
TECHNICAL REVIEW OF ADAPTATION RESPONSES ANDProject number/ INTEGRATION OF THE MITIGATION COMPONENT INTO THE CLIMATEcost centre: CHANGE RESPONSE STRATEGIES FOR THE PROVINCES OF KWA-16.9002.3 – 001.00 ZULU NATAL, LIMPOPO, NORTH WEST AND NORTHERN CAPE.

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2017
ToRs	Terms of reference
NCCRP	National Climate Change Response Policy
GHG	Greenhouse Gas
PMT	Project Management Team
DEFF	Department of Environment, Forestry and Fisheries
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
PSC	Project Steering Committee
NRVF	National Risk and Vulnerability Assessment Framework
AFOLU	Agriculture, Forestry and other Land Use
LTAS	Long Term Adaptation Scenarios
CRA	Climate Risk Assessment
VA	Vulnerability Assessment
NGO	Non-governmental Organisation

1. Context

BACKGROUND & CONTEXT

Climate change is already a measurable reality and along with other developing countries, South Africa is extremely vulnerable and exposed to the impacts of climate change due to its socio-economic and environmental context. Climate variability, including the increased frequency and intensity of extreme weather events, will disproportionately affect the poor. South Africa is already a water-stressed country and faces future drying trends and weather variability with cycles of droughts and sudden excessive rains. As such, South Africa has to urgently strengthen the resilience of its society and economy to such climate change impacts and to develop and implement policies, measures, mechanisms and infrastructure that protect the most vulnerable.

In response to climate change impacts and vulnerabilities, the South African Government developed the National Climate Change Response Policy (NCCRP White Paper 2011) for an effective climate change response and the long-term, just transition to a climate-resilient and lower-carbon economy and society and the policy outlines two objectives:

- Effectively manage inevitable climate change impacts through interventions that build and sustain South Africa's social, economic and environmental resilience and emergency response capacity.
- Make a fair contribution to the global effort to stabilise greenhouse gas (GHG) concentrations in the atmosphere at a level that avoids dangerous anthropogenic interference with the climate system within a timeframe that enables economic, social and environmental development to proceed in a sustainable manner.

The NCCRP was followed by a draft National Climate Change Bill that was promulgated in 2018 and work is underway towards the development of the National Climate Change Act. The draft Bill also emphasise on the fact that all spheres of government have a varying degree of roles in the implementation of the climate change responses and that provinces are required to coordinate provincial adaptation and mitigation responses across their own line departments, as well as between municipalities within the province. Hence, all provinces have developed Climate Change Adaptation Response Strategies between 2014 and 2017, which evaluates provincial climate risks and impacts and seeks to give effect to the National Climate Change Response Policy at provincial level. However, the provinces would like to review the strategies to mainly ensure that there is alignment with current policies, plans and guidelines to promote integrated approach to climate change and also allow for a greater balance between mitigation and adaptation nexus approach.

OBJECTIVES

Conduct a comprehensive technical review of the adaptation component and integration of the mitigation component into the Climate Change Response Strategies for the provinces of Kwa-Zulu Natal, Limpopo, Northern Cape and North West. The appointed service provider will be expected to carry out the following functions to ensure the achievement of the objective:

- Review and update Climate Risk and Vulnerability Assessments in the provinces for the short- and medium term (i.e. from 2020 to 2050) with focus mainly on key provincial sectors and relevant subsectors;
- Review existing and update Provincial GHG Inventories (in line with the latest National Inventory) and integrate greenhouse gas profiles in each province. For provinces with no GHG emissions and removals profile, compile a comprehensive GHG inventory and highlight gaps and areas of improvement
- Review existing and develop integrated Climate Change Strategies and Implementation Plans in each province, examine best practices and case studies, identify effective strategies for resilience, mitigation and preparedness (including early warning systems and disaster management), develop practical climate change responses with recommended appropriate implementation actions in each province and recommend appropriate actions;
- Facilitate stakeholder assessment and engagements through effective and inclusive approaches that are responsive to the COVID-19 pandemic social distancing and other restrictions, and
- Facilitate capacity building and knowledge-transfer throughout the process so as to enhance implementation of the prioritised adaptation and mitigation options.

