



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: February 3, 2021
	REFERENCE: Paris Agreement: Gender mainstreaming in NDC Enhancement in South Africa

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **Paris Agreement: Gender mainstreaming in NDC Enhancement in South Africa**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Technical and Financial Proposals may be submitted **IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL** through e-tendering system (<https://etendering.partneragencies.org>) no later than **16h00 Monday, March 01, 2021**.

Your Proposal must be expressed in English, and valid for a minimum period of 3 months

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit
UNDP South Africa
2/3/2021*

Description of Requirements

<p>Context of the Requirement</p>	<p>Formally launched at the UN Climate Action Summit in September 2019, UNDP's Climate Promise supports more than 100 countries to enhance their Nationally Determined Contributions (NDCs) under the Paris Agreement. Delivered in collaboration with a wide variety of partners, and as UNDP's contribution to the NDC Partnership, the Climate Promise is world's largest offer of support for the enhancement of climate pledges. The Climate Promise provides support to help countries take bold action to reduce emissions, increase resilience to climate impacts and support sustainable development priorities. Under the Climate Promise, UNDP is leveraging its extensive climate change portfolio, its Country Office network and global policy services to provide thematic technical support to countries, and ensure that NDCs are fully aligned with national sustainable development priorities. UNDP advocates for an inclusive approach to ensure ownership of climate actions across government and society, advance equality, and strengthen social and environmental sustainability.</p> <p>Arising from the Paris Agreement and Katowice outcomes, Parties noted in their decisions that gender responsive implementation and means of implementation of climate policy and action can enable Parties to raise NDC ambition, as well as enhance gender equality, and just transition of the workforce, and create decent work and quality jobs in accordance with nationally defined development priorities. Under the Lima Work Programme, Parties have been requested to appoint and provide support for a national gender and climate change focal point for climate negotiations, implementation and monitoring. South Africa has already taken first steps in appointing both the focal point for gender and Action for Climate Empowerment (ACE) as mandated by UNFCCC.</p> <p>As a signatory to the UNFCCC, South Africa is working on the process of developing its second NDC for submission before COP26, which has now been postponed to November 2021. South Africa will conduct public consultation on the draft NDC before it is approved by cabinet, and implementation of the NDC in South Africa will cut across all spheres of government and stakeholders, and the focus of this project is to building institutional, staff capacities and raising awareness with regard to gender mainstreaming in climate actions.</p> <p>The support provided to South Africa's UNFCCC Focal Point (Department of Environment, Forestry and Fisheries, DEFF) will ensure that gender equality aspects are factored into the NDC processes by leveraging analysis, strengthening institutional mechanisms, ensuring gender-responsive climate actions and disseminating best practices to enhance national-level capacities through the implementation of activities outlined in the Climate Promise workplan for South Africa.</p> <p>The focus of this TOR is therefore on the implementation of activities that aims to ensure gender mainstreaming in climate action and in support of South Africa's NDC</p>
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	<p>enhancement that is gender responsive. The direct and indirect outputs and outcomes of the deliverables in the TOR aims to integrate gender considerations into adaptation, mitigation, capacity-building, awareness-raising, technology and finance policies, plans and actions. Gender analysis to be undertaken in the key NDC sectors will unlock the country's understanding of the different roles of women and men, the power and decision-making dynamics and who has access to and control of resources in a particular sector, or to understand more broadly how climate change measures may affect them differently. The deliverables of this TOR will improve tracking in relation to the implementation and reporting on gender related mandates under the UNFCCC and to materialise implementation aspects hereto using national systems.</p> <p>As such, a Climate Promise South Africa workplan has been developed by DEFF and UNDP. To conduct activities in the workplan, a highly experienced Service Provider consisting of a multidisciplinary team of one project leader/principal specialist and a maximum of four experts, is being sought for appointment by UNDP.</p>
Implementing Partner of UNDP	The Department of Environment, Forestry and Fisheries (DEFF)
Brief Description of the Required Services ¹	<p>The overarching purpose of this TOR, and its deliverables, is to contribute to institutional and staff engagement capacities of relevant provincial and national sector departments on climate change and gender mainstreaming, as well as development of Gender and climate change action plans. This will enable provincial and national sector departments to develop gender action plans to ensure that mainstreaming of climate change is considered across the board.</p> <p>The Service Provider will help facilitate, accelerate, and keep track of the gender mainstreaming effort under the Climate Promise project. The concept of 'training-by-doing' will be practised, and the advantage of this approach is that quality work is achieved at a faster pace, and will help the UNFCCC Focal Point and its primary stakeholders to retain actionable knowledge that can be re-applied systemically. This will result in a more robust, more people-centric, and more inclusive NDC in South Africa, across areas of climate change adaptation and mitigation.</p> <p>The broad deliverables and processes associated with this TOR are:</p> <ul style="list-style-type: none"> • Development of a gender responsive, and hence more ambitious and enhanced NDC; • Building political will and societal ownership of gender mainstreaming in climate action and key NDC sectors at national and sub-national levels; • Conducting training programmes and awareness raising activities to build gender mainstreaming capacity;

