

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

DEVELOPMENT OF COASTAL ADAPTATION RESPONSE PLAN (CARP) TO ADDRESS CLIMATE CHANGE HAZARDS IN LINE WITH THE REQUIREMENTS OF THE INTEGRATED COASTAL MANAGEMENT ACT (ICM ACT) AND THE NATIONAL CLIMATE CHANGE ADAPTATION STRATEGY (NCCAS).

**Project number /
cost centre: 20.9087.6-001.00**

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0. List of abbreviations

BCC	Benguela Current Convention
CARP	Coastal Adaptation Response Plan
CC	Climate Change
CoVu	Coastal Vulnerability Index and Assessment
CSIR	Council of Science and Industrial Research
CSP	Climate Support Programme
DFFE	Department of Forestry, Fisheries and Environment
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GTCC	General Terms and Conditions of Contract (GTCC) for supplying services and work 2022
ICM	Integrated Coastal Management Act (Act No. 24 of 2008)
NAS	National Adaptation Strategy
NBA	National Biodiversity Assessment, 2018
NCA	National Coastal Assessment
NCCAS	National Climate Change Adaptation Strategy
O&C	Oceans and Coasts
OCIMS	Oceans and Coasts Information Management System
SLR	Sea Level Rise

1. Context

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 the coast are subject to dynamic and relatively high-energy processes such as storm surges due to climate change.

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 temporal 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. Considering this, the Department of Forestry, Fisheries and the Environment (DFFE) identified the need to address data gaps that could assist decision makers in terms of sustainable coastal planning.

The DFFE Branch Oceans and Coasts (O&C) in conjunction with the Branch responsible for Climate Change, in partnership with GIZ and assisted by Council of Science and Industrial Research (CSIR), undertook the development of the Climate Change Coastal Vulnerability Index and decision support tool for high-level assessment of South Africa’s coastline and estuaries. The purpose of the tool was to assess the coastal physical hazards such as sea level rise, flooding, erosion or storm events and vulnerability of the receiving coastal environments. The project was undertaken in 2018 and was completed in 2019 and initial training sessions for coastal district and metropolitan municipalities have been undertaken. The project focused on the assessment of physical vulnerability caused by flood hazard and erosion hazard.

The overall purpose of developing the Climate Change Coastal Vulnerability index and Assessment (CoVu) tool was to inform the development of the coastal adaptation response plan to contribute to the National Climate Change Adaptation Strategy (NCCAS), which serves as an overarching framework for climate change sector strategies. The NCCAS 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 to provide overarching guidance to all sectors of the economy.

All the historical challenges mentioned above are contradictory to the objectives of Integrated Coastal Management (ICM) and therefore the Integrated Coastal Management Act (No. 24 of 2008) (hereafter referred to as the “ICM Act”) has been promulgated, to establish the statutory requirements for integrated coastal and estuarine management in South Africa. ICM seeks to promote the conservation of the coastal environment, and to maintain the natural character of coastal landscapes and seascapes. One of the fundamental aims of the ICM is to address coastal risks and vulnerability along the coastline, while ensuring adequate measures are put in place to respond and mitigate against their impacts.

The Branch O&C identified the need and desire to develop a coastal sector adaptation response plan to provide a long-term strategic focus of achieving sustainable coastal Development in South Africa by addressing climate change impacts. The adaptation response plan will be strengthening the national coastal management programme management interventions to support provinces and municipalities along the coasts. It will further support adaptation response efforts in the country in line with National Climate Change Adaptation Strategy (NCCAS) Vision by developing a National Coastal Adaptation Response Plan (CARP).

Lastly, the development of a coastal sector adaptation response plan will provide management responses or options that will facilitate much needed guidance to coastal stakeholders. It will also provide the most needed resource mobilisation strategy for sourcing funding domestic and within international and regional platforms.

2. Project Objectives

The development of a Coastal Adaptation Response Plan (CARP) to address climate change hazards in the Coastal Sector in line with the requirements of the Integrated Coastal Management (ICM) Act and National Climate Change Adaptation Strategy (NCCAS).

Tasks to be performed by the contractor

The work contained in these Terms of Reference includes coordination of project steering meetings, as well as technical services to undertake the tasks laid out below. The contractor shall take note of the following sections on Meetings and Tasks.

