

REQUEST FOR PROPOSAL (RFP)PROCUREMENT NOTICE

28th April 2015

TITLE OF CONSULTANT: TECHNICAL ASSISTANCE ON THE DEVELOPMENT OF THE BOTSWANA NATIONAL CLIMATE CHANGE STRATEGY AND ACTION PLAN

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

Closing Date: 8th 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. **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

Botswana has developed a draft Climate Change Response Policy which will be supported by a Strategy and Action Plan to operationalize the Policy.

Climate change and climate variability already affect physical processes in Botswana, leading to changes in temperature, rainfall patterns, increased intensity and frequency of extreme weather events like droughts and floods. Furthermore, climate change is threatening a broad range of sectors, which include food production systems and therefore the livelihoods and food security of the Botswana. The country's social and economic development objectives are at risk if climate change is not addressed. Botswana is a country of large geographical extent with different agro-ecological zones and different economic activities. These will be affected by climate change in different ways, while different economic sectors also have different contributions to greenhouse gas emissions. At the policy level, Botswana is committed to a sustainable development and resilient pathway, being signatory to global conventions such as the UNFCCC, CBD, Agenda 21 and others. Recently, Botswana has also been leading African initiatives on sustainability, such as the African Sustainability Summit of 2012, and has endorsed the Sustainable Energy for All (SE4ALL) initiative. In its pursuit of national development, the country emphasizes economic diversification, broadening the base for its development and poverty reduction efforts. Attainment of these goals and aspirations depend, among other things, on the country's ability to respond adequately to the challenge of climate change, which will involve a wide range of players and sectors in the country.

Significant responses to climate change will be guided by a policy and action framework informed by climate change information, socio-economic and development trajectories, local experiences as well as existing policies, plans and institutional frameworks. In order to enhance investment that aims to reduce vulnerability and build the resilience of society and in line with the provisions of the United Nations Framework Convention on Climate Change (UNFCCC) and its implementing instrument – the Kyoto Protocol, the Government of Botswana is desirous of developing a Comprehensive National Climate Change Strategy and Action Plan (NCCSAP) to implement the Policy.

The Government of Botswana represented by Department of Meteorological Services (DMS) with support from United Nations Development Programme (UNDP) is seeking for teams of consultants, firms or consortiums to undertake the task of developing the NCCSAP.

II. OBJECTIVES, SCOPE OF WORK, AND RESPONSIBILITIES

Development of a comprehensive National Climate Change Strategy and Action Plan to implement the Policy to enable the country to address the challenges posed by climate change within the broader context of sustainable development.

Scope of work

Working with a multi-sectoral, inter- and multi-disciplinary teams, MENT facilitated by the UNFCCC National Focal Point (Department of Meteorological Services), the consultants will develop a National Climate Change Strategy and Action Plan based on the draft policy. The strategy must sets out clear guiding principles on the implementation of the strategy and action plan and clear objectives of the issues that it will address and clear timeframes. It must also include a section on the linkages to other relevant strategies and actions plans. The specific actions that will be undertaken under each task are:

A: Long Term Low Carbon Development Pathway/Strategy

- Review the long term country economic outlook with a view to developing a conceptual framework of low carbon and climate resilient development pathway at national and sub-national levels.
- Identify barriers, challenges and other factors that would inhibit low carbon, climate resilient growth in Botswana.
- Identify urgent short- and long-term quick win opportunities and activities that could feed into medium and long-term low carbon and climate resilient development investments in the country.

B: National Adaptation Plan (NAP)

- Review the national communications and other relevant national planning and project documents such as – thinking 2016 and the national development plans with a view to identify priority adaptation actions.
- Review and document existing adaptation programmes and projects (some may not be labeled climate change yet they address adaptation) being implemented by different actors such as government, private sector, civil society organizations and local communities with a view to documenting experiences and best practices that could be up-scaled.
- Review the existing adaptation programmes and projects by different actors in relation to regional and trans-boundary issues.
- Identify priority adaptation actions that reduce vulnerability and build resilience building on the findings from (i), (ii) and (iii) above including other impact, vulnerability and adaptation assessments.
- Review the capacity of national programmes to address poverty in the context of a changing climate

- Develop a National Adaptation Plan (NAP) with clear performance indicators to assess the impact of adaptation actions and interventions, informed by:
 - a. the reviews above
 - b. National development priorities and planning documents
 - c. climate change and development scenarios
 - d. outcomes of stakeholder consultations,

C: Nationally Appropriate Mitigation Actions (NAMAs)

- Identify priority NAMAs that require international support along with estimated costs and emission reductions and anticipated timeframes for implementation.
- Identify priority domestically supported NAMAs being or to be implemented and the key sectors and/or programme-specific options and make recommendations on how to leverage private finance and investment.
- Identify priority REDD+ readiness activities.
- Develop national measurement, reporting and verification (MRV) for mitigation actions.

D: Technology Development and Transfer

- Review the technology transfer needs assessment (including evaluations of both alternative technologies and the definition of technology transfer priorities) with a view to identifying technology transfer needs priority areas.
- Identify strategic partnerships that will enhance R&D and technology development and transfer.
- Develop a technology action plan (covering all aspects relating to R&D; deployment, diffusion and transfer of technology including local/traditional/indigenous technologies; mechanisms for technology transfer; innovative financing; capacity building).