2. Tasks to be performed by the contractor

SCOPE OF WORK & APPROACH

Project Management (on-going)

Context

This project requires proactive project management to ensure that tasks are initiated on time, executed with professionalism and that outputs are of a superior technical quality and delivered within budget. It is envisioned that three overarching project management team (PMT) meetings will be held in Pretoria which include the inception meeting, an interim meeting and a closeout meeting (subject to COVID-19 Lockdown Regulations). Other meetings may be called in the duration of the project. The service provider is expected to take minutes of all PMT and other meetings, and submit these to the PMT. The inception meeting will be used to discuss the scope of the assignment in more detail and to finalise the project plan (the service provider is expected to present their proposal and plan envisioned for the project execution). The interim meeting will be used to report on progress and the close out meeting will be used to present final deliverables and reflect on learnings. The project management team will consist of project managers from DEFF, Advisors from GIZ, and the lead consultant. There should be consistent communication between the service provider and the Project Managers at DEFF and Advisor at GIZ. The responsibilities and functions of the service provider will include

providing technical input on the project, sharing project progress, administrative duties such as drafting and disseminating meeting/workshop agendas and invites (handling RSVPs), taking meeting minutes and communication (emails) to the project team and external stakeholders: subject to the approval of drafts by DEFF & GIZ. The experts should provide overall quality assurance of the research and to report any changes made regarding personnel, approach and activities to complete the assignment. The service provider is to propose a plan for virtual stakeholder engagements wherever there's a need for a workshop, as a response to Covid-19 Lockdown Regulations, and to also include this plan in their proposal and budget.

The technical expert will carry out the following key tasks for each province through a participatory and consultative approach: **The table below depicts the envisaged phased process to complete the assignment (All the phases should include both Adaptation and Mitigation components)**

The service provider is required to:

Phase 1: December 2020 – April 2021
<p><u>Activity 1: Project inception</u></p> <ul style="list-style-type: none"> • Inception meeting conducted. • Establishment of committees such as Project Management Team (PMT) and Project Steering Committee (PSC). • Prepare stakeholder engagement plan in line with effective and inclusive approaches that are responsive to the COVID-19 pandemic social distancing and other restrictions, for review and approval by the Project Steering Committee. <p><i>Deliverables: Inception report; COVID-19 stakeholder engagement plan.</i></p> <p><u>Activity 2: Baseline review/assessment of adaptation and mitigation background documentation and identification of gaps, including</u></p> <ul style="list-style-type: none"> • Conduct a baseline review and analysis of key climate-related documents (policies, strategies, action plans, programmes, projects and activities, and etc.), institutional capacity and organisational arrangements for different sectors; • Conduct climate scenario analysis and projections. Review existing information on key weather elements including rainfall, and temperature over a select period of time. Identify the prevailing climate change hazards, their associated impacts on sectors and communities. • Engage key stakeholders from different sectors to identify broader climate change issues. • Assess the information gaps, evaluate and map the provincial situation with regard to climate change mitigation and adaptation <p><i>Deliverables: Baseline Review & Analysis report/s.</i></p> <p><u>Activity 3: Assessment and prioritisation of climate change risks and vulnerabilities, including</u></p>