Meetings:

The contractor 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 contractor is expected to participate in an inception meeting with the DFFE and GIZ in Pretoria. During the inception meeting, the contractor 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 the first two weeks after signing the contract with GIZ.

Deliverable: See Task 1 below.

Project Management Meetings (PMM):

The Contractor is expected to schedule and arrange 8 regular interim meetings. Four (4) meetings in Pretoria and four (4) meeting Cape Town, or virtually. The purpose of the PMMs is for 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. The contractor may be required to support information sessions on lesson learned with other partners (domestic or internationally / regionally)

Deliverables: Agenda, Meeting minutes, presentations

Close out meeting: The Contractor is expected to participate in a close out meeting with the project management team in Pretoria or virtually. The Contractor 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: See Task 6 below.

Tasks:

The contractor is required to undertake the following tasks as laid out in these Terms of Reference:

STAGE 1 (1st – 4th months)

Task 1: Project Inception (within first two weeks of the signed agreement)

-
- Detail discussions of the project scope.
- Discussions regarding administration and management of the service contract

Deliverables: Inception Report and meeting minutes; Project Plan.

Task 2: Desktop assessment and analysis of the existing coastal adaptation response plans

- Undertake analysis of international best practice of adaptation response plans for dealing with coastal hazards.
 - o Please consider, among other resources, the following:
 - [Global Climate Action portal](#)
 - [Nairobi Work Programme: Adaptation Knowledge Portal](#)
 - [PANORAMA | Solutions for a healthy planet | PANORAMA](#)

Policy and Legislative

- Undertake analysis of existing national, provincial, and municipal sector adaptation response plans for coastal and marine environment.
- Assessment of legislative implication in addressing the impacts of coastal hazards in South Africa.

Current Status of Risk and Vulnerability Initiatives (particularly focus at coastal and marine environments)

- Review existing national, provincial, and municipal risk and vulnerability initiatives with bearing to coastal hazards.
- Assessment of the Sixth Assessment Report: inter alia Working Group I and II reports to assesses the impacts of climate change in the coastal zones and sector, and provide key issues that requires management interventions.
- Assessment of the IPCC Oceans and Cryosphere report, to assess the impacts of climate change and provide key issues that requires management interventions.

Deliverables: X3 Reports (Assessment and analysis report for (1) adaptation response plans; (2) report on legislative and policy review; and (3) report status of risk and vulnerability)

STAGE 2 (5th – 10th months)

Task 3: Facilitation, Consultation and Stakeholder Engagement

The contractor is required to support the planning, facilitation and reporting of 5 (1 day) stakeholder consultations in total. The consultation workshops will include National, Provincial, Municipalities and other relevant institutions. The workshops will take place in Johannesburg, Gauteng.

The purpose is to gather insight and input from key stakeholders for the co-development of the CARP. The contractor is expected to record inputs and comments received from various stakeholders and provide a comprehensive report on the comments received, how the comments were addressed as well as the integration of comments into deliverables produced.

The following workshops will cover the topics (1-4) as laid out below:

Topic 1 - Discussions on the Sector Adaptation Response Measures

- Consolidation and verification of sector adaptation response measures with stakeholders.
- Identification of adaptation and response options with the stakeholders.

Topic 2 – Discussions on the Creation of the CARP VISION

- Consultation and discussions on the proposed **VISION** for the CARP with stakeholders.
- Consultation and discussions on the **STRATEGIC INTERVENTIONS, OBJECTIVES, OUTCOMES** with stakeholders.

Topic 3 – Discussions on the development of Mainstreaming Guidelines

- Consultations and discussions on the requirements for the type of mainstream guidelines required to support municipalities.
- Consultations and discussions on the activities, approaches and interventions required for facilitating effective mainstreaming in local government.

Topic 4 – Discussions on Research, Science, and Innovation needs

- Consultations and discussions on National, Provincial, and Municipal research priorities, and the type of applied science that is relevant to addressing coastal hazards impacts.

- Consultations and discussions on the climate change research agenda that seeks to address the Socio-economic conditions of coastal communities.
- Consultations and discussions on the key climate change response required identified in the biodiversity sector framework and strategies (i.e., NBA: 2018, blue carbon report: 2021 etc)
- Consultations and discussions on the key climate change response required to address the chemical components or aspects that impact on efforts to mitigating negative impacts of coastal hazards.
- Consultations and discussions on the key climate change Innovations / innovative tools required to support the long-term implication an implementation of CARP.

