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**REQUEST FOR PROPOSALS**

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER** **TO DEVELOP A CLIMATE RESILIENT DEVELOPMENT STRATEGY FRAMEWORK FOR NELSON MANDELA BAY, SOUTH AFRICA**

July 2023

# INTRODUCTION

The Presidential Climate Commission (PCC) is a multi-stakeholder body established in 2020 by the President of South Africa to advise on the country’s climate change response and support a just transition to a low-carbon climate-resilient economy and society.

The commission comprises of government ministers and 28 commissioners that represent diverse perspectives of social partners, including academia, business, civil society, labour, and youth. The Commission emanates from the Presidential Summit held in October 2018, when social partners agreed that a statutory entity should be formed to coordinate and oversee the just transition towards a low-carbon, inclusive, climate resilient climate-resilient economy, and society. The PCC is currently hosted at the National Economic Development and Labour Council (NEDLAC), owing to its legal establishment processes currently underway. The PCC requires a suitably qualified and experienced service provider to develop a climate resilient development strategy framework for Nelson Mandela Bay, South Africa.

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# BACKGROUND

The IPCC 6th Assessment Report released in 2022 is clear that the world is already at 1.15oC compared to pre-industrial levels. On the back of this higher level of heat in the atmosphere and oceans, we are already witnessing the devastating impacts of global warming. In addition to new record-high temperatures and heatwaves, we are also experiencing floods, droughts, high-energy storms and wildfires. There is a need for robust Adaptation interventions to increase resilience to climate change. There has been major loss and damage attributed to climate change.

The country is currently embarking on a series of interventions that simultaneously set South Africa on a Climate Mitigation trajectory, primarily through the Just Energy Transition, in accordance with targets in South Africa’s latest Nationally Determined Contribution; while embarking on a combination of Climate Adaptation and Coping Strategies to develop a higher Climate Resilience Index in order to engage the impacts of climate change.

The drought in the City of Gqeberha (previously known as Port Elizabeth) in the Nelson Mandela Bay Metro, in the Eastern Cape has had devastating impacts for the people of South Africa and the environment. The PCC seeks to support solutions to these issues and build resilience against future climate change shocks.

The City of Gqeberha forms part of the Nelson Mandela Bay Metro (NMBM). It is the primary economic hub of the Eastern Cape Province and is vulnerable to severe climate change events, which will become more frequent. The impacts of and recovery from extreme weather events, like the current extended drought, depend on the relationships between the human socio-economic and environmental context and climate resilience and adaptive capacity. The development of a Climate Resilient Development Strategy Framework must bring together key stakeholders and decision makers to explore the key practical recommendations for solutions for a more climate resilient City of Gqeberha.

The nature and scope of this work requires a combination of climate change adaptation and resilience research, stakeholder engagement skills and networks within the Nelson Mandela Bay Municipal area. Thus, there is a need to seek the services of a suitably qualified, independent service provider to develop a climate resilient development strategy framework for Nelson Mandela Bay.

**PURPOSE**

The aim of the project is to develop a climate resilient development strategy framework for Nelson Mandela Bay, South Africa.

**OBJECTIVES**

In fulfilling the scope of this work, the appointed service provider should meet the following project objectives:

* Utilising a combination of literature surveys, desktop research as well as key interviews, delphi and other engagement methodologies - research the climate change related and associated challenges of NMBM with careful consideration of the social, economic, environmental and governance challenges.
* Coordinate multistakeholder development of a draft Climate Resilience Development Strategy for Nelson Mandela Bay that includes activities that: identify key implementation and action projects and solutions; clarify mandates, roles and responsibilities in implementation; explore enabling policy, institutional arrangements and structures for implementation and identify financing solutions for implementation.
* Coordinate multistakeholder revision of draft Climate Resilience Development Strategy for Nelson Mandela Bay.

# PROJECT SCOPE

* 1. **PROJECT INCEPTION**

**Inception meeting**

The appointed service provider will engage in a PCC organised inception meeting, with a view to agree on the overall implementation methodology and timelines. This meeting will also establish the project steering committee (PSC) for this work.

