



**PRESIDENTIAL
CLIMATE COMMISSION**
TOWARDS A JUST TRANSITION

REQUEST FOR PROPOSAL

APPOINTMENT OF A SERVICE
PROVIDER TO COMPLETE ANALYSIS AND RECOMMENDATIONS ON KEY
ENABLING CONDITIONS FOR CLIMATE SCIENCE AND EARLY WARNING
INFORMATION SYSTEMS IN SOUTH AFRICA

Date of Issue	14 August 2024
Closing Date	28 August 2024

1. INTRODUCTION

The Presidential Climate Commission (PCC) is an independent multi-stakeholder body established in 2020 by the President of South Africa to oversee and facilitate a just and equitable transition to a low-carbon and climate-resilient economy and society. 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 economy, and society.

The PCC intends to appoint a service provider to ***complete an analysis with recommendations on the core enabling factors for improved climate and weather information and fit-for-purpose early warning systems in South Africa – including harmonization of existing efforts, institutional arrangements, and funding model(s).***

2. BACKGROUND

South Africa's public entities responsible for climate science and early warning information systems play a critical role in mitigating the impacts of climate change. Complementing these entities are also private service providers for weather and climate information. For South Africa to be better prepared for anticipated weather and climatic impacts from global warming, it is important to ensure that all efforts are working together properly and are properly funded.

The purpose of this Terms of Reference (ToR) is to appoint a qualified service provider that can conduct an analysis of the key enabling factors – e.g., harmonization, institutional arrangements, and funding models – that then inform a set of recommendations to present to the Commission that ensure the effective and efficient provision of climate science and early warning information services.

3. SCOPE OF WORK

The appointed service provider will be responsible for the following general tasks:

- Preparation of a report based on thorough research and robust evidence base.
- Engagement with key stakeholders, including government agencies, public entities, donor organizations, and other relevant parties, where relevant and possible.
- Collection of insights and suggestions regarding harmonization, institutional arrangements, and sustainable funding options.

The ultimate outcome of this project will be a final product report that has four parts. Each part will be a separate deliverable in addition to deliverable(s) associated with stakeholder engagement(s). Sections 3.1-3.2 below detail expectations for the activities to be undertaken under this project.

3.1 Project inception

The appointed service provider will engage in a PCC-organised inception meeting, to agree on the overall project business plan, including methodology, timelines and project milestones and deliverables. This meeting will also establish the project steering committee (PSC) for this work.

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. The report should amongst others, include a

research plan, with timelines and sound data collection, handling, and management approaches.

This inception report should be submitted **within two (2) weeks** after Inception meeting.

3.2 Final Product: Recommendations Report

The core deliverable of this RFP is a report that culminates in a set of recommendations that can be presented to the Commission and which the Commission can then pass on to government policymakers. The successful drafting of the report will come about through the completion of four (4) deliverables that will comprise of the four core sections of the final recommendations report. They are as follows:

3.2.1 Deliverable 1: Section 1 – Initial Assessment

The appointed service provider will:

- Conduct a thorough assessment of the current South African climate science and early warning systems landscape – including both private and public actors – as well as funding mechanisms.
- Identify gaps and challenges in the existing institutional arrangements/governance models climate science and early warning information systems in South Africa as well as related funding structures.
- Collect insights and initial suggestions regarding best practices on harmonization of institutional arrangements, and sustainable funding options.

3.2.2 Deliverable 2: Section 2 – Governance and Inter-Institutional Arrangements

The appointed service provider will:

- Analyse national and international best practices for harmonization of, institutional arrangements for, and funding of climate science and early warning systems.
- Provide an analysis of key considerations for the country's climate information and early warning ecosystem.

3.2.3 Deliverable 3: Section 3 – Market Analysis and Funding Model(s)

The appointed service provider will:

- Develop detailed funding models outlining potential funding scenarios from both government and other sources.
- Assess the feasibility, risks, and benefits of each proposed funding model.
- Propose a long-term sustainability plan that includes diversified funding sources and financial strategies.
- Provide recommendations for policy and regulatory adjustments to support the proposed funding model.
- Develop a step-by-step implementation plan for the proposed funding model.
- Outline monitoring and evaluation mechanisms to track the effectiveness and value for money of the funding model.

3.2.4 Deliverable 4: Section 4 – Recommendations

Based on the outcomes of the abovementioned activities, in this culminating section of the report, the Service Provider will provide recommendations on how South Africa can best

ensure that all efforts related to climate science and early warning information systems are working together properly and are properly funded.

3.2.5 Deliverable 5: Final Compiled Report

Following the successful completion, review, and approval by the PCC of 3.2.1-3.2.4 above, the report sections must be compiled and formatted into the final report to be delivered to the PCC.

3.2.6 Deliverable 6: Stakeholder Engagement(s)

In order to deliver a model responsive to the current and future fiscal environment together with coherent institutional arrangements, the appointed service provider will be expected to engage with key stakeholders. This must include at minimum the National Treasury, the host Departments of existing climate and weather service entities, other involved public and private entities, and other key players, as defined and agreed during the inception phase. Following the conclusion of the engagement(s), the minutes and meeting reports of each engagement should be compiled into a summary stakeholder report. The nature and date of the engagement(s) are left up to discretion and expertise of the bidder, but the bid should include rationale and sufficient detail to provide the PCC evaluation team with proper context and understanding of intended stakeholder engagement(s).