Deliverables: facilitation of 5 Workshops; 5 Stakeholder Consultation Reports including comment tracking matrix

STAGE 3 (11th – 14th months)

Task 4: Development of Draft Coastal Adaptation Response Plan (CARP)

Development of Draft CARP

- Make use of desktop assessments and analysis information and data
- Make use of the stakeholder consultation workshop information and data

Governance and Institutional Arrangements requirements

- Propose a draft Governance arrangement for dealing with strategic interventions within CARP for consultations with stakeholders.
- Propose a draft institutional arrangement or structure / technical working group required for dealing with strategic interventions within CARP for consultations with stakeholders.
- The draft proposals to be informed by well-informed assessment and research, including consultation with DFFE for guidance.
- Final governance and institutional arrangements plan to be included as part of the final CARP

Financing strategy for implementations of CARP

- Develop a draft actionable resource mobilisation strategy or plan that looks at channels and mechanisms of funding to implement the CARP in support of government efforts to address coastal climate change interventions.

- The draft Resource mobilisation strategy must look at opportunities available within National funding mechanisms, Regional and International funding mechanisms.
- Final resource mobilisation plan to be included as part of the final CARP.

Deliverables: X1 Draft Coastal Adaptation Response Plan (CARP). The draft CARP will include all the components of phases identified above in stage 3.

STAGE 4 (15th – 19th months)

Task 5: Facilitation, Consultation and Stakeholder Engagement Phase

The contractor is required to support the planning, facilitation and reporting of 5 (1 day) stakeholder consultations in total. The consultation workshops will include National, Provincial, Municipalities and other relevant institutions. The workshops will take place in Johannesburg, Gauteng.

The purpose is to gather insight and input from key stakeholders for the co-development of the CARP. The contractor is expected to record inputs and comments received from various stakeholders and provide a comprehensive report on the comments received, how the comments were addressed as well as the integration of comments into deliverables produced.

In addition to presenting the draft CARP, the contractor is required to also solicit input on the following topics that will inform the final CARP:

Discussions on the Draft Coastal Adaptation Response Plan (CARP)

- Discussions on the draft CARP with stakeholders for inputs and comments during the workshops
- Comment tracking of the draft CARP based on stakeholder's inputs and comments provided / submitted

Topic 5 – Development of the Implementation Plan (10 Year Plan)

- Identification of sector strategic interventions and priority projects that are prioritised for implementations
- Categorisation of projects based on their needs and desirability for implementation on CARP.
- The identified sector strategic interventions and priority projects must be realistic and tangible for implementation.

Topic 6 – Communication, Training and Capacity Building

- Discussions and identification of Trainings needs and requirement for both communities and local government officials on all interventions prioritised within the CARP.
- Discussions and productions of Awareness Branding for communicating all products that will be implemented under CARP.
- Discussions and identification of empowerment initiatives through outreach programmes at schools, university, and within communities on initiatives of coastal climate change.

Topic 7 – Development of Monitoring and Evaluations Measures

- Alignment with NAS M&E requirements
- Development of templates for reporting of progress and measures undertaken for implementations
- The templates will be used at Monitoring tools for keeping track of implementation measures.
- The templates must contain adequate indicators (High level indicators) for reporting as part or monitoring and evaluations.
- The reports will be linked to available systems (OCIMS Coastal viewer, CCIMS and other Provincial and municipal system)

Deliverables: facilitation of 5 Workshops; 5 Stakeholder Consultation Reports including comment tracking matrix

STAGE 5: (20th – 24th months)

Task 6: Development of Final Coastal Adaptation Response Plan (CARP) and Launch Event

Development of Final Coastal Adaptation Response Plan (CARP)

- Consolidation of all workshops information and information provided by stakeholders to improve the draft CARP
- Make use of the comments and inputs provided by stakeholders to enhanced and improved the draft CARP
- Produce the Final CARP and submit to DFFE and GIZ

Knowledge Products:

Branding and Printing of Final Coastal Adaptation Response Plan Booklets

Once the CARP has been approved by DFFE and GIZ:

- Development of branding and materials required for the launch of the CARP once it have been developed, approved and/ or adopted by DFFE as an adaptation response plan (design files from previous works can be provided)
- Print 250 copies of the final CARP booklets
- Printed documents to be on an A4 size page on glossy printing page
- Corporate design guidelines will be provided by DFFE and GIZ and must be considered in the branding, design and layout.

