

## REQUEST FOR PROPOSAL (RFP) PROCUREMENT NOTICE

25<sup>th</sup> April 2015

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**TITLE OF CONSULTANT:** PREPARATION OF VULNERABILITY ASSESSMENTS AND ADAPTATION TO THE EFFECTS OF CLIMATE CHANGE FOR BOTSWANA'S THIRD NATIONAL COMMUNICATION (TNC) REPORT

**SECTORS:** WATER, CROPS, HEALTH, BIODIVERSITY AND RANGELAND AND LIVESTOCK

**COUNTRY:** BOTSWANA

**DESCRIPTION OF ASSIGNMENT:** PREPARATION OF THIRD NATIONAL COMMUNICATION (TNC) REPORT

**PROJECT NAME:** ENVIROMENT AND CLIMATE CHANGE

**PROJECT NUMBER:** 00104661

**DURATION:** 60 DAYS

**Proposal should be submitted at the following address:**

UN Building  
Government Enclave,  
Corner Khama Crescent & President's Drive.  
P.O. Box 54  
Gaborone, Botswana

Or by email to [procurement.bw@undp.org](mailto:procurement.bw@undp.org)

**Closing Date:** 8<sup>th</sup> May 2017 at 12:00 noon Botswana Time.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail to [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org). **This email is used exclusively for enquiries.**

UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Quotations submitted by email must be limited to a maximum of 2MB, virus free or corrupted contents and no more than 3 email transmissions. It shall remain your responsibility to ensure that your quotation reaches the above address on or before the deadline. Quotations that are received by UNDP after the

deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in pdf format.

**Note:** Consultancy firms/companies interested in applying for this assignment are free to do so provided, they submit a CV of only one qualified consultant and present its bid in a manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in this solicitation document. That is, the experience required is that of the individual whose CV would have been submitted by the company rather than that of the company. In this regard, the company by submitting a CV is bidding as an individual bidder rather than a company/firm. Further, if the submitted bid is successful, the ensuing contract (Reimbursable Loan Agreement – RLA) will be between UNDP and the company and not the individual whose CV would have been submitted.

## I. BACKGROUND

In accordance with Article 4, paragraph 1 and Article 12, paragraph 1, each Party shall communicate to the Conference of the Parties, through the secretariat, the following elements of information:

- A national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, to the extent its capacities permit, using comparable methodologies to be promoted and agreed upon by the Conference of the Parties.
- A general description of steps taken or envisaged by the Party to implement the Convention.
- Any other information the Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its communication, including, if feasible, material relevant for calculations of global emission trends.

## II. OBJECTIVES, SCOPE OF WORK, AND RESPONSIBILITIES

The consultant will prepare the Vulnerability Assessments and Adaptation to the effects of climate Change in Botswana. The activities undertaken by the consultant will contribute towards strengthening institutional arrangements for Vulnerability Assessments and Adaptation to the effects of climate Change.

The Consultancy is expected to:

- Develop climate trends and climate scenarios by using available methodologies.
- Develop environmental-socio-economic trends and risks (water resources, agriculture, forests, tourism, population and settlements).
- Describe links between climate, and socio-economic baseline conditions of the country in the most vulnerable sectors

- Develop adaptation response measures, identify barriers and opportunities.
- Identify the data needs, availability and suitability, and establish datasets baselines of the assessment.
- Review the vulnerability assessment of the following sectors: agriculture, water resources, natural ecosystems, forestry, and human health, including identification of vulnerable areas that are most critical, according to the scenarios developed
- Based on the output of the vulnerability assessment, evaluate the feasibility of available adaptation measures to meet their specific needs and concerns arising from the adverse effects from the climate change
- Prepare a national action plan to implement those measures being of highest priority including clear distinction of responsibilities among the relevant stakeholders, timeframe for fulfillment/implementation of the recommended measures, financial means for implementation of the measures, and identification of possible barriers and risks.
- Carry out cost-benefit analysis of proposed adaptation measures
- Develop the draft chapter of the V&A.
- Organize a national workshop to highlight findings from the V&A study and get more comments.
- Finalize the V&A and draft a chapter to be submitted as a part of the TNC of Botswana.

### III. WORK PLAN, EXPECTED RESULTS AND DELIVERABLES

The following results shall be delivered:

- An Inception Report which clearly indicates the methodology and anticipated target outputs.
- A completed V&A chapter including the methodologies used in compiling the Report
- 2 hard copies of the report
- A copy in cd-rom
- An electronic version of the report using Microsoft Word.
- Transfer of copyrights

*\* Target due dates will be finalized once start and end dates are known.*

### VI. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Team leader should have:

Advanced university degree (PhD or Msc.) in Economics, Engineering, planning, Environmental Science, Agricultural Science, Development Studies, Sociology, Population Studies, or other related field in social sciences.

#### Competencies

- Team leader Should have in-depth knowledge and understanding of climate change, the UNFCCC process, especially the adaptation policies, technologies and climate finance as well as analytical skills and experience in preparing technical and/or policy-relevant reports
- Management of the risks of climate variability and change and adaptation to climate change at all levels, through development and incorporation of science-based climate information and prediction into planning, policy and practice. As well as analytical skills and experience in preparing technical and/or policy-relevant reports
- Experience in conducting sectoral assessments is required.
- Excellent communication, analytical, report writing and presentation skills.

#### Team composition

Climate Change Specialist (Team Leader), Socio-Economist, GIS Specialist, Water Engineer, Environmental Engineer, Institutional Expert, Agricultural Specialist, Health Specialist and Biodiversity expert

#### Language Requirements:

Fluency in both written and spoken English.

#### IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

##### 1. Proposal

- Explaining why they are the most suitable for the work
- Provide a brief methodology on how they will approach and conduct the work

##### 2. Financial Proposal

The financial proposal will specify the daily fee of the individual consultant based on the number of days worked, cost of travel and daily subsistence fees (in not resident in Country)

3. Personal CV including past experience in similar projects and at least names and contacts of 3 referees.

#### V. EVALUATION CRITERIA

The evaluation will be based on the following methodology:

Lowest price and technically compliant offer *When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both: a) responsive/compliant/acceptable, and b) offering the lowest price/cost “responsive/compliant/acceptable” can be defined as fully meeting the TOR provided. Only candidates obtaining a minimum of 70% would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Max Point</b>	<b>Comments</b>
<u>Technical</u>		
Relevance to educational requirements	20	
Relevance to experience: This will be based on similar projects undertaken by the Consultant	30	
Interpretation, understanding of the TOR and a proposed plan of action/methodology on how the assignment will be undertaken	50	
<b>Maximum of total points obtainable</b>	<b>100</b>	