



**PRESIDENTIAL
CLIMATE COMMISSION**
TOWARDS A JUST TRANSITION

REQUEST FOR QUOTATION

APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED
SERVICE PROVIDER TO FACILTATE THE PCC WORKSHOP -
CATALYSING GREEN INDUSTRIAL OPPORTUNITIES.

Date of Issue	30 May 2024, Thursday
Closing Date	06 June 2024, Thursday 16H00

1. INTRODUCTION

The South African Renewable Energy Master Plan (SAREM) presents a strategic framework for the development and integration of renewable energy sources into the country's energy mix. Recognizing the pivotal role of green industrialization in sustainable development, the Presidential Climate Commission (PCC), and the Global Energy Alliance for People and Planet (GEAPP) plan to host two workshops aimed at (i) identifying and leveraging green industrial opportunities outlined in SAREM and (ii) identifying the skills required for the green industrialisation opportunities. The workshop will facilitate collaboration among key stakeholders from government, business, labour, and developmental finance institutions to unpack the industrial opportunities imbued in SAREM and foster partnerships to drive industrialization in the renewable energy sector. This will be followed by a skills identification and matching process to ensure a capable workforce is equipped to capitalize on these opportunities.

2. PURPOSE

The purpose of this terms of reference is to secure technical services of a seasoned facilitator, to support the Presidential Climate Commission (PCC) and its partners in delivering two workshops on the below highlighted scope of work, linked to the above highlighted objectives.

3. OBJECTIVES

The delivering on the scope of work, the project deliverables must fulfill the below objectives:

- 3.1 To convene two workshops bringing together stakeholders to identify and prioritize green industrial opportunities outlined in SAREM and the skills exigencies to support the opportunities identified.
- 3.2 To facilitate collaboration among government, business, labour, and developmental finance institutions to identify and catalyse industrialization in the renewable energy sector.
- 3.3 To identify skills required and initiate a skills matching process to align workforce capabilities with identified industrial opportunities.

4. SCOPE OF WORK

4.1. Inception Phase

4.1.1 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.

4.1.2 Inception report

Following the engagement with the PCC and partners, the appointed service provider will be required to deliver an inception report capturing the discussions

and decisions as formulated during the inception meeting. This report will serve a final project plan for delivering on the project scope and objectives.

4.2. Workshops for SAREM Linked Skills

Aligned with the objectives of the workshops, the partners agreed to convene two workshops bringing together stakeholders to identify and prioritize green industrial opportunities outlined in SAREM and the necessary skills to support the opportunities identified to begin forging a coordinated contribution to the just energy transition and overall just transition in South Africa.

To successfully deliver on the objectives and purpose as outlined above, the PCC will convene in Johannesburg, the two (2) workshops as per the below:

- The Green Industrialisation opportunity identification workshop will be held on the 26 & 27 June 2024
- The skills matching workshop will be held on 18 July 2024

The following scope of work and associated deliverable must be fulfilled by the appointed expert facilitator:

- Working with the PCC and partners design and plan each workshop, including structuring the agenda to best achieve objectives as set out by the core partners.
- Help identify additional participants to each workshop.
- Facilitate and serve as the master of ceremony for the two (2) workshops as mentioned above.
- In consultation with core partners prepare, coordinate, and draft a report with recommendation, for each workshop mentioned above.

5. DELIVERABLES

The following deliverables are envisaged:

- Co-design the workshop structure with the PCC and partners;
- Develop workshop materials that include agenda/slide outline/workshop materials/keynote speaker/panel discussion;
- Develop questions to guide the workshop engagements and discussions; and
- Post each workshop, develop a report which, amongst others, identifies actionable opportunities linked to key drivers, and the authority to address barriers that contribute to the principles of the just transition.

6. TIMEFRAMES

The project is envisaged to start in June 2024 and be completed August 2024.

Project planning for the workshops will begin immediately after service provider has been appointed. The final workshop report following each workshop shall be delivered within one month.

7. PROJECT TEAM

The project team will require the following expertise and skills set to successfully deliver on this work:

- Extensive background and experience in:
 - Strategic planning
 - Programme management
 - Facilitation
 - Stakeholder collaboration and partnerships
- Good analytical abilities and report writing.
- Experience working with various facilitation tools for stakeholder engagement, communications, and facilitation capabilities.
- Experience working on climate mitigation, energy or related sectors in South Africa will be advantageous.

8. SELECTION AND EVALUATION CRITERIA

Service providers will be evaluated in terms of the following criteria:

- Competence and expertise of bidder in terms of years of experience in the relevant disciplines, and number and quality of similar projects previously completed
- Pricing and value for money in terms of outputs achieved against budget

To note:

- The final decision and successful appointment will be made by PCC and no correspondence will be entered into thereafter.
- The PCC reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.

Please translate into the tables below for transparency on selection:

EVALUATION CRITERIA	GUIDELINE FOR CRITERIA APPLICATION	WEIGHTING
METHODOLOGY	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	<i>Experience:</i> Attach a minimum of five (5) recent reference letters (relevant to the facilitation)	30
CAPABILITY	<i>Team capability:</i> Sound understanding of the Climate Change domain in general and Climate Adaptation in particular. Experience and networks in South Africa	35

EVALUATION CRITERIA	GUIDELINE FOR CRITERIA APPLICATION	WEIGHTING
	and/or the Mpumalanga Province are a distinct advantage.	
TOTAL		100

9. 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.

10. SUBMISSION AND ENQUIRIES

The closing date for submission of project quotations is 16h00, Thursday 6 June 2024. No extensions of the deadline will be considered.

Interested Bidders should send their quotation and accompanying relevant documentation to procurement@climatecommission.org.za **ONLY** and quote subject: **PCC RFQ Facilitation June 2024**

All technical queries relating to the tender can be directed to Lindiwe Johnson at lindiwe@climatecommission.org.za

Procurement enquiries regarding this RFQ should be emailed to Tumelo Langa at tumelo@climatecommission.org.za