
DEVELOPMENT OF A CLIMATE CHANGE ADAPTATION STRATEGY FOR THE HEALTH SECTOR	Project number/ cost centre: 20.9087.6-001.00
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0. List of abbreviations

GTCC	General Terms and Conditions of Contract (AVB) for supplying services and work 2022
DFFE	Department of Forestry, Fisheries and Environmental Affairs
DoH	Department of Health
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
MTSF	Medium Term Strategic Framework
PMT	Project Management Team
RSVP	Please Respond
RVA	Risk and Vulnerability Assessment
ToRs	Terms of reference

1. Context

Climate change is increasingly affecting people's health and well-being, as do other environmental changes such as loss of biodiversity, air pollution, soil erosion etc. The frequency and intensity of heatwaves, droughts, and extreme rainfall in many areas, have led to the modification on the transmission of food-borne, water-borne, and other infectious diseases, resulting in large impacts on health. Those who are vulnerable or in vulnerable situations, are at higher risk. Direct and indirect impacts of climate change on health and well-being are mediated by social, economic, cultural, behavioural, and geopolitical determinants of health and wellbeing.

Human health will be affected in the coming decades by global climate changes and identification vulnerability to adverse impacts; and adaptation response strategies are key to minimise potential impacts of climate change, and to reduce, with the least cost, the adverse effects on health. It is for this reasons that the National Department of Health (DoH) in partnership with the Department of Forestry, Fisheries and the Environment (DFFE) and Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) developed a Climate Risk and Vulnerability Assessment (RVA) Tool in phase one (1) & two and the Synthesis Report in phase two (2) for the Health Sector.

The tool allows for the evaluation of climate change impacts per health districts into the future, based on 2050 climate change projections. The tool utilises the latest climate change data and projections from the Green Book and health data from the National District Health Barometer. It seeks to enable the user to understand the interactions between the impacts of climate change exposures and health by first considering these exposures on a province/district system overall before considering the climate change exposures for health specifically; while the Synthesis report provides an analysis of data collected from all 52-health district Climate Risk and Vulnerability Assessment workshops and ranking of potential climate risks in relation to various aspects of Human Health systems. The document draws key findings, and presents key recommendations based on this data, and the expected impacts of climate change by 2050.

Phase three (3) of this project involves the development of a National Climate Change Adaptation Strategy for the Health Sector, which will be informed by the RVA Tool, Synthesis Report and the recently reviewed National Climate Change and Health Adaptation Plan. This will assist the Department of Health to develop a plan of action for all the identified climate risks, and have clear decision-making principles and objectives for adaptation, with the related costs of implementing the action plans.

2. Tasks to be performed by the contractor

The contractor is responsible for the development of a National Climate Change Adaptation Strategy for the Health Sector to map out main climate change-related impacts and risks expected to be experienced by the sector in the coming years and identify concrete measures that can be taken to build resilience and to reduce vulnerabilities.

Phase 1: Project Inception Phase:

The service provider must attend the inception meeting with the Project Management Team (PMT), within the first 2 weeks of signing the contract. The Project Management Team will comprise of officials from the DFFE, the DoH, and the GIZ. The following activities must be conducted:

Activity 1: Attend the inception meeting as invited by the PMT. In this meeting the service provider will be required to present a draft inception report that comprises of baseline research for the project, the proposed project timelines, a stakeholder management plan, and the methodology to be used in the project. The stakeholder management plan must include a facilitation plan for all workshops, including all logistics for stakeholder consultations.

Activity 2: After the inception meeting, the service provider must produce minutes reflecting all decisions made at the inception meeting. He must also integrate all comments as stipulated in the meeting and produce a final inception report.

Phase 2: Development of the Climate Change Adaptation Strategy for the Health Sector.

The activities to be conducted under this phase are as follows:

Activity 1: Draft Climate Change Adaptation Strategy

The service provider will be required to produce a draft climate change adaptation strategy, that comprises of the baseline research conducted in phase one above, an integration of the tools conducted from previous project phases such as an integration of the RVA Tool, Synthesis Report and the recently reviewed National Climate Change and Health Adaptation Plan.

The service provider will also be required to do the following:

- Review current adaptation measures and identify the most appropriate measures, related technologies, policies, and barriers to improve the adaptive capacity of the human populations to climate change in relation to the health sector,
- Estimate the health benefits of specific strategies or combinations of strategies for adaptation for vulnerable populations under different climate change scenarios,
- Provide estimated costs for all identified adaptation measures and related risks, and
- Develop a draft outline for the National Climate Change Adaptation Strategy in preparation for Stakeholder consultations.

Activity 2: Stakeholder Consultations

- Conduct up to 4 (physical/visual) stakeholder engagements either in a form of workshops or interviews with key experts/stakeholders in the sector. (List of stakeholders to be agreed to by PMT).
- In the engagements present the draft climate change adaptation strategy that has been approved by the PMT for further inputs and alignment to other strategies as presented by the stakeholders.

