1. BACKGROUND & CONTEXT

The United Nations Development Programme (UNDP) is a core member of the Partnership for Action on a Green Economy (PAGE) together with the International Labor Organisation (ILO), UN Environment (UNEP), UN Industrial Development Organization (UNIDO) and UN Institute for Training and Research (UNITAR). The PAGE South Africa chapter is strengthened through the cooperation of the Department of Forestry, Fisheries and the Environment (DFFE); the Department of Trade, Industry and Competition (DTIC); and the Department of Science and Innovation (DSI).

Since its launch in 2015, PAGE in South Africa has supported the strengthening of national coordination in green economy capabilities across Departments and sectors, for a transition to a low-carbon and inclusive green economy. An important PAGE outcome is a deepened collaboration on green economy policy and planning processes across government and key institutions, as well as a social compact to support sectoral change on issues relating to a just transition to a green, low-carbon and climate-resilient economy.

It is well recognized that SDG7/Energy, is central to COVID-19 economic recovery for its role as a major input to any economy, and central in the just transition process associated with a shift from coal to a transition to a low carbon economy. De-coupling economic growth from emissions while achieving the SDGs, is complex and requires inter-sectoral coordination and implementation. South Africa has updated its Nationally Determined Contribution (NDC) to the Paris Agreement with enhanced ambition on both mitigation and adaptation in 2021, prior to COP26 held in November 2021.

As the general awareness of the climate crisis has grown, the just transition has also become specifically tied to climate action, and specifically in addressing the energy complex, which is manifested as a key issue in UNFCCC negotiations and in the NDC enhancement process of the Paris Agreement. All of this comes at a time when the global climate movement is gaining momentum, also seen in South Africa through several NGOs and youth organisations.

The youth constituency is by far the most significant group associated with unemployment and unemployability in South Africa. Through a principal survey approach, this assignment aims to support the South African Government in the NDC implementation, post COP26 national engagements, with a bottom-up perspective by highlighting youth voices (‘Youth Barometer’).

The Youth Barometer survey was developed by UNDP with technical guidance and input from partners like the DFFE, the Presidential Climate Commission (PCC), UNICEF and youth representatives. The survey is currently being rolled
out, between November 2021 and January 2022, with the aim to reach a sample size of 10,000 respondents from around the country.

To disseminate results from the Youth Barometer and formulate collective youth recommendations on NDC implementation, just transition and green economy aspects, the Youth Barometer project will culminate in a national online dialogue and a social media communications campaign.

2. OVERALL OBJECTIVE OF THE ASSIGNMENT

Youth Barometer project objectives:

● From a nation-wide South African youth perspective (18-35 years), with a sub-group emphasis on provinces with majority of mining activities, e.g. Limpopo, Mpumalanga and North West, to help understand where the gaps are in the national coordination of climate change and just transition activities and support the efforts of the DFFE and the PCC;
● To support enhanced youth-led public participation and awareness around climate change, Paris Agreement Nationally Determined Contribution (NDC) implementation and opportunities in the green economy;
● To create a platform for youth dialogue and mobilise youth voices and opinions on how people’s lives are affected by climate change and what change and interventions they would like to see in terms of e.g. the just transition from coal to clean energy;
● To contribute to the Government’s efforts and ongoing initiatives to ensuring that South Africa’s updated and enhanced NDC, with focus on its implementation, is ‘bottom up’ i.e. inclusive and people-centred with the intention to leave no one behind, especially the youth constituency;

To support the objective of the Youth Barometer, the purpose of this of the assignment is to organise and facilitate the two national online dialogues and to develop a Youth Barometer social media communications campaign.

3. SCOPE, TASKS AND EXPECTED DELIVERABLES

This assignment refers to a professional service provider contracted to plan, organise and facilitate an online national Youth Barometer dialogue, as well as designing a social media communications campaign accompanied by an implementation plan.

Innovative and creative ideas on how to plan and execute the dialogue, as well as design the communication products, are welcomed in the proposal and should be elaborated in the inception meeting and following engagements.

Both the dialogue and the social media communications campaign aim to present analysed and consolidated findings from the Youth Barometer survey. The dialogue also aims to highlight national priorities post COP26 concerning the NDC implementation process, as well as ongoing youth and climate indicatives in the country. Furthermore, the dialogue should adopt a consultative and interactive approach in order to bring out youth-focused recommendations on NDC implementation, with particular focus on issues of a just transition and jobs in the green economy. The dialogue should aim to facilitate meaningful youth engagement from around the country to ensure diverse youth engagement and youth-led recommendations.

The dialogue could be arranged as a one-day event or divided into two shorter events over two days. The approach will be determined between the service provider, UNDP and project partners at the inception stage. In total, the dialogue is expected to last for about 5 hours.
The service provider will be responsible for the planning, preparation, facilitation, hosting and execution of the dialogue as well as follow up after the dialogue, with support from UNDP and partners.