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<ul style="list-style-type: none"> Ensuring that South Africa actively and equally engages men and women in NDC implementation and in decision making processes; and <p>Ensuring an inclusive approach in national climate strategies and actions</p>
List and Description of Expected Outputs to be Delivered	<p>Service Line 1: Review, align, and update existing targets, policies and measures</p> <p>Service Line 2: Build political will and societal ownership at national and sub-national levels</p> <p>Service Line 3: Assess costs and investment opportunities</p> <p>Service Line 4: Monitor progress and strengthen transparency</p> <p>Service Line 5: Engage in communications and learning</p> <p>(For detailed information be found in terms of references)</p>
Person to Supervise the Work/Performance of the Service Provider	The Contractor will report to the UNFCCC Focal Point
Frequency of Reporting	<i>AS and when required in the workplan</i>
Progress Reporting Requirements	Meetings and reports as and when required
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	10 Months
Target start date	Upon contract signature/s by both parties)
Latest completion date	31 December 2021
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																																												
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)																																												
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																																												
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																																												
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																																												
Payment Terms ³	<table border="1"> <thead> <tr> <th>Timeline</th> <th>Deliverable</th> <th>Payment (of total)</th> </tr> </thead> <tbody> <tr> <td>Within three weeks after start of the contract</td> <td>Deliverable A: Inception report approved</td> <td>10%</td> </tr> <tr> <td>By 31 March 2021</td> <td>Deliverable B:</td> <td>30%</td> </tr> <tr> <td></td> <td>Deliverable 1.1</td> <td></td> </tr> <tr> <td></td> <td>Deliverable 1.2</td> <td></td> </tr> <tr> <td></td> <td>Deliverable 3.1</td> <td></td> </tr> <tr> <td></td> <td>Deliverable 3.2</td> <td></td> </tr> <tr> <td>By 30 June 2021</td> <td>Deliverable C:</td> <td>30%</td> </tr> <tr> <td></td> <td>Deliverable 1.3</td> <td></td> </tr> <tr> <td></td> <td>Deliverable 2.1</td> <td></td> </tr> <tr> <td></td> <td>Deliverable 4.1</td> <td></td> </tr> <tr> <td></td> <td>Deliverable 4.2</td> <td></td> </tr> <tr> <td>By 30 September 2021</td> <td>Deliverable D: Deliverable 5.1</td> <td>15%</td> </tr> <tr> <td>By 31 December 2021</td> <td>Deliverable E: Deliverable 5.2</td> <td>15%</td> </tr> </tbody> </table>			Timeline	Deliverable	Payment (of total)	Within three weeks after start of the contract	Deliverable A: Inception report approved	10%	By 31 March 2021	Deliverable B:	30%		Deliverable 1.1			Deliverable 1.2			Deliverable 3.1			Deliverable 3.2		By 30 June 2021	Deliverable C:	30%		Deliverable 1.3			Deliverable 2.1			Deliverable 4.1			Deliverable 4.2		By 30 September 2021	Deliverable D: Deliverable 5.1	15%	By 31 December 2021	Deliverable E: Deliverable 5.2	15%
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Total:		100%												
	All payment will be effected within 30 days of receipt of an invoice upon final and approved submission of all deliverables connected to each activity. The UNFCCC Focal point will approve the deliverables which will trigger payment from UNDP.														
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The designated UNFCCC Focal Point will be responsible for supervising the technical quality of the deliverables, calling and convening all meetings with the Service Provider, making logistical arrangements, and seeing to the overall day-to-day interaction directly with the Service Provider														
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract														
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.														
Criteria for the Assessment of Proposal	<div><u>Technical Proposal (70% of the overall proposal - 140 points)</u></div> <table><tr><th>Evaluation criteria</th><th>Max score</th></tr><tr><td></td><td>(100)</td></tr><tr><td>Proposed Methodology (A clear methodology. The methodology must outline how the Scope of Work will be carried out according to each deliverable with an understanding of the assignment).</td><td>20</td></tr><tr><td>Proposed Work Plan (Detailed work plan with milestones, timelines and resources and designated responsibilities of the consultant and any support members must be indicated in the proposal for achieving of the deliverables).</td><td>20</td></tr><tr><td>Documented experience, knowledge and proven track record undertaking similar projects (Gender and Climate Change; the Paris Agreement and its NDC; negotiations under the UNFCCC and its Kyoto Protocol; and South Africa’s legislative framework, politics, economy and society etc.).</td><td>30</td></tr><tr><td>A multidisciplinary team where a consortium with skills, experience and knowledge that cover above requirements for this project is encouraged (team</td><td></td></tr></table>			Evaluation criteria	Max score		(100)	Proposed Methodology (A clear methodology. The methodology must outline how the Scope of Work will be carried out according to each deliverable with an understanding of the assignment).	20	Proposed Work Plan (Detailed work plan with milestones, timelines and resources and designated responsibilities of the consultant and any support members must be indicated in the proposal for achieving of the deliverables).	20	Documented experience, knowledge and proven track record undertaking similar projects (Gender and Climate Change; the Paris Agreement and its NDC; negotiations under the UNFCCC and its Kyoto Protocol; and South Africa’s legislative framework, politics, economy and society etc.).	30	A multidisciplinary team where a consortium with skills, experience and knowledge that cover above requirements for this project is encouraged (team	
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⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

	skills; flexibility; communication, report writing and presentation skills; sociocultural competence; conflict management skills; client-focused working methods; and interdisciplinary thinking).	10
	Previous experience in development cooperation with UN/UNDP and other multilateral actors, demonstrating evidence working closely with Government clients.	10
	Experience in professional communication at workshops, public stakeholder consultations and trainings, and community engagement working on the ground.	10
	<p><i>(minimum qualifying score – 70 points)</i></p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>	
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:	
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]	
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Procurement Unit</i> procurement.enquiries.za@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>	
Other Information [pls. specify]		

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.