Digitising the Final Coastal Adaptation Response Plan Booklets

- Provide 250 copies on memory sticks that include the final CARP and any other important and related materials generated as part of the CARP development process.
- All memory sticks developed for the project must be submitted to DFFE.

Facilitate the launch for the Final Coastal Adaptation Response

- Facilitate the arrangements, coordination and planning of a launch event of the Final CARP
- In agreement with DFFE, secure venue to host a maximum of 200 participants or stakeholders for the Launch of the Final CARP
- Arrange launch event materials and participants packs that contain the knowledge products.
- The Location for the Launch to be in Johannesburg, South Africa.

Project Close-out Report

- Develop and provide a project close-out report containing recommendations
- Submit the project close-out reports to both DFFE and GIZ

Deliverables: X1 Final Coastal Adaptation Response Plan; 250 printed booklets copies; X1 digitised Final CARP booklets inserted inside 250 memory sticks; support the launch event undertaken in Johannesburg, GP, close out report.

Expected project timeline and deliverables

STAGES	TASKS	DELIVERABLE	PERIOD
STAGE 1	Task 1: Project Inception	Inception meeting agenda, presentation, minutes	1 - 4 months
	Task 2: Assessment and Analysis	Report: Assessment and Analysis of the existing coastal adaptation response plans	
		Report: Policy and Legislative.	
		Report: Current Status of Risk and Vulnerability Initiatives (particularly focus at coastal and marine environments)	
STAGE 2	Task 3: Facilitation, Consultation and Stakeholder Engagement	Facilitation of 5 Stakeholder Consultations and Engagement process	5-10 months
		5x Reports with comment tracking matrix	
STAGE 3	Task 4: Development of Draft Coastal Adaptation Response Plan (CARP)	Draft CARP document including institutional arrangements and financial strategy sections	11-14 months
STAGE 4	Task 5: Facilitation, Consultation and Stakeholder Engagement Phase	Facilitation of 5 Workshops;	15-19 months
		5 Stakeholder Consultation Reports including comment tracking matrix	
STAGE 5	Task 6: Development of Final Coastal Adaptation Response Plan	Development of Final CARP	20-24 months
		Printing of Final Coastal Adaptation Response Plan Booklets	
		Digitising the Final Coastal Adaptation Response Plan Booklets	

	(CARP) and project Launch	Facilitate the Launch for the Final Coastal Adaptation Response	
		Project Close-out Report	

The contractor is responsible for providing the following services:

- Developing the Coastal Adaptation Response Plan (CARP) (Task 6)
- Developing knowledge products for distribution (Task 6)
- Supporting the arrangement and facilitation of PMMs (throughout all tasks), stakeholder engagements and the national launch event (Task 3 and 4).

Period of assignment: From 1 December 2022 until 31 March 2025.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 0 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 0).

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.

Project management of the contractor

This project will be managed by GIZ with guidance and support provided by the DFFE through an established project steering committee. The project steering committee will be established and which will be responsible for providing technical guidance to the project.

The bidder is required to explain its approach for coordination with the GIZ project, the relevant DFFE Chief Directorate and stakeholders.

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.

In addition to the reports required by GIZ, in accordance with General Terms and Conditions of Contract (GTCC) for supplying services and work 2022, the contractor submits the following reports:

- Inception report;
- Desktop assessment report (Task 2)
- 10 Stakeholder Consultation Reports (Task 3 and 5)
- Draft and Final Coastal Adaptation Response Plan (CARP) (Task 4 and 6)
- Knowledge Products (Task 6)
- Close out report (Task 6)

The contractor is required to provide up to 3 weeks for the Project management Team to revise draft documents prior to project management meetings.

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 GTCC:

- 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 contractor 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/ Project Manager

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with DFFE, GIZ, and others.

- Personnel management, in particular, managing the assignments within the available budget, as well as planning and steering assignments and supporting consultations and Project Management Meeting
- Regular reporting in accordance with deadlines
- Provides overall quality assurance and oversight for the project team.
- Report any changes to approach and activities to complete the assignment and personnel.

