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**General information**

a. Brief information on the project

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in cooperation with the South African National Department of Forestry, Fisheries and the Environment (DFFE) and the South African National Department of Cooperative Governance and Traditional Affairs (CoGTA) and funded by the International Climate Initiative (IKI) of the Government of Germany, implement the global programme called CitiesAdapt. The purpose of this programme is to build the resilience to climate change impacts in selected cities and disadvantaged urban neighborhoods in South Africa and Mexico. The project started in 2022 and runs until mid-2025. Within South Africa, as a basis for the implementation of the project in the selected municipality, CitiesAdapt requires (1) a Status Quo Analysis to be undertaken of the selected partner city as well as recommendations for (2) capacity building and (3) policy mainstreaming of urban adaptation and climate resilience based on an assessment including desk research, interviews and stakeholder consultation in te form of interactive sessions at the inception workshop.

b. Context

Climate change has had a negative impact on South Africa. As a country whose development is largely dependent on climate-sensitive sectors (e.g. agriculture), reducing our vulnerability to the impacts and therefore increasing our climate resilience, is an approach just as important as reducing our greenhouse gas emissions. The South African Government developed the National Climate Change Response Policy (NCCRP,2011) which advocates for an effective climate change response and the long-term transition to a climate-resilient and lower-carbon economy and society. Next to the objective of stabilising greenhouse gas concentrations, the policy outlines the following objective: Effectively manage inevitable climate change impacts through interventions that build and sustain South Africa’s social, economic and environmental resilience and emergency response capacity.

Rapid urbanisation and Growing impacts of climate change require adaptation responses. The impacts are felt at the local level and rapid urbanization is exacerbating vulnerabilities in cities, the need for urban adaptation action is thus becoming more urgent.

CitiesAdapt, in South Africa, will support one municipality in their transformation towards a more climate-resilient and pro-poor urban development pattern: through mainstreaming of climate change adaptation (CCA) into policy instruments and plans, capacity building and the implementation of concrete, probably ecosystem-based demonstration projects for CCA of public spaces in a selected neighbourhood. The partners noted above (DFFE, COGTA and GIZ) are currently searching for a partner municipality in South Africa, including a disadvantaged neighbourhood, to transform towards a more climate-resilient and pro-poor urban development pattern. The project is currently in the process of selecting its partner municipality, from the six secondary municipalities which have been shortlisted: George, Drakenstein, KwaDukuza, Mbombela, Msundusi and uMhlathuze.

c. Aim

As one of its first activities after the selection of the partner municipality, CitiesAdapt seeks to appoint a service provider to conduct a status quo analysis which outlines the situation in the partner municipality and selected neighborhood (baseline). The service provider should also identify gaps and recommend where mainstreaming of urban planning and climate resilience can be improved in policy frameworks of the selected municipality, as well as what needs of capacity building (content and format) on climate resilience and urban adaptation are required by the local stakeholders.

d. GIZ shall hire the contractor for the anticipated contract term, from 15.08.2022 to 31.10.2022

e. The contractor shall provide the following work/service:

## **Project Management (on-going)**

### Context

This project requires proactive project management to ensure that tasks are initiated on time, executed with professionalism and that the outputs are of a superior technical quality and delivered within the budget. It is envisioned that four project management team (PMT) meetings will be held, which include:

- The inception meeting following contract signature: it will be used to discuss the scope of the assignment in more detail and to finalise the project plan. The inception meeting will include conducting a brainstorming session with the PMT to identify key participants for Activity Two;
- A first interim meeting a week ahead of the municipality inception workshop to discuss the preliminary results of the work undertaken for the Status Quo Analysis, as well as presenting a facilitation plan of the intended facilitation at the workshop, and to report on progress;
- A second interim meeting after the workshop and the conduction of the interviews as a debrief, and a discussion on the consolidation of data obtained from the workshop and the interviews into the SQA (a presentation on these outcomes to be presented to DFFE, CoGTA and GIZ);
- And a closeout meeting to present the final deliverables and reflect on learnings.