Activity 3: Report Integration and National Stakeholder Workshop

- Consolidate all comments from the consultations in the report and develop adaptation responses linked to the Climate Risk and Impacts outlined in the Risk and Vulnerability Assessment Tool, Synthesis Report and the National Climate Change Adaptation Plan,
- Develop a final draft for presentation at the National Stakeholder Workshop. The Strategy should include following issues:
 - Current systems approach and scope to climate change adaptation: Governance, roles and responsibilities, Sector capability etc.
 - Impacts of climate change on the Health and Human Services system,

- Partners, stakeholders – identify key critical cross-system connections and interdependencies.
- Climate change adaptation Actions: 5-year/ aligned to Medium Term Strategic Framework (MTSF); and
- Monitoring, evaluation, reporting and improvement.
- Estimate costs due to climate-related damage and the implementation of adaptive measures and benefits including co-benefits independent of climate change; and
- Coordinate and conduct One (1) National stakeholder workshop, where the draft climate change adaptation strategy will be presented

Phase 3: Final Climate Change Adaptation Strategy for the Health Sector

- Integrate all comments from the National Stakeholder Workshop, the Department of Health and the Department of Forestry, Fisheries and Environment, and develop a final climate change adaptation strategy for the Health Sector.
- Conduct a closure meeting and hand over the report and any other related recommendations for the process.

Table 1: Project deliverable timelines

Deliverables	Timelines
Phase 1: Project inception Phase	
1. a) Inception meeting; and b) Inception report	a) Meeting within two (2) weeks of contract signature b) Report within two (2) weeks after inception meeting
Phase 2: Development of the draft Climate Change Adaptation Strategy	
1) Conduct baseline research and integration of available information (i.e. RVA Tool, Synthesis Report...)	One (1) month after inception meeting
2) Conduct 4 x Stakeholder Consultations (2 x Physical & 2 x Virtual)	Five (5) months after inception meeting
3) (a) Integrate comments from stakeholder consultations into the report (b) Conduct the National Stakeholder Workshop	Eight (8) months after inception meeting Eleven (11) months after inception meeting
Phase 3: Development of the Final Climate Change Adaptation Strategy	
1. Completed development of the Climate Change Strategy	Thirteen (13) months after inception meeting
2. Present the final report to the PMT	Fifteen (15) months after the inception meeting
3. Conduct a closure meeting and hand over the final strategy document.	Sixteen (16) months after inception meeting

Period of assignment: From October 2022 until May 2024.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-

methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Other specific requirements

N/A

Project management of the contractor

The contract will be administered by the GIZ. All intellectual property generated during or because of this project will be the property of the DFFE, DoH and GIZ and is not to be shared or published without the written approval from the Department.

A project management team (PMT) will be established to support the implementation of the project, drawing on representatives from key stakeholder groups and organisations.

The bidder is required to explain its approach for coordination with the DFFE, the DoH and GIZ project management team. The following tasks, amongst others, will be expected by the contractor:

- The contractor is responsible for selecting and steering the experts assigned to perform the services.
- The contractor will be required to report and account for hours spent on performing the services using **timesheets**. A standard template will be provided by the GIZ.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the general terms and conditions of the contract (AVB) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2022.

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report,
- Draft Climate Change Adaptation Strategy,
- Final Climate Change Adaptation Strategy, and
- A Closure Report.

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment duration and expert days as

well as locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Team leader

Responsibilities:

- Responsible for the overall project management including liaising with GIZ, DFFE, and DoH relating to project progress, project monitoring etc.
- Provides overall quality assurance and oversight for the project team.
- Report any changes to approach and activities to complete the assignment and personnel.
- Continuous reporting as per project timelines.
- Discuss administrative aspects directly with GIZ.

Qualifications:

- Education/training (2.1.1): A Post-Graduate Degree in Climate Change Adaptation, environmental management or environmental health.
- Language (2.1.2): Good business language skills in English,
- General professional experience (2.1.3): 10 years of experience working on climate change policy, on environmental management or climate change in the health sector,
- Specific professional experience (2.1.4): 5 years of experience working on climate change in the environmental health sector
- Leadership/management experience (2.1.5): 10 years of experience as project team leader or manager in a company with experience in management of complex projects/programmes, ideally with the inclusion of government and non-government stakeholders, and
- Regional experience (2.1.6): 7 years of experience in similar projects within South Africa with a good understanding of South Africa's legislative framework, knowledge of national policies, strategies, action plans related to climate action, risk identification and vulnerability assessment and costing of climate change risks and adaptation measures.
- Development Cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): N/A

Expert 1: Climate Change Expert

Tasks of expert 1

- Review current adaptation measures and identify the most appropriate measures, related technologies, policies, and barriers to improve the adaptive capacity of the human populations to climate change in relation to the health sector,
- Estimate the health benefits of specific strategies or combinations of strategies for adaptation for vulnerable populations under different climate change scenarios,
- Data collection, collation, and management in relation to all phases of the project.
- Support stakeholder engagement and management activities.
- Support the team leader in report compilation.
- Support with the mentoring of project interns.