- VA and risk assessment: Short term to medium-term Climate Change Vulnerability Assessment and Mapping
- Identify broader climate change issues, review existing and past climate change interventions at national level and particularly in the regions of the province.
- Assess climate change profiles and vulnerability scenarios for key systems/sectors and communities in the province
- Identify the prevailing climate change hazards, their associated impacts on key sectors and community livelihood as well as the most affected groups.
- Analyse the exposure and sensitivity of key sectors and community livelihood as well as the most affected groups, etc.
- Assess current coping mechanisms and overall adaptive capacity and their extent of effectiveness to develop a vulnerability profile of the communities
- Develop vulnerability index of each municipality in the province using a set of selected biophysical and socio-economic indicators to reflect exposure, sensitivity, and adaptive capacity of key sectors and populations at local level.
- Stakeholder consultation to present the VA & CRA 2nd draft

Deliverables: Vulnerabilities and climate change risk assessment and prioritisation report/s

Phase 2: May 2021 - October 2021 (*various deliverables as stated in each activity*)

Activity 4: Assessment of GHG emissions sources, sinks and review/ updating of Provincial GHG emissions inventory (KwaZulu-Natal)

- Review of the recently developed KZN Provincial GHG Inventory with the intention to:
- Provide quality control/ assurance
- Update GHG Inventory information gaps such as those specific for Industry and AFOLU sectors

Activity 5: Assessment of GHG emissions sources, sinks and review or development of Provincial GHG emissions inventory (North West, Limpopo, Northern Cape and some areas of Kwa-Zulu Natal not covered in activity 4)

- Mitigation GHG emissions and removals profiles and potentials.
- Profile main sources and sinks of greenhouse gases in the province and develop a comprehensive greenhouse gases emissions inventory and highlight data gaps;
- Review the existing information on the previous provincial GHG inventories (including from 2013 in Limpopo, 2011 in North West and 2020 draft in Kwa-Zulu Natal);
- Identify the activity data needed to estimate GHG emissions for 2000 - 2014 and 2000 – 2020 consistent with latest available National GHG Inventory Report;
- Identify the appropriate data sources and references for the collection of the activity data, emission factors and other parameters required. Document any assumption made for this purpose while ensuring consistency with the data and methodologies for the latest available national GHG inventory Report.
- Based on data gaps identified in phase 1 of the TORs, the Service provide will initiate the process to collect activity data and/or provincial emission factors based on the

most recent available data and information while ensuring consistency with the latest National GHG Inventory Report

- Based on the new / updated provincial GHG inventory and removals profiles, the service provide will use collected data and information to estimate GHG emissions and removals for sectors that were identified as gaps during Phase 1 of the TORs following methodologies used to compile the National GHG inventory and 2006 IPCC guidelines. Based on the updated provincial GHG emissions and removals profiles, the service provider will prepare a trend analysis for the period 2000- 2015, based on the latest available information in consistent with the latest national GHG inventory and disaggregate for each district municipality.
- Provide an interpretation of the results with the identification of main drivers and underlying factors driving the trend.
- Apply a QA/QC plan and undertake uncertainty assessment following the established guidelines, conduct Mitigation Potential Analysis with the view to identify mitigation options for key economic sectors and communities.
- Based on historical GHG emissions and removals profiles available for each province 2000 – 2015, elaborate a baseline scenario to project GHG emissions from key sectors for 2030 and 2040 under business-as-usual conditions, herewith referred to as the **WOM**
- Determine **With Existing Measures (WEM)** that will include existing measures that have already affected GHG emissions and removals profiles and **With Additional Measures (WAM)** include those that are identified but have not yet been implemented but may still be planned to optimise mitigation actions for different provinces while taking into account province specific drivers.
- Based on the results of the WOM, WEM and WAM scenarios, propose climate change response measures with the view to reduce GHG emissions from sources and enhance carbon sinks the short short-term (2030) and medium-term (2040).
- Stakeholder engagement to present findings (virtually would be ideal)
- Development of Climate Change Response Strategy and Implementation Plan (including both adaptation and mitigation)
- Based on the outcomes of the provincial GHG emissions and removals profiles, climate change mitigation potential analysis, propose implementation plan for each province to achieve climate change mitigation outcomes.