The project management team will consist of Advisors from GIZ and the service provider. Consistent communication between the service provider and the Advisors at GIZ will in addition to the PMT meetings, consist of: Weekly email Progress updates, ad-hoc meetings as requested by GIZ. The responsibilities and functions of the service provider will include providing technical input on the project and project progress, as well as administration duties (agendas, invites, handling RSVPs of interviews) related to the project. The experts ought to provide overall quality assurance of the research and to report any changes made regarding personnel, approach and activities to complete assignment. The service provider should be proactive in managing the project process and ensuring that expectations are met and the objectives are achieved.

### Tasks

- Participate in, draft an agenda and take minutes of project management meetings and any other meetings which may arise. Inception, 2x Interim and Closeout.

### Deliverables

- Minutes from the 4 PMT meetings and minutes from any other meetings which may arise.
- Project Plan

### **Activity One: Status quo Analysis and needs assessment of selected partner city.**

This entails a status quo analysis, incl. of existing and available policy instruments and frameworks, as well as identifying capacity gaps and policy content gaps.

### Tasks

- Inception Meeting participation and presenting project plan and understanding of the scope of work.
- Analyse the existence/ application of instruments for a pro-poor and climate-resilient urban development on city and neighbourhood level (e.g. city wide CCA strategies, land use plans, integrated urban development strategies, environmental guidelines, urban development guidelines, etc.);
- Analyse available financing options for climate change adaptation measures in the selected city (including but not limited to city's own revenues, private sector participation, national funding programmes, other donor's activities, etc.); and
- Analyse the policy framework with relevance for urban development, as it pertains to climate resilience, with a focus on the selected city but also including the broader picture (regional/ national level)
- Mapping of stakeholders crucial for the implementation of the CitiesAdapt work. Mapping at city, regional and national level (municipality: which departments, divisions. Also private sector, academia, local leaders, civil society, NGOs, etc.) This data will mostly be sourced from the interviews in Activity two. Preliminary stakeholders list of people to interview (activity 2) is to be identified by GIZ with support from the service provider.
- The GIZ advisors will conduct an analysis on data availability on climate risks and vulnerabilities (CRV) (incl. existing local climate models, climate protection/ adaptation plans, vulnerability analyses, climate proof analyses) at the local level. This section of the analysis, the service provider will need to include in the overall Status Quo Analysis Report. Interviews and engagements at the workshop (Activity Two) will also provide more information/data to this section, of which the service provider should ensure is consolidated into the section which the GIZ advisors would have prepared.

- Identify capacity building needs/gaps of the partner city and or communities and other relevant stakeholders (to be determined by the PMT) with regard to climate-resilient and pro-poor urban development planning, financing, implementation and monitoring. Make recommendations with regard to capacity building topics and formats (e.g. training, mentoring) including references to a variety of existing capacity building formats which would suit the identified needs and gaps. To be done through desktop research and from the interviews to be undertaken under Activity 2.
- Identify areas in local policy frameworks where planning and mainstreaming of climate-resilient urban development could be improved, including recommendations how to address the needs and reflection of what is a priority.

## Deliverables

Report including:

- Draft Status Quo Analysis (climate data; finance options; instruments for a pro-poor and climate-resilient urban development on city/neighbourhood level; policy framework)
- Gaps of capacity building and recommendations how to address them
- Gaps in terms of climate-resilient urban planning and mainstreaming, incl. recommendations how to address them
- Draft stakeholder Mapping.

## **Activity Two: Undertake interviews and Kick-off workshop participation.**

This work entails conducting interviews with relevant stakeholders and participation into the kick-off workshop at the selected municipality.

