



**PRESIDENTIAL  
CLIMATE COMMISSION**  
TOWARDS A JUST TRANSITION

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## REQUEST FOR PROPOSALS

APPOINTMENT OF A SERVICE  
PROVIDER TO UNDERTAKE AN ASSESSMENT OF ECOSYSTEM-BASED CLIMATE  
ADAPTATION AND DEVELOP MECHANISMS FOR IMPLEMENTATION

|                                       |   |
|---------------------------------------|---|
| <b>Date of Issue</b>                  | 21 June 2024  |
| <b>Closing Date</b>                   | 12 July 2024, 16h00   |
| <b>Zoom Link for Briefing session</b> | <a href="https://climatecommission-org-za.zoom.us/meeting/register/tZlsduaprijktGdEOWX5jZ2ihYJJyeLNfLiNk">https://climatecommission-org-za.zoom.us/meeting/register/tZlsduaprijktGdEOWX5jZ2ihYJJyeLNfLiNk</a><br><b>Please note registration is required for the briefing session</b> |

## 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 climate-resilient economy, and society.

The commission comprises 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 intends to appoint a service provider to ***undertake a stocktake and analysis of ecosystem-based climate adaptation and provide recommendations of mechanisms for implementation, including a case study focus in Mpumalanga, South Africa.***

## 2. BACKGROUND

The IPCC 6th Assessment Report released in 2022 is clear that the world is already at 1.15 degrees Celsius 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.

The Mpumalanga Province is a melting pot of activities including agriculture, high animal and plant diversity, heritage sites and mining activities. A large portion of the province is under agricultural production whilst the southern part of the Kruger National Park falls within the province. Mining activities include gold, platinum group metals as well as a high percentage of the country's coal reserves are in the province. The province's social, economic and environmental composition exposes the province to a high vulnerability to extreme weather events but also makes the province more susceptible to adverse impacts of the country's transition to renewable sources of energy. There is a need for robust adaptation interventions to increase resilience to climate change, particularly within economic and social hubs, within high-priority regions such as the Mpumalanga province.

Ecosystem-based adaptation (EbA) involves people using biodiversity and ecosystem services to adapt to the adverse effects of climate change and promote sustainable development<sup>1</sup>. Investment in ecosystems offers an option to improve resilience more sustainably. Natural environments play a crucial role in enhancing climate adaptation capacity by offering various barriers to the impacts of extreme weather. Natural systems can assist with carbon sequestration, flood control, reducing the impacts of heat island effects etc. Healthy natural ecosystems are also more likely to withstand and recover from extreme weather events. It is becoming increasingly important to understand the extent and potential of natural environments to improve climate change adaptation, thus providing a possible mechanism for a systematic adaptation response. The impacts of and recovery from extreme weather events, including extended droughts and flash floods

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<sup>1</sup> <https://www.iied.org/eba-evidence-policy-south-africa>

depend on the relationships between the human socio-economic and environmental context and climate resilience and adaptive capacity.

The PCC has recognised the importance of capacitating South African cities in mitigating the continued 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, following 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 to engage the impacts of climate change.

This project aims to undertake a stocktake and analysis of ecosystem-based solutions and provide recommendations on opportunities to enhance their role in climate resilience in Mpumalanga, South Africa. It must bring together key stakeholders to establish the extent of work being undertaken in the space and make recommendations on how to enhance adaptation opportunities linked to environmentally based solutions within the province. The nature and scope of this work require a combination of climate change adaptation and resilience research, an understanding of environmental systems, stakeholder engagement skills and networks.

This work aligns with the Ecosystem-base Adaptation Strategy 2016-2021; EbA Guidelines 2017; EbA Action Plan and Priority Areas 2019 which will feed into the revised EbA Strategy and Plan for the 2024-2034 currently being developed by the Department of Forestry, Fisheries and the Environment (DFFE).

## **2.1 Purpose**

These terms of reference aim to seek the appointment of a Service Provider to undertake an assessment and analysis of environmentally based climate adaptation and provide recommendations of mechanisms for implementation, including a case study focus in Mpumalanga, South Africa

## **2.2 Objectives**

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

- Undertake a review of literature on the challenges and opportunities provided by EbA, including the review of national and provincial government policy and legislation aligned to promote the uptake of EbA.
- Coordinate a key multistakeholder workshop which will input into a stocktake and assessment of EbA using the Mpumalanga province as principal case study.
- Provide recommendations on the implementation of EbA based on best practices.

## **3. SCOPE OF WORK**

### **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 report should be submitted **within two (2) week** after Inception meeting .

### **3.2 Situational Analysis and Scoping Report**

The appointed service provider will conduct a desktop survey and review of literature to understand the state of EbA in the Mpumalanga Province by:

- Identifying existing EbA interventions in South Africa in general, and in the case study province, Mpumalanga, in particular.
- Establishing the key stakeholders and establishing roles and responsibilities through these project life cycles.
- Develop the potential mechanisms of implementation of EbA, including interventions, institutional arrangements and financing mechanisms.