**Inception report**

Following the engagement with the PCC, the appointed service provider will be required to deliver an inception report capturing the discussions and decisions as formulated during the inception meeting. The Inception Report will confirm their understanding of the scope of work, methodology, timelines and budget. This report should be submitted within a month after signing contract.

* 1. **SITUATIONAL ANALYSIS AND SCOPING**

The appointed service provider will conduct desktop research and stakeholder interviews with an aim to understand and analyse the context and situation in Nelson Mandela Bay in relation to climate resilient development and to scope the research areas and activities that:

* identify key implementation and action projects and solutions;
* clarify mandates, roles and responsibilities in implementation;
* explore enabling policy, institutional arrangements and structures for implementation and
* identify financing solutions for implementation.

The situational analysis and scoping report will be presented to the steering committee as a report for inputs and commenting. The report should amongst others, include a research plan, with timelines and sound data collection, handling and management approaches.

* 1. **CLIMATE RESILIENT DEVELOPMENT STRATEGY FRAMEWORK FOR NELSON MANDELA BAY REPORT**

Following the approval and sign-off by the project team on the scoping phase, the appointment service provide will be expected to implement the research plan through the agreed upon tools and timelines during the inception meeting. The final report should focus on and include multistakeholder revision and review of a draft Climate Resilient Development Strategy Framework for Nelson Mandela Bay. The Service Provider must host at least two consultative workshops with relevant stakeholders and affected parties in Nelson Mandela Bay as part of the methodology and produce a consultation chapter in the report. The Service Provider will also organize a PCC Dialogue in Nelson Mandela Bay where the draft report will serve as the background paper and whose inputs will be used to finalize the reports.

# DELIVERABLES

The following deliverables are envisaged in line with the indicated delivery timelines:

|  |  |
| --- | --- |
| Deliverable | Timelines |
| Inception meeting | Within One (1) week after signing of Contract. |
| Inception Report | Four (4) weeks after inception meeting |
| Situational Analysis and Scoping Report | Two (2) months after inception meeting |
| Climate Resilient Development Strategy Framework for Nelson Mandela Bay Report | Sixteen (16) months after inception meeting |
| A launch event, Workshops and Dialogues and a CRDS launch workshop | Staggered over a Sixteen (16) month period as agreed at inception |
| Project Close out meeting | Maximum of Eighteen (18) months after signing of contract |

* Inception report, indicating the literature reviewed, the stakeholders consulted, the proposed scope for the research and activities, the proposed stakeholder engagement model, the inputs and resources required, a detailed project plan, and the project governance arrangements.
* Quarterly progress reports on the project, outlining progress against project plan, and indicating remedial actions to correct for project lags.
* Minutes of project steering committee meetings (to be held at least quarterly).
* A Climate Resilient Development Strategy Framework for Nelson Mandela Bay Report, which includes assessment of progress against objectives and project plan, lessons learnt and recommendations.

# PROJECT TEAM

The project team will include the following expertise and skill-sets to successfully deliver on this work:

* A detailed understanding of public policy on adaptation and disaster management, development economics, and policy relating to a just transition and the interface between climate, development, and people.
* Extensive experience in strategic planning and programme management.
* Excellent analytical abilities and report writing.
* Experience in stakeholder engagement, communications, and facilitation.
* Demonstrable presentation and communication skills and experience, i.e. through publications, conference reports, etc.
* Good track record of governmental and non-governmental stakeholder consultation.
* Experience in working with government planning processes and related budgetary tools.
* Very good knowledge and understanding of the South African stakeholder landscape.
* Five (5) years' experience working on stakeholder engagement, communications, and facilitation capabilities.
* Five (5) years’ experience in project management is essential.
* Very good project management and client relation skills, including conflict management skills.
* Project team technical backstopping is a requirement.

The team members will amongst others comprise of the team leader, and relevant climate change experts.

# PROJECT GOVERNANCE

The Project Sponsor is the PCC Secretariat and a Project Steering Committee (PSC) will be established to oversee the implementation of the entire project. The PSC will be appointed at this proposal development stage and will continue to manage the project until completion.

# TIME FRAMES

The project is scheduled to be completed within eighteen (18) months, after signing of contract.