Qualifications of expert 1

- Education/training (2.2.1): A post-graduate degree in the field of Climate change, environmental sciences, and environmental health.
- Language (2.2.2): English business language skills with excellent ability to conduct scientific language editing, data fact checks and content analysis.
- General professional experience (2.2.3): 5 years of experience in climate change, in environmental risk analysis, costing and management, general environmental management projects, working with environmental legislation, climate change policies and strategies, and any other related policies,
- Specific professional experience (2.2.4): 5 years of experience in working with South Africa's climate change policy landscape (policies, plans, legislation, and strategies) and governance cycles for all three spheres of government.
- Leadership/management experience (2.2.5): 5 years of experience in working with a multi-disciplinary team of experts.
- Regional experience (2.2.6): 5 years of experience in working with South African government entities and stakeholder engagement processes.
- Development Cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8): N/A

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills.
- Ability and willingness to take initiative.
- Excellent communication, research design, data collection, analysis, presentation, and strong report writing skills.
- Sociocultural competence.
- Efficient and client-focused working methods.
- Interdisciplinary thinking is encouraged.

The Climate Support Programme (CSP) has a project-based intervention which aims to enhance capacities within the field of climate change and related topics in South Africa. As a means of implementation, it is required that the appointed service provider takes on board an additional capacity in the form of an intern, to capacitate and expose them to various tasks during project implementation. The training should range from meeting attendance and participation, data collection, support project

management and conducting research activities. To measure the involvement of the intern, DFFE/DHS/GIZ will interview the intern and their mentors/supervisors to see what skills they were exposed to during project execution. The intervention targets individuals from a previously disadvantaged background who possess an undergraduate and/or postgraduate qualification or equivalent in a similar field as the project in question. The appointment period is always recommended to be linked with the project period in question. Below are the requirements for the project intern, in reference to this particular project:

Expert 2: Project intern

Qualifications of project intern

- Education/training (2.3.1): An undergraduate or post-graduate degree in environmental science, environmental governance, environmental risk management and climate change.
- Language (2.3.2): Proficiency in the English language as a medium of communication.
- General professional experience (2.3.3): Basic computer and communication skills, reliable and available to participate full-time in the project or may be studying part-time.
- Specific professional experience (2.3.4): N/A
- Leadership/management experience (2.3.5): N/A
- Regional experience (2.3.6): N/A
- Development Cooperation (DC) experience (2.3.7): N/A
- Other (2.3.8): N/A

The service provider must cost for the inclusion of the intern as part of this project into their financial project proposal. As part of their technical proposal the service provider must also outline the potential candidate(s) as well as the appointment process of the interns, if the contract is awarded.

The Service Provider **must guarantee** the presence of a team leader or expert in charge throughout the duration of the contract. If the senior person must leave the project, a period of at least a month is required, in which the experts must work parallel with their replacement (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge. The service provider is required to inform GIZ and the DFFE **in writing within a week**, of any knowledge of pending staff changes that may occur during the period of assignment.

5. Costing requirements

Assignment of personnel

Expert 2: Assignment in country of assignment for 200 expert days

Expert 2 (project intern): Assignment in country of assignment for 100 expert days

The service provider is expected to cost **200** expert days and **100** intern days as indicated above. These should also include **travel days** and **stakeholder engagement meetings**.

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Workshops, training, meetings:

The contractor implements the following workshops/trainings/site inspections/meetings:

- Inception meeting
- Progress with the PMT meetings as per contractual agreement
- 2 x interviews with stakeholders
- 2 x workshops with stakeholders
- 1 x National Stakeholder Workshop
- All other meetings to be confirmed as part of this project
- Close out meetings

Other costs

- Materials required for workshops and training
- Venue bookings and catering for all workshops and training sessions

Flexible remuneration item

N/A

Equipment cost

All equipment costs must be explicitly included in the budget.

NB: The service provider must remember to budget for both the online and offline resources necessary for implementation of all deliverables and training in this project.

6. Inputs of GIZ or other actors

N/A

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops

and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **26.09.2022**, all documents must be in PDF.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in ZAR.

- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal we will conclude that you have read and accepted these terms and conditions.
- Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
 - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
 - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
 - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
 - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.
- In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.
- Similarly, the Bidders must disclose in their proposal their knowledge of the following:

- a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
 - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**
 - **Questions & Answers will be placed on the link provided.**

Bids sent via Dropbox and WeTransfer will not be accepted.