



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

NAME & ADDRESS OF FIRM	DATE: November 22, 2021
	REFERENCE: <b>Development of Gender and Climate Change communication material</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **Development of Gender and Climate Change communication material**

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** [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than **16h00 Friday, December 03, 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](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*  
11/22/2021

## Description of Requirements

Context of the Requirement	<p>Formally launched at the UN Climate Action Summit in September 2019, UNDP's Climate Promise supports more than 120 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 <a href="#">Climate Promise</a>, 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>Climate change has a greater impact on those sections of the population, in all countries, that are most reliant on natural resources for their livelihoods and/or who have the least capacity to respond to natural hazards, such as droughts, landslides, floods and South Africa is one of those countries. There has been a number of studies on how men and women are impacted differently from climate change and contribution each brings in tackling climate action.</p> <p>It is for this reason that parties to the UNFCCC have recognized the importance of involving women and men equally in UNFCCC processes and in the development and implementation of national climate policies that are gender-responsive including the NDCs, which is realised in the UNFCCC Lima Work Programme on Gender (LWPG). Therefore, the importance of increasing NDC ambition through household-level activities and promoting gender equality in climate-oriented activities in the public, private, civil society or academic sector, is well recognised in the United Nations Framework Convention on Climate Change (UNFCCC) process, by UNDP and the Government of South Africa.</p> <p>Women in South Africa are recognised as under-engaged change agents on climate change issues, not only at the household-level, but also as formidable influencers in the professional world, and other spheres of society. Against this backdrop, the focus of the Climate Promise work in South Africa, undertaken in cooperation with South Africa's UNFCCC Focal Point (Department of Forestry, Fisheries and the Environment, DFFE), is to ensure that gender</p>
----------------------------	---

	<p>equality aspects are factored into NDC processes. The implementation of the Climate Promise work in South Africa started in mid-2021 and will run throughout the first quarter of 2022. The Climate Promise work in South Africa is structured over the following service lines and outputs:</p>
Implementing Partner of UNDP	Department of Environment, Forestry and Fisheries
Brief Description of the Required Services <sup>1</sup>	<p>The overarching purpose of this assignment is to contribute to communication efforts related to the Climate Promise work in South Africa, centred around two key objectives:</p> <ul style="list-style-type: none"> <li>- To contribute to increased public awareness about national strategies for gender mainstreaming in NDC implementation by producing communication products summarising main Climate Promise project results in South Africa;</li> <li>- To contribute to increased public awareness and understanding on the challenges and opportunities that exist in South Africa with regards to gender equality and climate change from an on the ground perspective.</li> </ul> <p>The key messaging behind the communication efforts will be around the challenges faced by women and girls in terms of climate change in South Africa; the importance of addressing gender equality, empowerment and equally engaging women, men, girls and boys in climate action and in the implementation of climate strategies and activities.</p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>• Two articles (designed with 2-3 pages with text and pictures) about UNDP in South Africa's support to meaningful youth engagement in climate action, including a gender lens (e.g. projects like the Green Yoma challenge, Youth Barometer and Youth in Climate Robotics)</li> <li>• An appealing, easy to read and informative knowledge product (booklet/brochure) summarising UNDP in South Africa's Nature, Climate &amp; Energy (NCE) gender impact (max 10 pages with infographics, pictures etc.)</li> <li>• An impactful, relatable and educational gender and climate change video series, including animated components and featuring women and girls on the ground from at least three provinces, highlighting both women and girls affected by climate change and champions active in climate action (all videos should be max 5-6 minutes in total). Could be captured in local languages with English subtitles in the video.</li> <li>• An appealing, relatable and educational social media campaign on the challenges and opportunities that exist in South Africa with regards to gender equality and climate change from an on the ground perspective (consisting of at least 5 components e.g. digital posters, social media cards, slideshow etc.)</li> <li>• An innovative, appealing and informative social media campaign focused on Climate Promise results with focus on the national climate change and Gender Action Plan</li> </ul>

<sup>1</sup> 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.

	<p>(consisting of at least 5 components e.g. digital posters, social media cards, slideshow etc.)</p> <ul style="list-style-type: none"> <li>An appealing, easy to read and informative knowledge product (booklet/brochure) summarising Climate Promise South Africa results (max 10 pages with infographics, pictures etc.)</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	UNDP Nature, Climate and Energy Focal Point, South Africa,.
Frequency of Reporting	<i>AS and when required in the workplan</i>
Progress Reporting Requirements	<p>The Service Provider will be appointed through UNDP processes.</p> <p>The Service Provider will report to the UNDP Nature, Climate and Energy Focal Point, South Africa, who will provide the general oversight and have overall supervision of the Assignment.</p> <p>Following the contracting process of the Service Provider, the Service Provider is expected to work with UNDP and DFFE. At UNDP, the Service Provider is required to work closely and on a day-to-day basis with the UNDP Communication Analyst and the UNDP Gender Expert. At DFFE, the Service Provider is required to work closely with the designated UNFCCC Focal Point. The Service Provider is required to be pro-active in taking the lead in direct engagements with the above-mentioned UNDP and DFFE personnel. The Service Provider is required to participate in-person/virtually during meetings as required.</p> <p>During the inception meeting, which UNDP will convene, the service provider is expected to present the project implementation plan, a detailed work approach and associated timelines. Clarifications can be provided; and elaboration on the communication products will be exchanged. DFFE and UNDP will provide the necessary raw material and information to the Service Provider, as and where needed.</p> <p>DFFE will provide the guidance and direction and present the government mandate on gender and climate change activities, as per the approved Climate Promise work plan and the concept note informing this project. Furthermore, the quality of the Assignment will seek the standard of DEFF endorsement.</p> <p>UNDP is responsible for making payments and administration associated with contract management. To this end, UNDP will authorise payments upon approval by DFFE. UNDP and its Climate Promise partners will also provide technical backstopping as and where required and requested by the UNFCCC Focal Point. Furthermore, UNDP is responsible for reporting and communication in line with global Climate Promise requirements with inputs from DFFE and the Service Provider.</p>

