

Development of the Climate Bridges Toolbox

Terms of reference

I. EXTERNAL EXPERTISE REQUIREMENTS

Assignment

The contractor will support the development of a toolbox that provides strategies, tools, case studies and guidance for organizations and stakeholders interested in strengthening climate governance, cooperation and climate action in their regions. The toolbox should be developed in close coordination with the project team and build on the experiences, results and good practices generated throughout the Climate Bridges project. In addition to the content development, the contractor will be responsible for the visual design and layout of the toolbox, ensuring an appealing, accessible and publication-ready final product.

The project is implemented by five partner organizations from Albania, Austria, BiH, Croatia and North Macedonia and the network has currently about 80 members from the Balkans and neighboring countries, mainly CSOs. The goal of the network is to foster cooperation for climate action in the region. The network was founded in the last project and will be consolidated during this project's duration (December 2024 - March 2027).

Expected outcome:

The contractor will prepare a draft version of the Climate Bridges Toolbox and further develop it in close coordination with the project team. This includes participation in at least three coordination meetings to discuss the structure, content and design of the toolbox. Based on the feedback received, the contractor will deliver the final Climate Bridges Toolbox in English, together with all source files in an editable format.

Scope of Work:

No	Work package / activities	Hours/costs
WP1	Review and Content Collection - Review relevant Climate Bridges project outputs and materials - Conduct interviews and/or consultation meetings with project partners and project team members to capture experiences, lessons learnt and good practices that may not be fully documented in written project outputs. - Identify existing tools, methods and good practices suitable for inclusion. - Participate in coordination meetings with the project team.	

WP2	Toolbox Development	
	• Compile and document successful case studies, innovative project examples and practical climate action approaches from Climate Bridges network members and relevant external initiatives. • Summarize key insights, lessons learnt and knowledge generated through capacity-building events, campaigns and Local Green Agenda processes, translating them into practical guidelines and recommendations. • Develop a structured and user-friendly toolbox that supports knowledge transfer, peer learning and the replication of successful climate governance and climate action approaches across regions.	
WP3	Finalization	
	• Revise the toolbox based on feedback from the project consortium. • Develop a professional visual layout and design in line with the Climate Bridges project branding. • Ensure that the toolbox is user-friendly, visually appealing and ready for publication in both digital and printable formats. • Deliver the final toolbox in an editable format.	

Expected outputs

- Participation in at least three coordination meetings with the project team if needed and delivery of the meeting minutes.
- Final Climate Bridges Best Practices Toolbox in English, professionally designed, including all relevant content mentioned above and ready for publication on the Climate Bridges Network website.
- All editable source files, including layout and design files.

Timeframe:

The assignment is expected to start in December 2026 and be completed by March 2027. The final toolbox shall be delivered after incorporating feedback from the project team.

II. PROPOSAL DOCUMENTS

Please send us a proposal for the development of the Climate Bridges Toolbox which should include at least:

- A description of the services and activities to be covered within the work packages.

- A description of the proposed work process and a provisional implementation timeline.
- A financial offer including daily rates, work package costs and any additional material costs.
- A description of the person(s) responsible, including relevant expertise.
- References to relevant assignments.
- Portfolio and/or links to previous toolkits, handbooks or publications, demonstrating relevant experience in content development and design.

Please send your proposal no later than 15.11.2026 to paula.duske@cipra.org

III. SELECTION CRITERIA

Quality of the proposal

- Requested information was delivered
- Offer is precise and understandable
- Approach is clear

Expertise

- Experience in developing toolkits, handbooks or training materials
- Experience in the field of climate action, climate governance and participation
- Experience in international or transnational projects
- Experience in knowledge management and the synthesis of project results
- Knowledge of the cultural contexts of the Balkans and the Alpine region
- Ability to translate complex project results into accessible and user-friendly content for diverse target groups.
- Experience in the design and layout of publications, toolkits, handbooks or communication materials
- Ability to present complex information in a visually attractive and user-friendly format.

Availability and language skills

- Excellent written and spoken English skills
- An added value is language skills in one or more of the Balkan languages
- Availability on mutually agreed dates between December 2026 and March 2027

Costs

- Hours/price budgeted per work package (Daily rate)
- Total price including VAT

All criteria need to be fulfilled to be qualified to enter the negotiation process!