

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

Skills Audit on Weather and Climate Knowledge, Skills Gap and Needs
as part of Implementing the District Model

Project number/cost centre: 16.9002.3 – 001.00

List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2017
ToRs	Terms of reference
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
SAWS	South Africa Weather Services
DEFF	Department of Environment, Forestry and Fisheries
PMT	Project Management Team
SDF	Skills Development Facilitator
SAQA	South African Qualifications Authority

0. Context

The Honourable Minister for Environment, Forestry and Fisheries in the Republic of South Africa emphasised the need for SAWS to work together with DEFF to develop the joint District Coordination Model plan with specific activities. SAWS, an entity of DEFF, is tasked with providing timely and accurate scientific data in the field of meteorology and climate change to the broader South African society: a combination of both public good and commercial services. The organisation plays a vital role in South African public life, not just as a provider of key services, but also in empowering citizens to adapt the effects of the ever-changing weather.

Weather and climate pose significant risks to all communities, especially the poorest of the poor. For example, weather and climate events such as severe droughts, floods, severe storms, heavy rainfall, lightning and heat waves often pose serious socio-economic challenges to communities. The increased risks posed by climate change demands adaptation of livelihoods and systems in order to create greater climate resilience in parallel with sustainable development. Adaptation to climate change and reducing vulnerability can only be realised if communication channels are created between information producers and users, addressing the entire process of generating and using weather and climate data, information, knowledge and wisdom. This translates to functional and efficient knowledge sharing, and dissemination aimed at promoting awareness through the presidential district model approach.

The SAWS and DEFF are planning to conduct a pre-training skills audit, targeting at-least 200 community representatives (50 per district) in four districts during the financial year 2020 to 2021.

Addressing implementation through the District Model

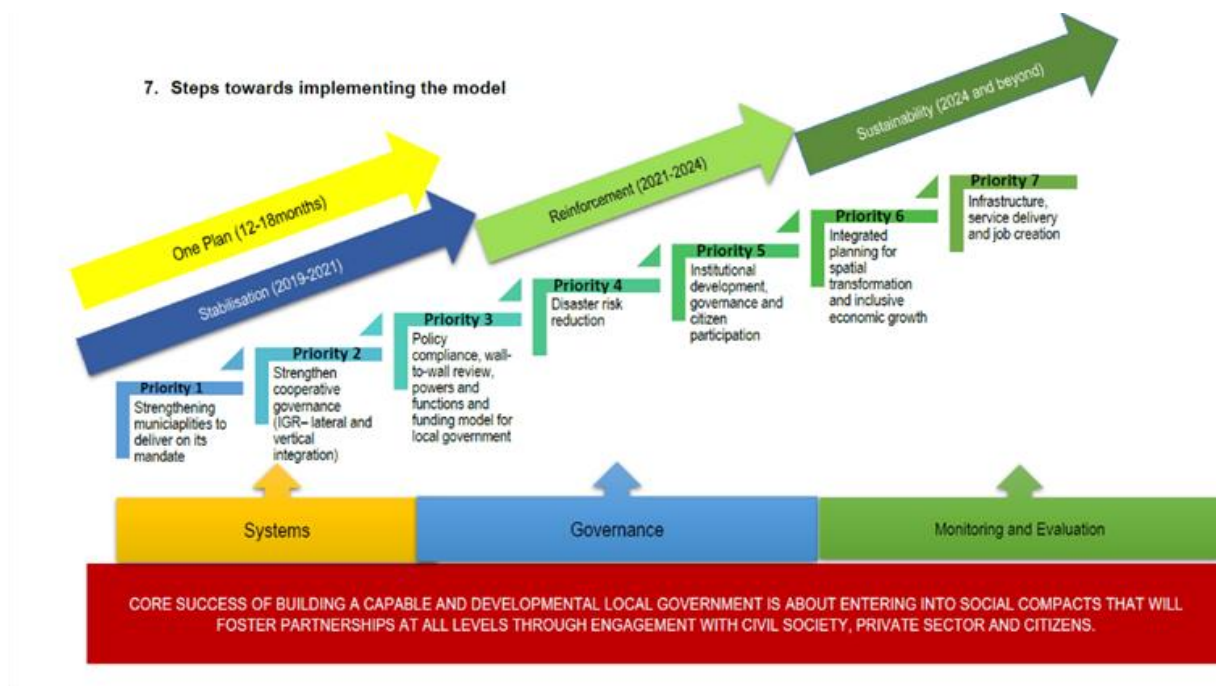
According to Presidential District Coordination Model concept note, the National, Provincial and Local Government will no longer be allowed to develop their individual plans and projects in isolation to the expected policy outcomes and impacts on the district/metro spaces but, will have to have them passed as coordinated outcomes of a collaborative process and joint work across spheres of government and development partners.