## Tasks

- Draft an interview prompt (to be approved by GIZ) which will be used to guide the interviews.
- Finalize stakeholder map.
- Participate in the selected municipality's one day Kick-off workshop, while taking notes of relevant points for inclusion in the Status Quo Analysis. Participation includes: Using the preliminary findings and preparing a power point presentation outlining the initial findings, to be presented at the workshop. Facilitate breakaway sessions to identify 1.the Capacity building needs and 2. Gaps where climate change (urban adaptation) can be mainstreamed into Urban planning development policies and eventual 3. Any other upcoming topic out of the status quo analysis. Target groups: both municipal officials, academia, NGO's and communities. The outcomes from these interactive sessions should feed into the final report, including in the sections on recommendations for capacity building, policy framework gaps, and suitable financing sources.
- Conduct an estimated 12 interviews (face to face, telephonic, virtual) with selected stakeholders (most of which will be at the workshop). This is to occur on the day before the one-day workshop at the municipality and/ or the following day based on the availability of the stakeholders.
- Take minutes of these interviews in the form of scripts (or as approved by the PMT)

## Deliverables

- Final Stakeholder Map
- Interview Prompts
- Draft Presentation

- Facilitation Plan outlining the approach of the interactive sessions
- Notes from Workshop (from interactive sessions)
- Minutes and scripts of interviews

### **Activity Three: Consolidation and finalisation**

This work entails consolidating the inputs from the workshop, and the outcomes of the interviews into the final report.

#### Tasks

- Consolidate data as noted from the workshop and from the interviews into the report and submit a draft version.
- Present the findings and the Draft Report to the PMT and other relevant management stakeholders.
- Based on the desktop work and workshop as well as interview findings, recommend capacity building aspects and training and mentoring required by the partner city and communities and other relevant stakeholders (to be determined by the PMT) to ensure transformative urban adaptation and climate resilience.
- Based on the desktop work and workshop interview findings, provide recommendations where mainstreaming of urban planning and climate resilience can be improved in policy frameworks at the local level.
- Provide recommendations for updating existing studies and/or the preparation of new studies
- Provide recommendations regarding suitable financing sources, e.g. public budgets, grants, (concessional) loans, potential investment barriers
- Develop the final report based on the outcomes of the PMT presentation meeting.

#### Deliverables

- Draft Status Quo Analysis report with workshop and interview data consolidated
- Capacity building recommendations.
- Recommendations on policy mainstreaming.
- Recommendations for updating or preparing new studies
- Recommendations regarding suitable financing sources
- Present the following to the PMT and other relevant stakeholders: SQA draft version; capacity building & policy mainstreaming recommendations; recommendations for updating or preparing new studies; recommendations regarding suitable financing sources
- Minutes of PMT presentation meeting
- Final SQA Report and Recommendations of all the above mentioned, following PMT input.
- Final report, including final Recommendations of capacity building and training needs and of mainstreaming of urban planning and climate resilience into policy frameworks, Final Recommendations of suitable financing sources, Final Status Quo Analysis
- Closeout Meeting and minutes

<b>Activity 1 DELIVERABLES</b>	<b>Estimated TIMELINE</b>
<ul style="list-style-type: none"> <li>• <i>Minutes from the 4 PMT meetings and minutes from any other meetings which may arise. (Ongoing)</i></li> <li>• Project Plan</li> <li>• Draft Status Quo Analysis (climate data; finance options; instruments for a pro-poor and climate-resilient urban development on city/neighbourhood level; policy framework)</li> <li>• Gaps of capacity building and recommendations how to address them</li> <li>• Gaps in terms of climate-resilient urban planning and mainstreaming, incl. recommendations how to address them</li> <li>• Draft stakeholder Mapping.</li> </ul>	<p>17 August</p> <p>29 August</p>
<b>Activity 2 DELIVERABLES</b>	
<ul style="list-style-type: none"> <li>• Final Stakeholder Map</li> <li>• Interview Prompts</li> <li>• Draft Presentation</li> <li>• Facilitation Plan outlining the approach of the interactive sessions</li> <li>• Notes from Workshop (from interactive sessions)</li> <li>• Minutes and scripts of interviews</li> </ul>	<p>1 September</p> <p>One week after Kick-off Workshop</p>
<b>Activity 3 DELIVERABLES</b>	
<ul style="list-style-type: none"> <li>• Draft Status Quo Analysis report with workshop and interview data consolidated</li> <li>• Capacity building recommendations.</li> <li>• Recommendations on policy mainstreaming.</li> <li>• Recommendations for updating or preparing new studies</li> <li>• Recommendations regarding suitable financing sources</li> <li>• Present the following to the PMT and other relevant stakeholders: SQA draft version; capacity building &amp; policy mainstreaming recommendations; recommendations for updating or preparing new studies;</li> </ul>	<p>10 October</p> <p>12 October</p>

