

Terms of reference (ToRs) for the procurement of services below the EU threshold

Physical Trainings and Capacity Development on the Coastal Climate Change Initiatives (National Coastal and Vulnerability Assessment Tool, Provincial Coastal Management Lines and Risk & Vulnerability Index)	Project number/ cost centre: 2019.9010.0-005
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0. List of abbreviations

GTCC	General Terms and Conditions of Contract (GTCC) for supplying services and work 2022
CAS	Coastal Adaptation Strategy
CC	Climate Change
CSIR	Council of Science and Industrial Research
CSP	Climate Support Programme
CVS	Coastal Vulnerability Study
DEFF	Department of Environment, Forestry and Fisheries
EMF	Estuarine Management Strategy
GIS	Geographical Information System
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
NCA	National Coastal Assessment
NCCAS	National Climate Change Adaptation Strategy
NCCRP	National Climate Change Response Policy
NCSVI	National Coastal Spatial Vulnerability Index
O&C	Ocean and Coasts
OCIMS	Oceans and Coasts Information Management System
PCBSC	Physical, Chemical, Biological, Social, Economic
SLR	Sea Level Rise
SMA	Special Management Area
ToRs	Terms of reference
UNFCCC	United Nations Framework Convention on Climate Change

1. Context

Background and Summary:

The White Paper for Sustainable Coastal Development in South Africa, 2000 under Goal C5: makes provisions for government “To plan and manage coastal development so as to avoid increasing the incidence and severity of natural hazards and to avoid exposure of people, property and economic activities to significant risk from dynamic coastal processes”. A particular focus on risks and natural hazards was necessary in the Policy because large areas of our coast are subject to dynamic and relatively high-energy processes.

These high-energy processes are driven by winds and waves that, coupled with the movement of sediment, can expose people, and inappropriately located structures to high risk and significant costs associated with repair and maintenance. Care therefore needs to be taken, for example, in areas such as sand-bypass systems, coastal dunes, river mouths and estuaries.

Climate Change (CC) is intricately linked to almost all facets of our society, particularly socio-economic progression as resources such as water, feedstock in form on food, fibre, biodiversity, amongst others determine the production potential of many sectors of the economy, which in turn affect human development aspirations of the country. Accelerated sea level rise, frequent high-intensity coastal storms, and high-water events, such as reduced/increased freshwater flow, all pose significant risks to estuarine and inshore ecosystems, including fisheries. Coastal settlements are at risk because they are directly exposed to extreme weather events, such as storm surges. The Oceans and Coasts (O&C) Branch within the Department of Environment, Forestry and Fisheries will support adaptation efforts in the country in line with National Climate Change Adaptation Strategy (NCCAS) Vision by developing a coastal adaptation strategy.

Coastal zones are under severe threat from the impacts of climate change and its associated Sea Level Rise (SLR). Areas with relatively low elevations will experience either temporary or permanent flooding, while other areas will experience increased coastal erosion. Several factors within the coastal environment combine to drive coastal erosion. Identifying these variables and quantifying their risk levels enable the vulnerability index of a particular location to be estimated. In light of this, the Department Forestry, Fisheries and the of Environment (DFFE) identified the need to address data gaps that could assist decision makers in terms of sustainable coastal planning.

1.2 Related Programmes

The products and outputs of this project are linked to the following programmes or projects managed by DFFE:

1. In 2012 – 2016, DEFF undertook a Coastal Vulnerability Study (CVS), where focus areas included producing the maximum wave run-up height at 500m intervals along the coast for 6 different scenarios which included extreme tides and sea-level rise estimates. The initial intention was to outsource a single major study, in order to address the requirements of the Integrated Coastal Management Act, but then rather decided to undertake the work in Phases, using the recently signed MOA with the CSIR. The context of the work is on physical aspects and the limitations around the study models used, are that they are only applicable to sandy shores, creating the need to address the data gap by utilising the existing criteria to produce similar maximum wave run-up values using a model appropriate to rocky shores.

2. The National Coastal Assessment (NCA), commissioned in 2016, currently conducted by the Department of Environment, Forestry and Fisheries as a desktop study will provide base line information and data with regards to five main parameters including physical, chemical, biological, social, economic (PCBSE) aspects. The aim of the project is to fill knowledge & information gaps identified by National Coastal Management Programme process and to provide a data and information base for an improved, more efficient, internationally aligned and better integrated management of and decision making in the coastal zone. The project also acts as a prerequisite study for the project of dune rehabilitation along affected areas of the coast due to coastal erosion.
3. Contribution of a coastal adaptation strategy to the National Climate Change Adaptation Strategy (NCCAS), which serves as an overarching framework for climate change sector strategies to be anchored. It also acts as a common reference point for climate change adaptation efforts in South Africa, and it provides a platform upon which national climate change adaptation objectives for the country can be articulated so as to provide overarching guidance to all sectors of the economy.
4. Oceans and Coasts Information Management System being a platform to develop a locally relevant and globally cognisant technological solution that supports the ecological conservation and economic potential of South Africa's oceans and coasts through information and decision-support for effective governance.
5. Coastal Climate Change Vulnerability Assessment and tool for South Africa's coastline and estuaries from physical hazards attributable to climate change impacts from sea level rise, flooding, erosion or storm.

2. Tasks to be performed by the service provider

2.1 Overall Project Objectives:

The overall objective of the project is to support the DFFE with facilitating physical trainings and Capacity Development initiatives at the National, Provincial, District and Metropolitan Municipalities level along the South African coast. The project objectives is to deliver training and capacity building until May 2023.