National departments that have district-level delivery capacity together with the provinces will be required to provide implementation plans in line with identified priorities. These plans which will be based on the needs of the communities and must be spatially referenced to indicate what projects will be implemented in which districts, why, how and by when.

The District Coordination Model is a one plan which will be strategic and long-term in nature expressing the commonly agreed diagnostics, strategies and actions which will be broken down to **Annual operation plans** and a **Ten-year implementation plan** so as to enhance service delivery and development in each of the 44 district and 8 metropolitan spaces.

Thus, a District Coordination Model is a new intergovernmental planning and delivery model centred around district/metropolitan geographical spaces as focal points as a way of re-establishing the foundation of coherent governance. This model will be implemented in a complimentary way with the various departmental priorities. That coordination is also required

to address the short term and burning issues for immediate and short-term through a 12 to 18-month Plan of Action. Below are the 7 steps towards implementing the plan. Disaster risk reduction is an important pillar under Reinforcement priority 4 as per figure below. The outcomes of this work will contribute in understanding the needs at grassroots level for enhancing, strengthening and improving disaster risk reduction and climate change adaptation.



1. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Activity 1: Assessment of community knowledge and requirements

Conduct local level assessments, through structured interviews, surveys and engagements in 6 districts (1 workshop per district per quarter for 50 people in each workshop- consider lockdown regulations for pax in a venue). The service provider will be expected to determine peoples' understanding of climate change and disaster risk reduction by assessing existing knowledge, knowledge gaps and needs in relation to weather and climate issues. The service provider is requested to demonstrate innovative and flexible stakeholder engagement solutions to the possible restrictions and recommendations made by the South African National Government on the Corona Virus lock down period.

SAWS and DEFF will provide a list of identified districts to roll out the assessments in, as well as contact information for a focal point.

Tasks

- All project team members to participate in the inception meeting and to present the project plan and understanding.
- Conduct the structured interviews/ surveys/ engagements. Interview prompts and assessment material to be agreed upon by PMT.
- Plan and support the delivery of the engagements by assisting with logistics, coordination, venue, catering, invites and RSVP's, developing workshop materials and agenda and presenting and facilitating (if done virtually, ensure the relevant logistics are in place).
- Develop a facilitation plan and facilitate the one-day workshop.

Deliverables

- Consolidated inception report and meeting minutes, as well as minutes of any other meetings.
- Interview prompts and transcripts.
- Facilitation Plan.
- Workshop Report for each district, registers.

Activity 2: Development of training material

In collaboration with SAWS, DEFF and GIZ, the service provider will develop tailor made training manuals/ learner material for each district based on the needs and gaps. These will be determined by the results from Activity 1.

Tasks

- Develop, design and print 6 types of District training manuals (certain sections within will be similar throughout all 6 types).
- Interim PMT Meeting

Deliverables

- Meeting minutes.
- An estimate of 100 printed Training Manuals (incl. final content production, layout and design) per district (soft copy and hard copies for stakeholders) exact number to be confirmed at inception.

Activity 3: Conduction of Training to different districts

In collaboration with SAWS, DEFF and GIZ, the service provider will conduct a 3-4 day training in each district (estimation of 50 people and considering lockdown regulations where the PMT should be included in the number) in line with the developed training materials and pre skills audit.