Activity 6: Identify adaptation and mitigation measures and review/ develop Provincial Strategies (for each of the four provinces) and

Activity 7: Closeout & Review and develop an integrated, simplified and easy Implementation Plan (for each province) that should () incorporate interventions that encourage co-benefits between adaptation and mitigation responses:

- Propose adaptation actions for the respective climate change hazards and develop a plan for implementing the actions to manage the associated risks.
- Province appropriate, context specific and practical GHG mitigation measures, programmes, projects and means of financing and support needs in relation to the coordination and implementation of relevant national, provincial and local

government policies, strategies and regulations- in line with the data and information included in the National Climate Change Information System.

- Assessment on provincial climate change mitigation and adaptation implementation capacity and recommendations for capacity building measures.
- Provincial institutional arrangements, communication and reporting need to monitor and evaluate progress of implementing climate change response measures in the above-mentioned provinces.
- Identify priority options that will contribute to achieving low-emission climate-resilient development objectives based on an analysis of prospective climate scenarios and current climate vulnerability and future risks, as well as socio-economic trends and constraints.
- Review climate profiles and vulnerability scenarios based on latest available data and information.
- Develop different climate change low-emission/ mitigation and climate-resilient / adaptation development scenarios for key sectors and subsectors identified in phase 1 reports and communities as guided by provincial circumstance.
- Assess the impact of the different scenarios on the predicted vulnerabilities of key sectors and communities.
- Based on future emission scenarios and vulnerabilities, define comprehensive low-emission climate-resilient development objectives and identify the priority adaptation and mitigation options that may contribute to their achievement.
- Following an assessment of socio-economic impacts and cost-benefit analysis of the priority mitigation and adaptation options, financing and policy instruments are identified to enable the magnitude of investment and financial flows required for implementation of these options.
- Perform technical and social feasibility and cost-benefit analysis of priority options.
- Analyse barriers to implementation of mitigation and adaptation options and identify those that can be addressed.
- Evaluate existing policies and local and national financing opportunities for priority options
- Identify required investment and financial flows, and make recommendations by sector for short-, medium-, and long-term scenarios
- Identify public policy and innovative financing instruments to secure investments and financial flows for low-emission climate-resilient development options
- Prepare Draft Provincial Climate Change Response strategy, Action Plan with timeframes and budgets for recommended activities/actions, and Results Monitoring Framework
- Identify resources and/or possible sources of funding/grants to implement priority actions.
- Define roles and responsibilities of the various stakeholders as per implementation of the actions;
- Make recommendations for capacity building measures;
- Host stakeholder engagements for discussion and feedback; (members of the public from all sectors, women and youth in particular to be included in the design of consultations);

- Prepare Workshop Report and revise Draft Provincial Climate Change Response Strategy and Action Plan incorporating comments and feedback received from stakeholders;
- Finalisation of the Provincial Climate Change Response Strategy and Implementation Plan and participation at a Public Launch (COVID-19 considerations)
- Closeout Meeting where final deliverables and lessons learnt will be presented.

The service provider is required to:

1. Set up a project management team to develop and manage the project and to ensure a skills transfer between the Service Provider, provincial officials and DEFF
2. Conduct all relevant research and analysis required to complete assignment. DEFF and its partners will provide relevant information, if available, and when required.
3. Liaise with the project steering committee and various stakeholders in DEFF and provincial levels where necessary to gather information, present findings and to get guidance on project progress. All project steering meetings will take place in provinces unless agreed by all parties otherwise.
4. Engage with stakeholders in a way that encourages information exchange, enables collaborative decision making, and fosters buy in through transparency.

ADAPTATION SPECIFIC REQUIREMENTS

Review Climate Risk and Vulnerability Assessment with respect to alignment with the following:

- a) National Climate Change Risk and Vulnerability Framework (NRVF);
- b) Projected and observed (where possible) data available, including trends, other documented data by the province, South African Weather Services, South African Risk and Vulnerability Atlas etc.
- c) Climate Change Scenarios and sector impact studies from Long Term Adaptation Strategies (LTAS) phase 1&2;
- d) Climate Risk Profiles as outlined in the Green book;

Current Provincial and District Climate Change Adaptation Response Plans.