The programme of work also includes capacity building for decision making government officials in all 4 coastal provinces through trainings and dissemination of communication products. The trainings are aimed at enabling effective decision making and planning using the DEA Coastal Viewer Tool and the climate vulnerability and risk layers.

Meetings:

The service provider is required to plan for Project Management Meetings (PMM) at regular intervals to allow sufficient reporting, knowledge sharing and discussion with DFFE and GIZ. Meetings will be split equally between Pretoria and Cape Town. All meetings to have an agenda and meetings minutes. All associated costs must be included in the budget.

Inception meeting: The Service Provider is expected to participate in an inception meeting with the DFFE and GIZ in Pretoria. During the inception meeting, the service provider is expected to present the anticipated work plan in reference to all expected deliverables and further highlight the timelines related to the service contract deliverables. The inception meeting should take place within one (1) week after signing the contract with GIZ.

Deliverables: Inception report and presentation including detailed project plan.

Project Management Meetings (PMM):

The Service Provider is expected to schedule and arrange regular interim meetings for the purpose of updating the project management team on the progress of product development. The meetings should align with the review of draft deliverables to allow for discussion and feedback from DFFE and GIZ. These interim meetings play an essential role in knowledge/skills transfer to DFFE as the ultimate guardians of the work.

Ad hoc meetings may be requested if urgent decisions are needed, or opportunities/ concerns are raised.

Deliverables: Agenda, Meeting minutes, presentations

Close out meeting:

The Service Provider is expected to participate in a close out meeting with the project management team in Pretoria or virtually. The Service Provider should present the final deliverables at a Project Close-out Meeting and hand over the final deliverables and any metadata stemming out of the project. The close-out report and metadata should be submitted one week after the close-out meeting.

Deliverables: Agenda, Meeting minutes, presentation and metadata, final deliverables, Consolidated Closeout Report

Task 1: COVID impact assessment in the coastal sector

The service provider is requested to undertake a desktop assessment and survey of the socio-economic impacts that the COVID lockdown has had on the coastal sector of South Africa. The findings will be used to develop a presentation and concise 2–4-page case study for public awareness. The assessment should focus on the following sections:

1. Impacts of the COVID lock down period on:
 - a. Natural resource extent and condition
 - b. Policy and regulation governance
 - c. Financial planning
 - d. Socio-economic impacts on livelihoods (direct and indirect)
 - e. Challenges and opportunities caused by the COVID lockdown
 - f. Recommendations for future disaster management
2. The role of decision support tools in a nature positive, green recovery given the impacts of COVID.

The service provider should produce a survey questionnaire to be disseminated among participants at the training workshops to gather feedback on the above sections.

Deliverables: Draft and final participants surveys, presentation, draft assessment, final case study

Task 2: Training workshops

- Undertake Five (5) physical capacity development trainings for 40 participants. The service provider is requested to produce training materials and conduct all the Training and Capacity Development sessions. The Service Provider, with the support of DFFE

and GIZ, is required to plan, manage and conduct the training workshops and additional services required to organise and develop materials for all participants in line with the stipulated number of attendees for each session, packed in a workshop bag.

- Please note that the service provider should include all professional fees and costs for facilitation and participants packs in the budget. The participants packs should include USB sticks with the relevant training materials developed.
- The Service Provider will be required to coordinate with the DFFE and GIZ Project Management Team to ensure adequate preparation for the workshops and stakeholder coordination.
- With the support of DFFE, manage stakeholder database and coordination during the training and capacity building.
- Develop a workshop programme, feedback satisfactory template for participants, attendance register and post workshop reports for all the sessions for submission to DFFE and GIZ.

Deliverables: agenda, facilitation plan, workshop materials, templates, workshop report.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term:

Milestone	Deadline/place/person responsible
Inception report	December 2022
Development of training materials	February 2023
Conduct trainings	February – April 2023
Five CoVu National Engagements' Reports	May 2023
COVID impact assessment/ case study	May 2023
Close-out report	May 2023

Period of assignment: From December 2022 until end May 2023.

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 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**).

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- 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 GTCC of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2022

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

- Inception report
- Engagement reports
- Close-out 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 dates (duration and expert days) and 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

Team leader: Coastal Viewer expert

Tasks of Team Leader

- Develop COVID case study
- Conduct trainings on coastal climate change initiatives.

Qualifications of Team leader:

- Education/training (2.1.1): post-graduate degree in Oceanography, GIS (Geographic Information Systems) or Geoinformatics.
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 15 years' work experience with systematic method for collecting, managing, analysing, modelling, and presenting spatial data in the coastal sector
- Specific professional experience (2.1.4): 8 years' work experience in designing, developing, and implementing systems and databases. 5 years of working experience with designing geo-spatial decision support tools
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader
- Regional experience (2.1.6): 5 years' experience in working with the National Department of Forestry, Fisheries and the Environment in South Africa.
- Development Cooperation (2.1.7): N/A
- Other (2.1.8): 5 years of experience preparing, managing and delivering technical trainings

5. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 25 expert days

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

The contractor implements the following training workshops (inclusive of all professional fees):

- Five CoVu trainings in South Africa.

6. Inputs of GIZ or other actors

GIZ and/or other DFFE are expected to make the following available:

- GIZ will make provision for the cost of USB sticks and participants training material and packs.
- Venue and catering costs for 5 CoVu trainings in South Africa
- Venue for Project Management Meetings in Pretoria or virtually

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 (language).

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 (language).

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 aforementioned 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.

8. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **31st October 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.
- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being

disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.

- **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.

Scientific data

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.**