Tasks

- Conduct training of manuals to districts.
- Plan and support the delivery of the engagements by assisting with logistics, coordination, venue, catering, invites and RSVP's, developing workshop materials and agenda and presenting and facilitating (if done virtually, ensure the relevant logistics are in place and materials posted). Venues with projectors and adequate sound systems and catering services are preferred and to be budgeted for.
- Develop a facilitation plan and facilitate the trainings.
- Close-out Meeting

Deliverables

- Meeting minutes
- Facilitation Plan and registers
- Closeout Report and close-out meeting minutes.

COVID responses:

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

MILESTONES

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

Milestone	Deadline/place/person responsible
Stakeholder engagements (District 1) Engagement 1=assessment of skills. Engagement 2= Training communities on material developed	Quarter 4/John Taolo Gaetsewe District Municipality; Northern Cape
Stakeholder engagements (District 2) Engagement 1=assessment of skills. Engagement 2= Training communities on material developed	Quarter 4/ OR Tambo District Municipality; Eastern Cape
Stakeholder engagements (District 3) Engagement 1=assessment of skills. Engagement 2= Training communities on material developed	Quarter 4 / Garden Route District Municipality; Western Cape

Stakeholder engagements (District 4) Engagement 1=assessment of skills. Engagement 2= Training communities on material developed	Quarter 1 (2021)/ Sekhukhune District Municipality; Limpopo
Stakeholder engagements (District 5) Engagement 1=assessment of skills. Engagement 2= Training communities on material developed	Quarter 1 (2021)/ to be determined
Stakeholder engagements (District 6) Engagement 1=assessment of skills. Engagement 2= Training communities on material developed	Quarter 1 (2021)/ to be determined
Learning material/ training manual development	Ongoing

Alternatively, the service provider can propose another plan on the sequence of workshops to be conducted (whether all assessment workshops are done in the same period, then manuals developed, and then training is conducted in all districts. Or by splitting up the districts and conducting task 1,2 and 3 for one district consecutively, and then task 1,2 and 3 for another and so on.

Place of Performance of Assignment: Republic of South Africa

Period of assignment: From January 2021 to October 2021.

2. 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 0). 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 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 0 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 0.

The bidder is required to describe its contribution to knowledge management for the partner (DEFF and SAWS) 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 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 2018

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 project management team (PMT) meetings will be held (inception meeting, an interim meeting and a closeout meeting). The inception meeting will be used to discuss the scope of the assignment in more detail and to finalise the project plan. 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 and handover all remaining data in all forms. There may be additional meetings upon request.

- The project management team will consist of project managers from DEFF, SAWS, Advisors from GIZ, and the lead consultant. There should be consistent communication between the service provider and the Project Managers at DEFF, SAWS and Advisor at GIZ. The responsibilities and functions of the service provider will include providing technical input on the project and project progress. The experts ought to provide overall quality assurance and to report any changes made regarding personnel, approach and activities to complete assignment. Service provider should be proactive in managing the project process and ensuring that expectations are met, and the objectives are achieved.
- Progress meetings will be held by the PMT to monitor progress and expenditure against the programme, and to discuss and direct issues as and when necessary (the service provider is responsible for providing minutes of all PMT and any other meetings). The meeting venues will be chosen based on what is most practical and cost effective.
- A close out report with recommendations and lessons learnt should also be submitted at the end of the project.
- All meeting documents shall be prepared and made available to the PMT members.

Internal Project Communication

All decisions, suggestions, recommendations, reports, etc. concerning the project must be submitted in writing. In the case of emergencies, verbal decisions, suggestions, recommendations, reports, etc. must be confirmed in writing by the service provider within 48 hours of the verbal communication.

External Project Communication

All communication external to the project (e.g. response to complaints, press/media queries, etc.) will be carried out by the project managers from the DEFF communication sections. As such, all complaints, press/media queries, etc. must be referred to the project managers from the DEFF.

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

3. 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 6), 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 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
- Provide thought leadership on the training requirements for the programmes suitable for the targeted beneficiaries

Qualifications of the team leader

- Education/training (2.1.1): University qualification Master's Degree (Meteorology, Climate, Commerce, Geography, Agriculture, Agrometeorology, Atmospheric Science, etc.)
- Language (2.1.2): Good business language skills in English. Additional African languages will be an added advantage.
- General professional experience (2.1.3): 10 years of professional training experience
- Specific professional experience (2.1.4): 10 years in Meteorology, Climate, Agrometeorology, Agriculture or Geography
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Other (2.1.8) 3 years' experience working with South African communities in climate change related sectors.

