

## TERMS OF REFERENCE FOR A PROJECT SPONSOR - CATALYTIC FUND

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One of the eligibility criteria for applying to the Catalytic Fund requires that a project concept note and full proposal must be sponsored by at least one member of the Cities Alliance. Cities Alliance members active in the relevant city and/or country should be contacted by proponents<sup>1</sup> for possible sponsorship prior to submitting the project concept note or full proposal. Proponent and sponsor(s) should also have discussed and endorsed the project including the role of the sponsor(s) prior to submission. Please visit <http://www.citiesalliance.org/ca/our-members> for a list of current Cities Alliance members.<sup>2</sup>

The CA defines three different types of sponsorship through which CA members can be involved in a project (one or more):

1. *Co-funding*. The sponsor financially supports components or specific activities of the proposed project.
2. *Implementation support and/or technical assistance*. Upon request and agreement with the proponent, the sponsor implements or monitors specific components or activities of the proposed project or provides technical advisory services.
3. *Joint Knowledge Management/Communication*. A sponsor supports the evaluation and/or learning activities of the project, related communication events and materials and the dissemination of the project outputs.

By agreeing to be a sponsor of the proposed project in one of the three modalities described above, the Cities Alliance Member(s) agree to the following terms of reference:

- ❖ The sponsor has ensured that the proposed project is complementary, or at least not in conflict, with the country-level programmes or activities of other donors and national governments.
- ❖ The sponsor has reviewed and/or jointly developed the application that has been submitted by the proponent.
- ❖ The sponsor will extend active support in one of the above three modalities to the project, the forms and details of which should be agreed with the recipient and documented in the application.
- ❖ The sponsor will follow progress of the project activities and inform the Cities Alliance Secretariat if they become aware of any factor that might significantly impede or improve project implementation including any emerging environmental or social risks.
- ❖ The sponsor will ensure timely payment of its co-financing contribution, if any.
- ❖ The sponsor will collaborate with other Cities Alliance members in the country in support of the project's objectives and activities.
- ❖ The sponsor, if requested, will support Cities Alliance project evaluation and learning activities.

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<sup>1</sup> A proponent to Catalytic Fund can be a local authority, an association of cities, a national government, a civil society organisation, a research institution or a private sector organisation.

<sup>2</sup> The Cities Alliance Secretariat may contact the sponsor upon receipt of a funding application to confirm their agreement to the above sponsor terms of reference.

In exceptional cases where it is determined that the recipient organisation (local authority, association of cities, national government, civil society organisation, research institution or private sector organisation) may have insufficient capacity to manage Cities Alliance grants, or for other operational reasons, a member of the Cities Alliance (the sponsor of the project), or another third party may be requested to play an operational role, such as receiving and administering the funds. Such an organisation may also implement some or all of the project activities on behalf of the recipient.