The approach is to assess past EbA interventions to establish best practices that will inform future developments in enhancing climate resilience. The Situational Analysis and Scoping Report on the *status quo* within the province will be presented to the PSC for input and comment.

### **3.3 Key multistakeholder workshop**

The Situational Analysis and Scoping Report will provide a foundation for a multistakeholder workshop. The service provider must identify key stakeholders who have engaged in EbA, plan and convene a workshop to solicit input, provide clarity and interrogate the findings of the Situational Analysis and Scoping Report. A key objective of this workshop will include providing insight into the EbA pipeline for the province.

The Situational Analysis and Scoping Report, as a baseline document provides a first-tier analysis of EbA in Mpumalanga, the key multistakeholder workshop establishes a second-tier assessment that is aimed at identifying and consolidating EbA within the province and determining further opportunities to promote resilience through this space.

### **3.4 Recommendations report**

The Service Provider must provide a recommendations report based on the outcomes of the aforementioned activities. The recommendations must be supported by a risk-based approach in determining opportunities and constraints for EbA in the province and must be aligned to national objectives.

## **4. DELIVERABLES & TIMEFRAMES**

This project is scheduled to begin in August **2024** and be completed within nine (6) Months from the date of appointment.

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

| DELIVERABLES                            | TIMELINE   |         |
|---|--|---------|
| Inception Meeting                       | Within one (1) week after signing of contract.                                 | Month 1 |
| Inception Report                        | Two (2) weeks after the inception meeting.                                     | Month 1 |
| Situational Analysis and Scoping Report | Eight (8) weeks after receiving the inception report.                          | Month 3 |
| Multi-stakeholder Workshop              | Within one (1) month after issuing the Situational Analysis and Scoping Report | Month 4 |
| Recommendations Report                  | Within one (1) month of the multi-stakeholder workshop                         | Month 5 |
| Project Closeout Meeting                | Maximum of six (6) months after signing of the contract.                       | Month 6 |

- 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.
- Monthly PSC meetings and progress reports on the project, outlining progress against the project plan, and indicating remedial actions to correct for project lags.
- A recommendations report on the status quo and opportunities and risks of EbA interventions across the Mpumalanga Province.

## 5. PROJECT TEAM

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

- A detailed understanding of public policy in adaptation and EbA interventions.
- 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.
- Demonstrable presentation and communication skills and experience, i.e., through publications, conference reports, etc.
- 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 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 Six (6) months, after the signing of the contract.

## 8. EVALUATION CRITERIA

### 8.1 Phase 1: Functional/ Technical

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

5=Excellent; 4=Very good; 3=Satisfactory; 2=Fair; 1= Poor

| EVALUATION CRITERIA | GUIDELINE FOR CRITERIA APPLICATION   | WEIGHTING |
|---------------------|--|-----------|
| <b>METHODOLOGY</b>  | 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. | <b>35</b> |
| <b>TRACK RECORD</b> | <i>Experience:</i> attach a minimum of five (5) recent projects reference letters.   | <b>30</b> |
| <b>CAPABILITY</b>   | <i>Team capability:</i> Sound understanding of the Climate Change domain in general and Climate Adaptation in particular. Experience and networks in the Mpumalanga Province are a distinct advantage.           | <b>35</b> |

| EVALUATION CRITERIA | GUIDELINE FOR CRITERIA APPLICATION | WEIGHTING |
|---------------------|------------------------------------|-----------|
| TOTAL               |                                    | 100       |

## 8.2 Procurement principles

- Procurement should obtain the 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 fairly.
- 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.
- Procurement activities shall be conducted with integrity and transparency, protect the African Climate Change Foundation (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.

## 9. 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 company documents and Tax clearance
- 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.

## **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 and BBBEE certificate.

## **11.CONTRACTING AND 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.

## **12.SUBMISSION CLOSING DATE**

The deadline for submission of project proposals is Friday 12 July 2024, 16:00. No extensions of the deadline will be considered.

## **13.BRIEFING SESSION**

A non-compulsory briefing session for this work will be held as follows:

Date: 28 June 2024

Time: 10h00 – 11h00

<https://climatecommission-org-za.zoom.us/meeting/register/tZlsduqprjktGdEOWX5jZ2ihYJJyeLNfLiNk>

Please note registration is required for the briefing session.

## **14. SUBMISSION AND ENQUIRIES**

- Service providers should register their interest in attending the compulsory briefing, send their proposal and accompanying relevant documentation to [procurement@climatecommission.org.za](mailto:procurement@climatecommission.org.za) **ONLY!**
- 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 RFP should be emailed to [tumelo@climatecommission.org.za](mailto:tumelo@climatecommission.org.za)

## **15. 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 tenderer concerning the RFP, whether about its accuracy, completeness or otherwise and the PCC shall have no liability towards the tenderer or any other party in connection therewith.