Facilitator/Assessor

Tasks of Facilitator/Assessor

- Development of training programmes for climate and weather services for community skills development.
- Implementation of the training programmes suitable for communities.
- Consultation with stakeholders to ensure that relevant training material are developed for training.
- Development of training material in line with the requirements of DEFF, GIZ, SAWS and other relevant stakeholders.
- Generate training reports for submission to the stakeholders.

Qualifications of Experts/Facilitators/Assessors 1

- Education/training (2.2.1): Degree/Diploma in relevant field or training development qualification.

- Language (2.2.2): Good business language skills in English.
- General professional experience (2.2.3): 10 years' experience in skills development and training.
- Specific professional experience (2.2.4): 10 years' experience in skills development facilitation and moderation (SDF in line with SAQA requirements) in areas of meteorology, agriculture or climate; skills development and training for community development project and municipality programmes.
- Leadership/management experience (2.2.5): 4 years' experience in managing skills development training programmes and projects.
- Other (2.2.8): 7 years in providing specific training to agriculture or meteorological sectors.

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Project Intern

The contractor will be required to identify and appoint a local full-time intern throughout the duration of the project, to assist with project implementation and to support skills and capacity development in the country, with a particular focus on Historically Disadvantaged Individuals in the context of South African history (i.e. African, Coloured and Indian).

The intern should be exposed to various tasks during project implementation; this may include meeting attendance and participation, data collection, project management and the conducting of research activities.

Tasks of Project Intern

- Provide support to facilitators, assessors and moderators with training services.
- Assist in the soft service required during development of training material.
- Provide administrative assistance to the projects, i.e. training plans, training schedules, training reports.
- Assist in providing or preparing any infrastructure for training

Qualifications of Experts/Facilitators/Assessors 1

- Qualification (2.3.1): Degree or Diploma qualification in meteorology, agriculture or climate studies
- Language (2.3.2): Good comprehension and communication in English language.

- General Professional Experience (2.3.3): Basic computer literacy with MS Office packages.
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- Regional experience (2.3.6): South African based training is an asset.
- Other (2.3.8): A previously disadvantaged individual in the context of South African history.

The bidder is required to outline the appointment process of the intern. The appointment period for the Project Intern is recommended to be linked with the project period and must commence within one month of contracting.

Short-term expert pool with minimum 1, maximum 3 members

Tasks of the short-term expert pool 1

- Provide skills development and training to the targeted beneficiaries
- Provide training in line with the skills and development programme
- Provide assessment services to the training programmes and generate reports
- Provide moderation service to the training programme and generate reports
- Reports on the training provided to the beneficiaries

Qualifications of the short-term expert pool 1

- Education/training (2.6.1): Degree/Diploma in relevant field or training development qualification.
- Language (2.6.2): very good language skills in English, the proficiency in other national languages will be an added advantage amongst the experts.
- General professional experience (2.6.3): 5 years of experience in skills development and training within the public sector or community development training programmes.
- Specific professional experience (2.6.4): 5 years of experience in skills development and training on the Climate, Meteorology or agricultural sector.

The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications.

4. Costing requirements

Assignment of personnel

All Experts :	Assignment in country of assignment for 110 expert days Assignment in Germany for n/a expert days
Project Intern:	Assignment in country of assignment for 30 days

The bidder is required to calculate the costs for the inclusion of the intern as a lump sum item. Project Intern inputs shall not be calculated under expert days/ months. Any associated travel costs to enable the intern's active participation in the project must be budgeted for under "Travel" below.

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 0 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.

Workshops, training

The contractor implements the following workshops/study trips/training courses:

- 6 district workshops, twice (1st – assessment workshop. 2nd -training of manuals)

5. Inputs of GIZ or other actors

In the event that a public and free venue cannot be secured, the cost of venues and catering for the project is to be budgeted for by the service provider.

6. 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 3 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.

7. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than 21.12.2020, 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.**