Based on risk and vulnerabilities above:

- a) Assess current adaptive capacity such as plans, institutional arrangements, resources (human resources, funding, etc.).
- b) Compile a risk and adaptation profile that describes the climate vulnerability in the short term to medium term for the areas identified above, adaptive capacity, adaptation strategies and tools to prioritise and select adaptation options as consistent with the NRVF but elevate provincial specific issues.

MITIGATION SPECIFIC REQUIREMENTS

- a) Revise and compile each province context Greenhouse Gas emissions from sources and removals from sinks/GHG emissions and removals profiles, covering all the mitigation sectors (and province relevant subsectors) that are in the existing (where available or new where not available) provincial GHG Emissions Inventories and updating should be

consistent with the latest available national GHG Inventory Report. The Provincial GHG emissions and removals profiles will make use of the most up to date data and information, in cases of data gaps, these should be highlighted and recommendations of approaches to collect data for this purpose included in the report.

- b) Consider current Air Quality Management Plans available in the provinces and municipalities as well as other available documents that relates to the identified sectors for mitigation plans.
- c) For the AFOLU sector, the service provider should make use of existing data and research of the National Terrestrial Carbon Sinks Assessments and data and resources contained in the National Terrestrial Carbon Sinks Atlas as consistent with the national GHG inventory.

ADAPTATION AND MITIGATION INTEGRATED REQUIREMENTS

6.1 Review and compile each province specific context with respect to alignment with the following:

- a) IPCC 1.5 degrees’ report and the AR5 report;
- b) The Global Climate Change issues – climate information, forecasts models etc. As per IPCC reports (specifics to be determined at inception meeting)
- c) Draft National Climate Change Bill of 2018;
- d) Provincial green economy strategies and plans;
- e) District climate change plans;
- f) Let’s Respond Toolkit and Guideline.

Assess Climate Change Risk and Vulnerability and GHG emissions from sources and removals from sinks profile of the following key sectors and provinces relevant subsectors as a minimum (using appropriate methodologies and technologies). The aim is to develop practical **Climate Change Strategies** and **Implementation Plans** relevant to provincial context while complementing national priorities. An overarching principle of the assignment is that of inter- and intra- co-benefits in provincial context; firstly, between climate change adaptation and mitigation and secondly, between climate change and the green economy as a discipline. The various interrelations sectors of adaptation, mitigation and green economy are outlined as follows (not limited to):

<p>The climate change mitigation identified five key sectors of intervention. These are:</p> <ol style="list-style-type: none"> 1. Energy 	<p>South Africa highlights nine key focus areas that form part of green economy programmes¹. These are:</p> <ol style="list-style-type: none"> 1. Water management 2. Waste management 	<p>The climate change adaptation identified six key sectors of intervention. These are:</p> <ol style="list-style-type: none"> 1. Water 2. Agriculture and forestry, (including crop and livestock farming), land degradation and Food security
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¹ Department of Environmental Affairs. Date Accessed: March 2019.

<https://www.environment.gov.za/projectsprogrammes/greeneconomy/about>

2. Transport	3. Resource conservation and management	3. Health
3. Industry (including mining)	4. Agriculture, food and forestry	4. Tourism, biodiversity and ecosystems (Especially Nama and Succulent Karoo, grasslands and partly Savanna)
4. Waste	5. Buildings and built environment	5. Human settlements: rural, urban, coastal; Infrastructure, Social groups and Livelihoods, and municipalities
5. Agriculture, Forestry, and Other Land Use (AFOLU)	6. Transport and infrastructure	6. Disaster Risk Reduction (including Droughts; Fires and Floods)
	7. Energy and energy efficiency	
	8. Sustainable consumption and production	
	9. Research, skills and tourism	

