



## **Terms of Reference:**

### **Carbon Finance Training – NORCAP Energy and Environment**

**Issued by:** NORCAP Energy and Environment Unit

**Service Provider:** To be selected via tender process

#### **1. Background**

NORCAP, as part of the Norwegian Refugee Council, is a global provider of expertise dedicated to humanitarian response, development, and peacebuilding. Its mission is to strengthen resilience, protect the lives, livelihoods, and rights of vulnerable people and communities, and to empower those affected by crises and climate change. To further enhance the internal capacity of its Energy Expert pool, NORCAP aims to upskill a select group of up to experts and staff in carbon finance. The training will focus on specific thematic topics such as humanitarian energy access, electrification, clean cooking in displacement settings, and expand to include nature-based solutions, agroforestry, and reforestation. This initiative reflects NORCAP Energy and Environment (E&E) Unit's continued commitment to addressing the evolving needs of crisis-affected communities and supporting innovative, sustainable solutions in complex environments.

#### **2. Objectives**

The objectives of this assignment are to:

- Deliver a three day, in-person training programme for 15-20 selected NORCAP Energy Experts and thematic teams.
- Enhance participants' understanding of carbon markets (including market types, methodologies, standards, key players, as well as risks e.g. legal liabilities, carbon-ownership disputes, misaligned benefit sharing, regulatory uncertainty, integrity/greenwashing accusations, etc.
- Equip experts with knowledge of the carbon project cycle from concept to credit issuance.
- Cover technical foundations such as baselines, additionality, monitoring, reporting, and verification.
- Address ethical, social, and operational considerations, including risk assessment, gender and equity, stakeholder consultation, FPIC, benefit-sharing, and environmental/social safeguards.
- Expand content to include nature-based solutions, agroforestry/reforestation, and electrification, reflecting the broader thematic interests of the E&E team.
- Encourage direct application of learning to participants' ongoing initiatives.

#### **3. Scope of Work**

**The selected service provider will:**

- Design a tailored, three day in-person training agenda in consultation with NORCAP, ensuring alignment with strategic priorities, participant expertise, and expanded thematic scope.
- Develop and deliver all training materials (presentations, case studies, practical exercises), with a focus on clean cooking, nature-based solutions, agroforestry/reforestation, and electrification.
- Facilitate interactive sessions using a workshop format, allowing participants to work on real projects they are involved in (projects to be collected during the expert application process).
- Move beyond presenting case studies by supporting participants to explore how carbon finance could support their own initiatives.
- Manage the training flow to ensure objectives, timing, and participant engagement are achieved.
- Potential online follow-up session 4-5 weeks after the training to address any additional follow-up questions (approval depending on price).

#### **4. Deliverables**

- Finalised training agenda (validated by NORCAP Energy and Environment Team)
- All training materials (presentations, case studies, exercises, workshop templates)
- Facilitation of three day in-person training workshop
- Training evaluation report (including participant feedback and recommendations for further support)
- Facilitation of online follow-up sessions

#### **5. Methodology**

- Conduct a kick-off call to align expectations and clarify roles.
- Collaborate with NORCAP to refine the agenda and content, and to collect real project examples from participants.
- Deliver the training using a mix of presentations, group exercises, and interactive workshops focused on real projects.
- Adjust sessions as needed based on participant feedback and emerging questions.
- Provide post-training support through virtual sessions and ongoing technical assistance.

#### **6. Timeline, budget, and location:**

- Kick-off call: Within one week of contract signing
- Training preparation: To be completed prior to the training dates
- In-person training: 3 consecutive days (suggested: 6<sup>th</sup>–8<sup>th</sup> October 2025)
- Online follow-up sessions: Approximately four weeks after in-person training
- Training provider to accommodate potential timeline changes due to travel or visa delays
- The budget for this assignment is a maximum of NOK 150,000
- Location: Istanbul. Furthermore, NORCAP will directly cover all cost related to the event location specifically the training venue and related refreshments for participants.

#### **7. Evaluation Criteria**

Proposals will be evaluated based on:

- Relevance of experience in carbon finance and humanitarian/development contexts
- Quality and clarity of proposed training methodology
- Track record in delivering similar capacity-building initiatives
- Proposed team composition and expertise
- Cost-effectiveness and value for money
- Demonstrated ability to facilitate interactive, project-based learning

## **8. Submission Requirements**

Interested service providers must submit:

- Technical proposal (including methodology, work plan, and team composition)
- Financial proposal (detailed budget)
- CVs of key trainers
- References or examples of similar work

## **9. Contact Information**

For queries or clarifications, please contact:

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