E: Strategy for Communication, Knowledge Management and Capacity Development

- Review the existing landscape of institutions and organizations involved in generation of climate change data, information and knowledge systems requisite for policy making and planning.
- Prepare a roster of experts working on climate change in Botswana and their respective thematic areas and capacities.
- Undertake institutional and technical strengths and needs assessment in particular, Designated National Authority (DNA), sectoral focal points, private sector organizations and civil society organizations with a view to developing a capacity development plan of action.
- Develop a mechanism for climate change knowledge platform to facilitate sharing of climate information and knowledge (including protocol on sharing climate information).

- Develop a climate change education, information and awareness plan.
- Develop a comprehensive climate change communication strategy based on the communication needs of different stakeholders at different levels.

F: Financial Mechanism

- Review existing or potential models of climate funds, highlighting strengths and weaknesses with a view to designing a financial mechanism that will enable Botswana to access and disburse climate finance from different sources.
- Review of the current institutional absorptive capacity to develop and manage climate finance, identifying strengths and any areas for improvement and make recommendations to inform the design.
- Design a financial mechanism that has a Fund, eligibility criteria and investment plan
- Develop a resource mobilization plan to capitalize the Fund to support adaptation and mitigation actions in Botswana.

G: Strategic initiatives for policy implementation

- Depending on outcomes of consultations, propose any additional strategic initiatives to facilitate policy implementation.

III. WORK PLAN, EXPECTED RESULTS AND DELIVERABLES

The expected output is a Comprehensive National Climate Change Strategy and Action Plan to implement the Policy with the following milestones submitted to MENT and UNDP:

- An inception report (maximum 10 pages) highlighting the methodology to be used and a proposed timeline of activities within ten days of the start of the assignment by the consultants;
- A draft Issue Paper highlighting the thematic elements of the Strategy and Action Plan
- Monthly progress updates of 5 pages or less to be circulated to MENT, Steering Committee, and UNDP; and

A comprehensive National Climate Change Strategy and Action Plan in hard copies and digital form.

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

VI. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Capacity:

The team should have atleast MSc Degree in the following or related areas; Engineering, Economics, Environment, Natural resources, Agricultural science, Health sciences, Energy or similar; and demonstrated experience in undertaking Climate Change -related consultancies.

Experience:

- 10 years demonstrable experience in formulating strategies, plans and policy documents in climate change-related fields and or mainstreaming cross-cutting issues into national plans and strategies;
- Good understanding of climate change adaptation, mitigation and low carbon development issues in the context of developing countries, as well as the current global scientific and policy discourse such as the IPCC and UNFCCC;
- Broad general background in participatory methods and their relevance to climate change;
- A good understanding of the impacts of climate change in the Southern Africa region, and in particular in Botswana.
- Excellent project administration and management skills;

Competencies:

- Excellent analytical, coordination and organizational skills, in particular with experience in managing multi-disciplinary teams;
- Excellent oral, and effective presentation/facilitation, communication and report-writing skills; and

Ability to work with people from different backgrounds and inter-personal skills.

Language Requirements:

Fluency in both written and spoken English.

IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

1. Proposal

- i) Explaining why they are the most suitable for the work
- ii) 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. IMPACT OF RESULTS

Enhanced capacity and awareness on climate change and variability as well as associated impacts and an improved coordination response to climate change issues. The Strategy and Action Plan will set out the road map for adaptation and mitigation and financing mechanism activities as pointed out by identified vulnerabilities and opportunities.

VI. DURATION OF ASSIGNMENT

The consultancy shall be undertaken within a period not exceeding 3 months with effect from 01st June 2017. The Final Strategy and Action Plan, ready for government approval, shall be completed by 30 September 2017.

VII. FINANCIAL SCHEDULE

The consultancy fees will be based on UN rates and payment contractual terms, as appropriate.

The payment schedule will be as follows:

1. 10% upon signing of the contract and presenting an acceptable inception report.
2. 50% on presentation and acceptance of a draft Strategy and Action Plan by a Technical Reference Group.
3. 40 % on submission of Final Strategy and Action Plan and Issues Paper.

VIII. EVALUATION CRITERIA

The consultants' CVs and a Price Schedule will be evaluated according to the Criteria below,

- **Stage 1:** Preliminary evaluation of the proposals will be based on yes/no response as per the table below. If the response is "no" for any of the 3 criteria, the consultant will be disqualified from further evaluation.
- **Stage 2:** Technical Capability of the Consultant to deliver the required consultancy outputs evaluated on a scale of 0-100 points wherein the qualifying mark is 70%. The criteria to be used are shown below:

No.	Criteria for Evaluation of	Minimum score	Score
1	Mandatory Documents	20	
2	Experience in doing similar work in developing countries.	20	
3	Key Personnel available to provide the Scope and their experience	20	
4	clear methodology and understanding of the requirement of the scope of work	20	
5	Output includes specified project milestones and deliverables	20	
6	Total (maximum score=100)	100	

Consultant will be evaluated based on the Cumulative Analyses Methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive / compliant / acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
 - Technical Criteria weight; (70%)
 - Financial Criteria weight; (30%)

Only Individual Consultants obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation would be considered for the Financial Evaluation. The total number of points allocated for the price component is 100. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores.

UNDP retains the right to contact references directly.