Identify adaptation and mitigation measures and review/ develop Provincial Strategies that considers scope of information below:

- a) Current climate change related activities, policies and programmes at various levels;
- b) Environ+ CC programmes existing adaptation responses;
- c) Systems for Early Warnings and Disaster Risk Reduction;
- d) Provincial growth and development strategies, national development strategies, sector plans related to growth and development for major economic activities, industries, infrastructure, services and natural resources;
- e) Indigenous knowledge, vulnerable communities and transitional leaders
- f) Stakeholder input from consultative engagements (that effectively reach out in view of social distancing and other limited contacts);
- g) Other best practice and case studies.

Review and develop an integrated, simplified and easy Implementation Plan that should wherever possible incorporate interventions that encourages co-benefits between adaptation and mitigation responses:

- a. Appropriate, context specific and practical Adaptation and GHG Mitigation measures, programmes, projects and means of financing and support needs in relation to the coordination and implementation of relevant national, provincial and local government policies, strategies and regulations.
- b. Must include details on:
 - i. Key actions, with timeframes, assignment of roles and responsibilities, targets
 - ii. Financial requirements for the implementation of key actions
 - iii. Monitoring and evaluation mechanisms and tools, including identification of progress indicators to be used to track performance over time
- c. Outlines assessment on provincial mitigation implementation capacity and recommendations for capacity building measures.
- d. Provincial institutional arrangements, communication and reporting

DELIVERABLES AND TIMEFRAMES

Communicate findings to relevant stakeholders (provincial) at the end of each phase of the project; Compile relevant reports using stakeholders' input and research findings.

PHASE 1 DELIVERABLES
<p>Act 1</p> <ul style="list-style-type: none"> • Inception meeting with DEFF, GIZ, Provinces and Service provider- inception report • Preliminary Analysis report and presentation to PMT and Provincial experts • Stakeholder consultation to present findings of VA & CRA to stakeholders • COVID-19 stakeholder engagement plan
<p>Act 2</p> <ul style="list-style-type: none"> • Baseline review/assessment report of adaptation and mitigation
<p>Act 3</p> <ul style="list-style-type: none"> • Preliminary VA & CRA report • Revised VA & CRA report • Stakeholder consultation to present VA & CRA 2nd draft • Final VA & CRA report
PHASE 2 DELIVERABLES
<p>(1x province- KZN)</p> <ul style="list-style-type: none"> • Preliminary provincial GHG inventory and profile review report • Revised provincial GHG inventory and profile review report • Stakeholder consultation to present provincial GHG Inventory and profile review report 2nd draft • Final provincial GHG inventory and profile review report
<ul style="list-style-type: none"> • Preliminary Analysis report and presentation to PMT and Provincial experts • Stakeholder consultation to present phase 1 and phase 2 scope findings to stakeholders
<p>(3.5 provinces)</p> <ul style="list-style-type: none"> • Preliminary report on each provincial GHG inventory and profile to PMT and Provincial experts • Revised report on each provincial GHG inventory and profile • Stakeholder consultation to present findings • Revised report on each provincial GHG inventory and profile to PMT and Provincial experts • Final round review, editing and delivery of final report on each provincial GHG inventory and profile
<ul style="list-style-type: none"> • Preliminary Provincial Climate Change strategies report • Stakeholder consultation to present the and Draft Provincial Climate Change strategies • Revised Provincial Climate Change strategies

PHASE 2 DELIVERABLES
<ul style="list-style-type: none"> • Final Provincial Climate Change strategies
<ul style="list-style-type: none"> • Preliminary report on each province strategies and implementation plan component to PMT and Provincial experts • Revised report on each province strategies and implementation plan to PMT and Provincial experts • Stakeholder consultation to present each province strategies and implementation plan • Revised report on each province strategies and implementation plan to PMT and Provincial experts • Final round review, editing and delivery of final report on each province strategies and implementation plan • Closeout meeting report, minutes and lessons learnt.

