schedule for training of farmers, women, and youth groups on climate-smart agriculture (CSA) and agroecological farming techniques, including composting, agroforestry, integrated pest management, and water-efficient irrigation methods.
5. Deliver capacity building on resilient housing designs and energy-efficient cooking technologies, such as improved cookstoves and renewable energy alternatives.
6. Introduce Blue Carbon literacy and provide technical and business support for mangrove-linked livelihoods, including eco-tourism, beekeeping, and sustainable harvesting of mangrove resources.
7. Facilitate the development of community-based business models, training and establish linkages to market opportunities to ensure economic viability and scalability of alternative livelihoods.
8. Contribute to strengthening the adaptive capacity in selected coastal settlements through the promotion of alternative green livelihoods, training municipal staff, and communities to ensure sustainable management of implemented interventions.
9. Submit monthly progress reports and a comprehensive final consultancy report detailing key outputs, outcomes, data, pictures, designs, drawings, and recommendations for sustainability.

3.0. PROJECT LOCATIONS

The Alternative Green Livelihoods interventions will be implemented in selected communities out of the following 11 targeted coastal settlements in Ghana. The exact locations will be determined through detailed site assessments and consultations with local authorities and communities.

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

4.0 PROJECT DURATION

The consultancy assignment is expected to last for **ten (10) months**, with the possibility of renewal subject to performance and availability of funding. The consultant must strictly adhere to the agreed timelines and deliverables.

5.0 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.

The Selected consultant is expected to comply with ActionAid 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.

Additionally, the consultant shall also abide by AAG Data Protection rules and protocols. Ensuring that data acquisition, including digital recording, and its processing, storage, transfer and utilization are managed fairly, transparently and ethically in accordance with AAG Data Protection and Privacy Policy. Additionally, relevant national data protection regulations shall be complied with and mindful of the fact that breaches may result in commercial or legal sanctions. Full disclosure shall be made of data subjects on the purpose for which the data is being collected and whom it may be shared with, to enable the data subjects to give informed consent. Precautions must be exercised, and appropriate steps taken, including the use of pseudonyms (fictitious names), to protect the identity of data subjects around subject matter disclosure.

6.0 ELIGIBILITY CRITERIA

Interested consultants/firms must demonstrate:

1. At least 5 years of experience in climate-resilient livelihoods, sustainable agriculture, or green enterprise development.
2. Proven record in designing and implementing climate-smart agriculture, renewable energy, or eco-based livelihood projects.
3. Technical expertise in agronomy, natural resource management, environmental economics, or rural development.
4. Demonstrated experience in community training, market linkages, and business model development.
5. Availability of a multidisciplinary team with expertise in agriculture, livelihoods, environmental sustainability, and community engagement.
6. Valid registration and certification to operate in Ghana.
7. Proven financial and logistical capacity to deliver within the stipulated period.
8. Knowledge of Ghana's environmental, agricultural, and livelihood development frameworks and alignment with national adaptation priorities.

7.0. SUBMISSION PROCESS

Completed bid documents must include:

1. Cover Letter – Expressing interest and stating suitability for the assignment.
2. Technical Proposal (**10 pages maximum**) – Outlining approach, methodology, timelines, and work plan.
3. Financial Proposal – Providing a detailed breakdown of costs and payment schedule.
4. Company/Consultant Profile and core team profile– Including qualifications, certifications, experience, and team composition.

5. References and Past Projects – At least two references with evidence of similar work completed.

Submissions should be in **sealed envelopes** clearly labeled: “Bid for Technical Consultant, Alternative Green Livelihoods” and delivered to: ActionAid Ghana Head Office, 3rd Asoyi Lane, East Legon, Accra – Ghana, Or electronically to: proposals.ghana@actionaid.org

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

8.0 SELECTION CRITERIA

1. Proposals will be evaluated based on:
2. Technical capacity and relevant experience.
3. Quality and feasibility of proposed methodology and work plan.
4. Financial competitiveness and value for money.
5. Demonstrated capacity for community engagement and participatory design.
6. 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 24, 2025