# EVALUATION CRITERIA

**FUNCTIONAL/TECHNICAL**

The bidder is expected to achieve a minimum required score of **80%** for functionality in order to qualify for further evaluation. Bids that do not meet the minimum required score will be disqualified. The Functional/Technical criteria are:

Values: 1 Very Poor…… 2 Poor……3 Average…….4 Good…. 5 Excellent

| **EVALUATION CRITERIA** | **GUIDELINE FOR CRITERIA APPLICATION** | **WEIGHT** |
| --- | --- | --- |
| **METHODOLODY** | Approach and Methodology indicating clear understanding of the project brief and a realistic implementation plan. Clear outline of how due diligence, the research and stakeholder engagement will be conducted. | 35 |
| **TRACK RECORD** | Past Experience: attach a minimum of five (5) recent testimonials. | 30 |
| **CAPABILITY** | **Team Capability:**   * Sound understanding of the Climate Change domain in general and Climate Adaptation in particular. Experience and networks in the Nelson Mandela Bay area is a distinct advantage. | 35 |
| **TOTAL** |  | **100** |

**\***Only bidders who obtain at least 80 points under Functional/Technical evaluation will be considered for further evaluation.

**PHASE 2: BBBEE STATUS LEVEL CONTRIBUTORS**

Only bidders attaining the B-BBEE Status Level of Contributor will be considered for appointment.

**PHASE 3: ACF PROCUREMENT PRINCIPLES**

* + - Procurement should obtain best value for money, taking into consideration quality, quantity, timing and source.
    - All procurement transactions should be conducted in an open, fair and transparent manner.
    - Potential suppliers shall have equal opportunities to make a bid and shall be treated in a manner that is fair.
    - Procurement activities shall be conducted with integrity and transparency, protect ACF and its constituents from claims of maladministration, and reduce the risk of fraud, corruption, waste or other irregularities.
    - Individual and overall procurement must be in line with the approved budget. It is the responsibility of the Finance Manager to be aware of the budgetary constraints.
    - The method of approval is dependent on the value of the goods or services.
    - The procurement value shall be determined by considering the total expected contractual value of the procurement and should not be based on subdivision of the procurement into lower value amounts.

# CONDITIONS

* Bidders are requested to provide a clear agreement regarding joint ventures/consortia. The percentage involvement of each company in the joint venture agreement should be indicated on the agreement. Multiple Joint Venture arrangements (i.e. the same person(s) forming part of more than one proposal) will be allowed.
* A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
* Bidders are required to submit original Tax clearance and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
* The PCC will reserve the right to appoint additional specialists to the contract if the necessary skills are not available within the successful bid (at no extra cost to the contract).
* Bidders are requested to provide separate financial and technical proposals.

# SUBMISSION OF DOCUMENTS

Prospective service providers must submit a detailed project proposal outlining:

* Understanding of brief
* Proposed approach and methodology
* Estimate of level of effort
* Project costing
* Indicative project plan
* Proposed governance arrangements

Bidders are free to propose innovative or alternative approaches to the research approach proposed above.

The proposal should be accompanied by company profile/s, CVs of team members, a table summarising company and team experience and level of training, client references on at least three similar projects, a tax clearance certificate and BBBEE certificate.

# Contracting & Contractual Arrangements

The African Climate Foundation is the fiscal host of the PCC for some of its donor funds and will be the contracting party for this work, on behalf of PCC.

# SUBMISSION CLOSING DATE

The deadline for submission of project proposals is 16h00, Friday 21July 2023. No extensions of the deadline will be considered.

# SUBMISSION AND ENQUIRIES

Service providers should send their proposal and accompanying relevant documentation to [procurement@climatecommission.org.za](mailto:procurement@climatecommission.org.za)

All technical queries relating to the tender can be directed to Dhesigen Naidoo at [dhesigen@climatecommission.org.za](mailto:dhesigen@climatecommission.org.za)

Procurement enquiries regarding this RFQ should be emailed to Dumisani Nxumalo at [dumisani@climatecommission.org.za](mailto:dumisani@climatecommission.org.za)