DURATION OF CONTRACT AND TIMEFRAMES FOR DELIVERY

The expected project deliverables and timelines are as follows:

Deliverable	Timeline for Delivery
Phase One	January 2021- April 2021
Phase Two	May 2021-October 2021

Key requirements for all Stakeholder Consultations:

Carry out consultations with the public and private sectors and non-governmental organisations, PSC and key stakeholders to identify provincial priorities for addressing climate change;

Define Strategic Partnerships with national bodies, provincial authorities, local authorities, Private sector, NGOs and civil society.

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 DEFF 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 is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- 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 AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2017

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.

COORDINATION AND PROJECT MANAGEMENT

This consultancy will be coordinated by DEFF on the technical aspects of this project, assisted by GIZ, through a Technical Advisor of the project and the project's responsible (AV). The approval of the deliverables and the payment authorisations will be given by the head of the programme of GIZ (AV) after discussion between DEFF and GIZ. One-hour project management meetings should be held via Skype/Microsoft Teams for the entire duration of the contract and face-to-face (provided Covid-19 Lockdown Regulations allow) 3-hour project management meetings to be held in Pretoria with minutes submitted by the service provider 3 days after the meeting (inclusive of inception and closeout meeting).

PARTNERS

The Department of Environment Forestry and Fisheries (DEFF) and the Deutsche Gesellschaft für International Zusammenarbeit (GIZ) GmbH, are the main partners in this piece of work.

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.

The service provider shall make available a team of experts as shown below. A consortium may be formed with other service providers who have more knowledge, experience and skills with regards to either the province or required tasks. Given that the project is spread over 3 provinces; the service provider is to ensure that experts will be able to work closely with the selected provinces.

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 GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Responsible for the overall project management including liaising with DEFF and GIZ 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.

Qualifications of the team leader

- Education/training (2.1.1): Post-graduate degree in Environmental Sciences/ Management

- Language (2.1.2): Good business language skills and good communication and report writing skills in English; and data collection and research skills.
- General professional experience (2.1.3): 8 years' experience in climate change and response policies and strategies;
- Specific professional experience (2.1.4): 5 years working with provincial government on climate change response and 5 years in provincial government fiscal policy in South Africa.
- Leadership/management experience (2.1.5): 5 years' experience in Project Management and Leadership
- Regional experience (2.1.6): n/a
- Development Cooperation (DC) experience (2.1.7): n/a
- Other (2.1.8): 8 years of Professional experience in stakeholder engagement and stakeholder management in the field of climate change. A well-established network withing the climate change field.

Technical Experts

Tasks:

Responsible for the execution of technical tasks and outputs described in the Scope of Work above.

Climate Change - Expert 1

Qualifications of expert 1

- Education/training (2.2.1): Post-graduate degree in Environmental Sciences/Management.
- Language (2.2.2): Good written and verbal communication in English.
- General professional experience (2.2.3): 5 years' experience as consultant on climate change adaptation and experience on development topics for 3 years is a requirement.
- Specific professional experience (2.2.4): 4 years' experience in climate change risk assessment, response and resilience planning in South Africa or internationally. Climate education, assessing and preparing capacity building needs and approaches. Stakeholder consultation and research experience
- Leadership/management experience (2.2.5): 3 years of Project management skills
- Regional experience (2.2.6): n/a
- Development Cooperation (DC) experience (2.2.7): n/a
- Other (2.2.8): 3 years' experience in interpreting climate models, projections and similar. Access to an extensive network of fellow climate change practitioners and information in South Africa and where relevant internationally. Very good client relation understanding, stakeholder coordination, consultation and management for both non-governmental and governmental stakeholders. Sufficient knowledge of provincial set-up, networks, activities, major projects and players

Climate Change - Expert 2

Qualifications of expert 2

- Education/training (2.3.1): Post-graduate degree in Environmental Sciences/Management.
- Language (2.3.2): Good written and verbal communication in English.