Qualifications of the team leader

- Education/training (2.1.1): University Post-graduate degree in post-graduate degree in Oceanography, Environmental Science/Management, Environmental Economics, or similar.
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 15 years of experience in developing climate change plans in the coastal sector (Policies, plans, legislation, and strategies) including adaptation planning, strategy and programme development, and governance structures.
- Specific professional experience (2.1.4): 10 years of experience in climate change policy economic analysis and assessments
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company.
- Regional experience (2.1.6): 10 years of experience in projects in South Africa
- Development Cooperation (2.1.7): N/A
- Other (2.1.8): 5 years' experience in providing consulting services to national government in South Africa.

Expert 1: Developmental and/or Town and Regional Planner in the built environment

Tasks of expert 1

- Data collection, collation and management;
- Contribute and support the CARP development;
- Support team leader in reporting processes

Qualifications of expert 1

- Education/training (2.2.1): University postgraduate degree in town and regional planning, development planning or similar.
- Language (2.2.2): Good business language skills in English
- General professional experience (2.2.3): 5 years' experience in coastal developmental planning.
- Specific professional experience (2.2.4): 5 years professional experience in coastal hazard modelling, planning and strategy development.
- Leadership/management experience (2.2.5): 3 years of experience in working with a multi-disciplinary team of experts.
- Regional experience (2.2.6): 3 years of experience in South Africa.
- Development Cooperation (2.2.7): N/A
- Other (2.2.8): 2 years' experience in governmental strategy development

Expert 2: Human and/or Social developmental studies expert

Tasks of expert 2

- Contribute and support CARP development;
- Assist with data collection, collation, and management.
- Contribute and support methodology development
- Support expert 1 in reporting processes.

Qualifications of expert 2:

- Education/training (2.3.1): Relevant post-graduate degree or equivalent in the field of developmental studies, socio-economic studies, climate change adaptation or similar.
- Language (2.3.2): Good business language skills in English
- General professional experience (2.3.3): 5 years' work experience working with climate change policies and regulations governing the climate change sector,
- Specific professional experience (2.3.4): 5 years of experience in working in the science-policy-practice interface
- Leadership/management experience (2.3.5): 3 years of experience in working with a multi-disciplinary team of experts.
- Regional experience (2.3.6): Must have 3 years' experience working in South Africa.
- Development Cooperation (2.3.7): N/A
- Other (2.3.8): 2 years' experience in facilitation of workshops.

Expert 3: Environmental science/ oceanography /coastal management expert

Tasks of expert 3

- Data collection, collation and management;
- Support team leader in report compilation;
- Support the conceptualisation, development, and finalisation of the CARP.

Qualifications of expert 3:

- Education/training (2.4.1): Post-graduate degree in Science/Environmental Sciences, Marine and Coastal management;
- Language (2.4.2): Good business language skills in English
- General professional experience (2.4.3): 3 years' work experience with climate change adaptation policy analysis for sectors
- Specific professional experience (2.4.4): 5 years' work experience in South Africa's climate change and coastal management policy landscape (policies, plans, legislation, and strategies).
- Leadership/management experience (2.4.5): 3 years of experience in working with a multi-disciplinary team of experts.
- Regional experience (2.4.6): 5 years' experience in working with South African government entities and stakeholder engagement processes;
- Development Cooperation (2.4.7): N/A
- Other (2.4.8): 2 years' experience in facilitation of workshops

5. Costing requirements

Assignment of personnel

Team leader
Expert 1
Expert 2
Expert 3

The contractor is expected to cost **200** expert days for all experts combined. These should include travel days and stakeholder meetings.

Travel

The contractor is required to calculate all the travel expenses for all meetings and workshops as stipulated in Chapter 3 and 4 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Workshops, training

The contractor implements the following workshops in Johannesburg:

- Task 3: 5 Stakeholder consultations (70 people)
- Task 5: 5 Stakeholder consultations (70 people)
- Launch event for the CARP (200 people)

All professional fees and additional costs for the workshops (venue, catering) must be included in the budget.

Other costs

- The contractor is required to budget for all communication and knowledge product development, design, layout and packaging as required in the Tasks 5-6.

6. Inputs of GIZ or other actors

The contractor guided by the DFFE team will be handling attendance response lists and participants information. This information is publicly available and does not go against the data protection laws.

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

- Meeting rooms at the GIZ offices in Pretoria

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 **18th November 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.**