	Any proposed deviations from the original project implementation plan shall be explained to the UNFCCC Focal Point and UNDP in writing.  The project report (s) must be concise and submitted in electronic format in English.
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	4 months
Target start date	Upon signing of the contract by both parties
Latest completion date	30 <sup>th</sup> April 2022
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 <sup>2</sup>	<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	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

(Counting for the last day of submission of quotes)	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 <sup>3</sup>	Deliverable	Timeline	Payment of total contract amount	
	1. Inception phase			
	1.1 Inception meeting convened by UNDP	Max 3 weeks after signing of contract	10%	
	1.2 Draft inception report	1 week after inception meeting		
	1.3 Final inception report incorporating inputs from project stakeholders	3 days after receiving inputs		
	2. Two youth, climate and gender articles/impact stories			
	2.1 Youth, climate and gender article outline	Final product by 28 February 2022	30%	
	2.2 Draft youth, climate and gender articles			
	2.3 Final youth, climate and gender articles incorporating inputs from project stakeholders			
	3. Nature, Climate & Energy (NCE) gender booklet/brochure			
	3.1 NCE gender booklet/brochure outline	Final product by 28 February 2022		
	3.2 Draft NCE gender booklet/brochure			
	3.3 Final NCE gender booklet/brochure article incorporating inputs from project stakeholders			
	4. Gender and climate change video			
	4.1 Proposed Gender and climate change video approach and outline and draft script	Final video by 30 March 2022	30%	
	4.2 Final video outline and script incorporating inputs from project stakeholders			
	4.3 Draft video			
	4.4 Final video incorporating inputs from project stakeholders			
	5. Gender equality and climate change social media campaign			
	5.1 Gender equality and climate change social media campaign outline	Final campaign by 30 March 2022		
5.2 Draft gender equality and climate change social media campaign				

<sup>3</sup> 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.

	5.3 Final gender equality and climate change social media campaign		
	6. Social media campaign about the national climate change and Gender Action Plan (GAP)		
	6.1 GAP social media campaign outline	Final product by 30 April 2022*	30%
	6.2 Draft GAP social media campaign		
	6.3 Final GAP social media campaign incorporating inputs from project stakeholders		
	7. Booklet/brochure summarising Climate Promise South Africa results		
	7.1 Proposed knowledge product outline	Final product by 30 April 2022*	
	7.2 Draft knowledge product		
	7.3 Final knowledge product incorporating inputs from project stakeholders		
	Total:		100%
	All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP		
	Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP will approve and certify each deliverable and authorise payments.	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <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	Technical Proposal (70% of the overall proposal - 100 points)		
	Evaluation criteria		Max score  (100)

<sup>4</sup> 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.



	The Team Lead should have a recognized postgraduate qualification relevant to the scope of work, e.g. in communications, journalism, photography/videography; or at least five years (5) of professional and demonstrable work experience in this sector and strong references. Supporting team members should have a recognized undergraduate qualification relevant to the scope of work; or at least two years (2) of professional and demonstrable work experience in this sector.	10
	Proposed Methodology: A clear, creative and innovative methodology proposing how the communication products will be developed and material collected. 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 service provider team members must be indicated in the proposal for achieving of the deliverables).	10
	Documented experience, knowledge and/or proven track record undertaking similar communication products (videos, infographics, social media campaigns, reports etc.). (Team lead should have at least 5 years of professional experience and strong references)	20
	Knowledge/experience in the areas of climate change, climate policy, environment, natural resources, gender equality, gender empowerment, human rights in the African and preferably South African context.	15
	Previous experience in development cooperation with UN/UNDP/other development partners and Government.	5
	Experience of working with civil society/communities/activists. Knowledge and a network of organisations, actors and activists in the gender and climate change field in South Africa is considered an asset.	5
	Communication and analytical skills: Excellent ability to review, analyze and consolidate material in an informative and attractive manner. Excellent communication, report writing and presentation skills (fluency in English, written and oral). Good command of vernacular languages spoken in targeted local communities is considered an asset (max 3 points).	10
	Functional competences: Socio-cultural competence; efficient, partner- and client-focused working methods; ability and willingness to take initiative and remain flexible. Gender parity and involvement of youth/students/interns is considered an asset.	5
	<p>(minimum qualifying score – 70 points)</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 <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>6</sup> <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>7</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p>Procurement Unit  <a href="mailto:procurement.enquiries.za@undp.org">procurement.enquiries.za@undp.org</a></p> <p>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]	

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

<sup>6</sup> 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.

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

<sup>8</sup> 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.