



TERMS OF REFERENCE (TOR)- CONSULTANCY FOR TOT IN CARBON CREDITS

REF No. HIHEA/05-2026/PROG

Assignments: Consultancy for Training of Trainers (ToT) on Carbon Credits

Project Name: Waste to Profit (WASP) Project

Duration: 20–25 working days

Consultancy selection Type: Individual Consultant

1. Background

Hand in Hand Eastern Africa (HiH EA) is a non-governmental organization dedicated to alleviating poverty through enterprise development and job creation. The organization works with marginalized communities, particularly women and youth, by equipping them with business skills, financial literacy, and access to enterprise support systems that enable sustainable livelihoods. HiH EA's approach emphasizes self-reliance, resilience, and long-term economic empowerment.

The Waste to Profit (WASP) project is a four-year initiative funded by Hand in Hand Sweden and implemented in Mombasa and Kilifi counties. The project seeks to promote inclusive economic growth through the development of waste-based enterprises, contributing to both income generation and environmental sustainability. The intervention targets 6,000 Base of Pyramid (BoP) members and supports 940 enterprises, with at least 80% women and 40% youth participation.

The project integrates the Rights Way Forward (RWF) methodology, which empowers participants to understand, claim, and advocate for their rights while strengthening their economic capacity. This dual approach ensures that economic empowerment is complemented by social transformation.

In response to the growing global focus on climate change mitigation and sustainable financing, carbon markets present a significant opportunity for waste-sector enterprises. Activities such as recycling, composting, and waste recovery contribute to emissions reduction and can potentially generate carbon credits. However, there is limited awareness and technical capacity among project staff and beneficiaries to leverage these opportunities effectively. This consultancy aims to address this gap.

2. Purpose of the Assignment

The purpose of this consultancy is to design and deliver a comprehensive Training of Trainers (ToT) program on carbon credits for WASP project staff. The training will build their technical understanding of carbon markets and equip them with the practical tools and facilitation skills required to cascade this knowledge to project beneficiaries.

The assignment also seeks to ensure that the WASP project integrates climate finance opportunities into its programming in a structured and sustainable manner, particularly within the waste management sector.

3. Objectives of the Assignment

The overall objective is to strengthen WASP staff's capacity to integrate carbon credit opportunities into enterprise development interventions.



Specific objectives include:

- ❖ Enhance understanding of carbon markets, climate finance, and carbon credit systems.
- ❖ Identify practical and scalable carbon credit opportunities within waste-based enterprises.
- ❖ Build staff capacity to effectively train and mentor entrepreneurs.
- ❖ Develop user-friendly training materials tailored to local contexts.
- ❖ Strengthen the project's contribution to environmental sustainability and climate resilience.

4. Scope of Work

The consultant will undertake a comprehensive assignment that includes training design, delivery, material development, and knowledge transfer. The scope will include:

Training Design: Conduct a rapid needs assessment and develop a tailored ToT curriculum suitable for staff and adaptable for entrepreneurs with varying literacy levels.

Training Delivery: Facilitate an interactive ToT using participatory methodologies such as group discussions, case studies, and practical exercises.

Training Content: Cover key areas including climate change fundamentals, carbon markets, carbon credit standards, waste-sector opportunities, measurement and verification basics, aggregation models, and market linkages.

Material Development: Develop a comprehensive training toolkit including trainer manuals, participant guides, presentations, and practical tools.

Knowledge Transfer: Ensure effective handover of materials and build staff confidence to cascade the training.

5. Deliverables

The consultant will deliver the following:

- ❖ Inception report with methodology and work plan.
- ❖ Comprehensive training curriculum and materials.
- ❖ Delivery of ToT training sessions.
- ❖ Final report including key insights and recommendations.
- ❖ Complete training toolkit for use by the ToTs

6. Duration and Timeline

The assignment is expected to be completed within 20–25 working days, including inception, training delivery, and reporting phases.

7. Required Qualifications and Experience

The consultant/lead consultant should meet the following minimum qualifications and experience requirements:



a) Academic Qualifications

- Master's degree in Environmental Science, Climate Change, Climate Finance, Natural Resource Management, Sustainable Development, Waste Management, or other related fields.
- Additional certification or specialized training in carbon markets, carbon accounting, climate finance, or greenhouse gas (GHG) methodologies will be an added advantage.

b) Professional Experience

- Minimum of 7 years' demonstrated professional experience in climate change, carbon markets, climate finance, or environmental sustainability programming.
- At least 5 years of practical experience in carbon credit systems, including carbon project development, carbon accounting, emissions reduction methodologies, verification processes, or market linkage facilitation.
- Proven experience in the waste management and circular economy sector, particularly in relation to recycling, composting, waste recovery, or green enterprise development.

c) Training and Facilitation Experience

- Must have successfully conducted at least 3 similar Training of Trainers (ToT) assignments on carbon credits, climate finance, environmental sustainability, or related technical areas within the last 5 years.
- Demonstrated experience in designing and delivering participatory adult-learning trainings for NGOs, community-based organizations, development programs, or private sector actors.
- Experience developing user-friendly training manuals, facilitator guides, presentations, and practical learning tools tailored to audiences with varying literacy levels.

d) Regional and Contextual Experience

- Demonstrated experience working in Kenya, preferably within the Coastal Region (Mombasa, Kilifi, Kwale, or neighboring counties).
- Experience working with donor-funded projects, women and youth enterprise programs, or community livelihood interventions will be an added advantage.
- Understanding of climate-related opportunities within informal and small-scale enterprise sectors is highly desirable.

e) Other Competencies

- Strong facilitation, communication, and report-writing skills in English.
- Ability to translate technical climate and carbon market concepts into practical business opportunities for grassroots entrepreneurs.
- Strong organizational and stakeholder engagement skills.
- Demonstrated adherence to professional ethics, safeguarding principles, and data protection standards.

8. Reporting and Coordination

The consultant will report to the WASP Project Manager and work closely with the HiH EA program team to ensure alignment with project objectives.



9. Anti-Corruption and Safeguarding

Hand in Hand Eastern Africa strives to fight corrupt practices within its operations and the same is expected of its vendors, contractors and service providers. HiH EA staff are therefore prohibited from accepting any gift/s, consideration or benefit/s of any kind which may constitute illegal or corrupt practices, either directly or indirectly, as an inducement or reward for the award of a contract.

HH EA and all its employees undertake to create a safe environment for our members and to prevent any form of exploitation or abuse. We are committed to acting in the best interest of our member's and any willing vendor, contractor or service provider is required to commit and comply with our position on safeguarding.

10. Submission of proposals

Individual consultants are invited to submit proposals tailored to the outlined requirements, comprising of a financial proposal with clear costs, work plan and Consultants CVs. Deadline for submission of proposals is **Wednesday 10th June, 2026**. These should be submitted via email to: procurement@handinhand-ea.org quoting the reference number HIHEA/05-2026/PROG as the subject line of the email.

For more information about Hand in Hand Eastern Africa, please visit: <https://handinhand-ea.org/>

HIH EA does NOT condone any form of corrupt practices. Please report complaints via toll free number 0800721347