4. DELIVERABLES & TIMEFRAMES

This project is scheduled to begin on 01 September 2024 and will ideally be completed within Five (5) months from the date of appointment. The intention is to have **a draft final product that can be presented at the Commission meeting in December 2024 and a completed final product within the first month of 2025**. Variations to the proposed timeline may be accepted as long as properly justified.

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

DELIVERABLE/ ACTIVITY NO.	DELIVERABLE/ACTIVITY	TIMELINE
1	Inception Meeting	Within one (1) week after signing of contract
2	Inception Report	Within two (2) weeks after inception meeting
3.1	"Initial Assessment" Section of the Final Report	Within four (4) weeks after inception meeting
3.2	"Governance and Inter-Institutional Arrangements" Section of the Final Report	Within seven (7) weeks after inception meeting
3.3	"Market Analysis and Funding Model(s)" Section of the Final Report	Within ten (10) weeks after inception meeting

3.4	"Recommendations" Section of the Final Report	Within twelve (12) weeks after inception meeting
3.5	Stakeholder Engagement(s)	Flexible based on proposal from service provider (see 3.2.6 above)
3.6	Draft Compiled Report	Within thirteen (13) weeks of the inception of the project, but no later than Nov. 8, 2024
3.7	Final Compiled Report	Within three (3) weeks of the close-out of the project
4	Project Closeout Meeting	Within one (1) week of the close-out of the project

5. PROJECT TEAM

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

- Understanding of (1) climate services and early warning information systems in South Africa, (2) best practices on institutional arrangements for climate science and early warning information systems, and (3) financing models for climate science and early warning information systems.
- Extensive experience in strategic planning and programme management.
- Excellent analytical abilities and report writing.
- Experience in stakeholder engagement, communications, and facilitation including a good track record of governmental and non-governmental stakeholder consultation.
- Experience in working with government planning processes and related budgetary tools, including public entities.
- 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 and client relation skills, including conflict management skills.
- Project team technical backstopping is a requirement.
- The team members will amongst others comprise the team leader and relevant climate change experts.

6. PROJECT GOVERNANCE

The Project will be led and coordinated by a project manager from the PCC Secretariat and a PSC will be established to oversee the implementation of the entire project. The PSC will be finalised during project inception and will continue to manage the project until completion.

7. TIMEFRAMES

The project is scheduled to be completed within Five (5) months, after the signing of the contract.

8. EVALUATION CRITERIA

8.1 Phase 1: Functional/ Technical

The minimum functionality points of seventy **(80%)** are required to qualify to be evaluated for pricing. The Functional/Technical criteria are:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Fair, 1=Poor

EVALUATION CRITERIA	GUIDELINE FOR CRITERIA APPLICATION	WEIGHTING
METHODOLOGY	Approach and Methodology indicating a clear understanding of the project brief and a realistic implementation plan. A clear outline of how due diligence, research and stakeholder engagement will be conducted.	40%
TRACK RECORD	<i>Experience:</i> attach a minimum of five (5) recent project reference letters.	30%
CAPABILITY	<i>Team capability:</i> Sound understanding of the Climate Change domain in general and Climate Adaptation in particular, especially related to climate science and early warning information systems, including institutional arrangements and funding models for such systems.	30%
TOTAL		100%

9. CONTRACTING & CONTRACTUAL ARRANGEMENTS

The African Climate Foundation (ACF) is the fiscal host of the PCC for some of its donor funds and will serve as the contracting party for this work. Service level agreement contracts, cost estimates and invoices shall be directed to ACF.

9.1 TO NOTE

- 9.1.1 The PCC reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever.
- 9.1.2 All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a requirement of this RFP, or if it is incomplete or contains irregularities, the proposal may be rejected.
- 9.1.3 The PCC will review all written proposals and select vendors who will be invited for presentation and Q&A should it be required.
- 9.1.4 The final decision and successful appointment will be made by PCC and no correspondence will be entered into thereafter.
- 9.1.5 The PCC reserves the right to cancel this bid or ultimately decide not to appoint any bidder.

10. SUBMISSION OF BID 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.

- 10.1 Company documents
- 10.2 Tax Clearance Certificates

11. SUBMISSION AND ENQUIRIES

The deadline for submission of project quotations is **28 August 2024**, 16:00. No extensions of the deadline will be considered.

- 11.1 Service providers should send their proposals and accompanying relevant documentation to procurement@climatecommission.org.za **ONLY!**
- 11.2 All technical queries relating to this RFP can be directed to Dhesigen Naidoo at dhesigen@climatecommission.org.za
- 11.3 Procurement inquiries regarding this RFP should be emailed to Tumelo Langa at tumelo@climatecommission.org.za

12. DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP.

The PCC makes no representation, warranty, assurance, guarantee or endorsements to the bidder concerning the RFP, whether with regard to accuracy, completeness or otherwise and the PCC shall have no liability towards the bidder or any other party in connection therewith.