- General professional experience (2.3.3): 5 years' experience as consultant on climate change mitigation, sectors and greenhouse gases profiles.
- Specific professional experience (2.3.4): 3 years' experience on development topics within mitigation. Climate change mitigation research experience and dealing with GHG Inventories.
- Leadership/management experience (2.3.5): 3 years of Project management skills
- Regional experience (2.3.6): n/a
- Development Cooperation (DC) experience (2.3.7): n/a
- Other (2.3.8): Access to an extensive network of fellow climate change practitioners and information in South Africa and where relevant internationally. Experience in the climate change and/or green economy capacity building space at the provincial government level in South Africa

Climate policy and planning- Expert 3

Qualifications of expert 3

- Education/training (2.4.1): Post-graduate degree in Environmental Sciences/Management or Public policy with research niche of climate change.
- Language (2.4.2): Good written and verbal communication in English.
- General professional experience (2.4.3): 5 years' experience as consultant on climate policy and planning.
- Specific professional experience (2.4.4): 3 years' experience in the development of climate change strategies, policies and implementation plans.
- Leadership/management experience (2.4.5): n/a
- Regional experience (2.4.6): n/a
- Development Cooperation (DC) experience (2.4.7): n/a
- Other (2.4.8): 3 years' experience in Climate education, assessing and preparing capacity building needs and approaches is an added advantage; as well as experience in the climate change and/or green economy capacity building space at the provincial government level in South Africa.

The Project Team must have:

- Very good project management, data collection, analysis and coordination skills.
- Very good client relation understanding, stakeholder coordination, consultation and management for both non-governmental and governmental stakeholders.
- Knowledge and understanding of South Africa's research on climate change adaptation.

Project Intern -Expert 3

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 onboard 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. The intervention targets individuals from a previously disadvantaged background in the context of South African history (i.e. African, Coloured and Indian), 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:

- Qualification (2.5.1): Undergraduate/postgraduate degree Environmental Sciences/Management.
- Language (2.5.2): Good comprehension and communication in English language. Proficiency in a Nguni or Sotho language is an advantage.
- General Professional Experience (2.5.3): Basic computer skills and communication skills, with English language as a medium of communication.
- Specific professional experience (2.5.4): N/A
- Leadership/management experience (2.5.5): N/A
- Regional experience (2.5.6): South African based training is an asset.
- Development cooperation experience (2.5.7): N/A
- Other (2.5.8): A previously disadvantaged individual in the context of South African history.

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 intern, in the event that the contract is awarded.

The Service Provider/s must guarantee the presence of a senior technical person in charge throughout the duration of the contract. If the senior person has to leave the project, a period of at least a month is required, in which the senior person must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.

Provider/s must guarantee the presence of a senior technical person in charge throughout.

The service provider should be flexible to address the needs and opinions expressed by the project partners and GIZ.

The service provider is expected to budget according to the tasks and deliverables. It is expected that the SP will provide a COVID-19 response stakeholder engagement plan in the technical proposal, which considers lockdown regulations, and outlines how this could affect stakeholder engagement, and therefore propose an alternative which suits these restrictions.

In the event that the service provider cannot travel between provinces (as per restrictions), methods of continuing work should be explored such as telephonic interviews, virtual platforms for outreach, and postage of training material.

5. Costing requirements

Assignment of personnel

All Experts :	Assignment in country of assignment for 195 expert days Assignment in Germany for n/a expert days
Project Intern:	Assignment in country of assignment for 25 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.

COVID responses:

In the event that the service provider cannot travel between provinces (as per restrictions), methods of continuing work should be explored such as telephonic interviews, virtual platforms for outreach, and postage of training material.

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 must 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 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 requirement

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than 21st December 2020, 23h00 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 currency

- 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.**