Activity 1 DELIVERABLES	Estimated TIMELINE
recommendations regarding suitable financing sources <ul style="list-style-type: none"> <li>• Minutes of PMT presentation meeting</li> <li>• Final SQA Report and Recommendations of all the above mentioned, following PMT input.</li> <li>• Closeout Meeting and minutes.</li> </ul>	17 October  28 October

## Tender requirements

### 1. Qualifications of proposed staff

#### 1.1 Expert 1:

##### 1.1.1

**Education:** Master's degree in Urban Planning, Town or Regional Planning and/ or Geography.

**Professional experience:** 10 years' experience in urban planning. Additional 1 year of specialist knowledge regarding climate-resilient urban planning, climate change adaptation, pro-poor urban planning. In-depth knowledge of South African public and private sector landscape in relation to urban planning, urban development, spatial planning. Knowledge of climate change adaptation and South African climate change policy landscape. Sound knowledge of the Integrated Urban Development Framework, Relevant Municipal programmes and South African urban planning policies and plans. 2 years of Experience in conducting Status Quo Analyses. Sound knowledge of climate finance and its relevant instruments. years' experience working with cities/municipalities on urban planning or related. An understanding of capacity building and training needs assessment.

**1.1.2 Experience in the region/knowledge of the country:** 10 Years working in South Africa.

**1.1.3 Language skills:** Excellent written and verbal communication in English

### 2. Appropriateness of proposed concept

The service provider should have (2.1) In-depth knowledge and experience of the South African public and private sector local (sub-national) landscape in relation to urban planning, urban development and spatial planning. (2.2) Knowledge and an understanding of climate change adaptation and climate resilience, climate finance for adaptation (instruments etc) and climate change policy landscape within South Africa, will be required as a basis for the CitiesAdapt project. (2.3) The service provider must have sound knowledge and experience working with the Integrated Urban Development Framework (IUDF), National Spatial Development Framework (NSDF), National Development Plan (NDP) and South African urban planning policies and plans and other instruments, tools and strategies (2.4) The service provider should have an understanding, sound knowledge and experience working with south african local government and their associated programmes and policies in the relevant context. (2.5) Experience conducting Status Quo Analyses using different

methodologies is a requirement of the service provider as the assignment consists of desktop research, interviews and an interactive workshop where data will be gathered.

### 3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing	1	5	
• Implementation	1	20	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment	1	4	
• Overnight allowance in country of assignment	1	3	
• Travel costs (train, private vehicle)	1	5	
Flights	Number of experts	Number of flights per experts	Comments
• International flights			
• Domestic flights	1	2 (1 return flight)	
Other costs	Number of experts	Amount per experts	Comments
• Flexible remuneration			

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**.

**Note:**

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.

## Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to [ZA\\_Quotation@giz.de](mailto:ZA_Quotation@giz.de) no later than **29.07.2022**, all documents must be in PDF.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in ZAR.
  
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal we will conclude that you have read and accepted these terms and conditions.
- Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
  - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
  - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
  - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
  - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.
- In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.
- Similarly, the Bidders must disclose in their proposal their knowledge of the following:
  - a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and

- b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**
  - **Questions & Answers will be placed on the link provided.**
  - **Bids sent via Dropbox and WeTransfer will not be accepted.**