This includes drafting the dialogue concept note and programme, identifying and confirming speakers, inviting participants and ensuring diverse participation, facilitating the programme during the dialogue and writing a summary of outcomes, capturing youth narratives from the engagement in a broader dialogue report, and summarising recommendations after the dialogue. The service provider will be expected to work closely with the UNDP and project partners. UNDP will coordinate the project and together with partners guide the technical design and content of the dialogue and social media communications campaign, and help identify and reach out to speakers and youth participants.

The social media communication material to be prepared by the service provider should consist of at least 20 components in the form of social media cards/infographics, namely:

- **a) key findings from the Youth Barometer (5 components);**
- **b) material to promote the Youth Barometer dialogue and attract participants (5 components);**
- **c) outcomes and recommendations from the Youth Barometer dialogue (5 components)**
- **d) follow-up social media posts over the month post-dialogue to continue engaging with youth on any issues raised (5 components)**

We encourage Service Providers to provide initial ideas on the above, particularly on (d).

Communication material are expected to be disseminated on UNDP South Africa’s website and social media channels (Twitter, Facebook, LinkedIn), as well as on relevant Government platforms and channels guided by DFFE.

All material should follow UNDP requirements as per the UNDP Brand Manual ([download here](#)), and include the logos of relevant partners.

Technical content relating to the project (Youth Barometer survey findings) will be submitted by UNDP. The service provider will be required to analyse, synthesise and package information into designed social media cards that are attractive and easy to comprehend. The service provider will also be expected to develop illustrative images / provide from image stocks.

Outputs delivered under this contract will remain the property of the UN Country Team, as per the terms and conditions of individual consultants and contractors outlined in the UNDP contract guidelines.

To be noted: in parallel to this process, UNDP will also be developing communication products related to the Climate Promise project. The Service Provider will be expected to liaise with the partner on this project in order to ensure that communications are aligned and to identify areas to leverage greater impact.

**In summary, the following timeline and deliverables are expected:**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Timeline</th>
<th>Payment (% of total contract value)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Inception phase</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Inception meeting</td>
<td>UNDP will organise the inception meeting. Service provider to present a preliminary approach at the inception meeting.</td>
<td>Up to three days after inception meeting</td>
<td></td>
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</tbody>
</table>
1.3 Final inception report
Service provider to present a final inception report, incorporating input from project stakeholders
Two days after receiving inputs

2. Planning and execution of the Youth Barometer dialogue

| 2.1 Draft dialogue concept and programme outline | The service provider to convene necessary discussions with UNDP and project partners to design the dialogue concept and programme outline and submit a draft to UNDP. | January 2022 |
| 2.2 Final dialogue concept and programme | The service provider to submit a final dialogue concept and programme outline incorporating inputs from project stakeholders. | January 2022 |
| 2.3 Youth Barometer dialogue preparations | The service provider to invite and confirm speakers (with assistance from UNDP if necessary), prepare a facilitation guide, coordinate an invitation list, design and send out invitations to participants, reach the agreed upon participation numbers, coordinate RSVPs as well as other tasks related to dialogue planning and execution. All external communication must me approved by UNDP before distribution. | |
| 2.4 Youth Barometer dialogue execution | The service provider to host and facilitate the online dialogue. | Dialogue to be held before end of February 2022. |
| 2.5 Youth Barometer dialogue report | The service provider to submit a Youth Barometer dialogue report, outlining dialogue components, main discussion outcomes, and recommendations, as well as capturing narratives of the youth participants. This report should also include a proposal on methodologies to continue meaningful engagement with youth on these topics, as well as pathways to elevating youth voices. | One week after the dialogue |

3. Youth Barometer communication campaign

| 3.1 Youth Barometer | The service provider to prepare a set of social media cards/infographics | |
communication campaign consisting of the following 20 components:

a) key findings from the Youth Barometer (5 components);
b) material to promote the Youth Barometer dialogue and attract participants (5 components);
c) outcomes and recommendations from the Youth Barometer dialogue (5 components);
d) follow-up social media posts over the month post-dialogue to continue engaging with youth on any issues raised (5 components)

UNDP may ask for up to 3 rounds of revisions of the prepared material. All comments on social media platforms must be managed and responded to.

a) and b) two weeks before the dialogue
c) one week after the dialogue
d) two weeks after the dialogue

30%

<table>
<thead>
<tr>
<th>Selection criteria</th>
<th>Score (total 100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Methodology: A clear, creative and innovative methodology proposing how the dialogues will be organized and communication products developed. 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>15</td>
</tr>
<tr>
<td>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.</td>
<td>10</td>
</tr>
<tr>
<td>Experience of similar assignments/knowledge of – youth aspects in environmental, climate change, energy, employment or socio-economic issues</td>
<td>10</td>
</tr>
<tr>
<td>Experience in preparation of content for communication, advocacy and awareness raising</td>
<td>20</td>
</tr>
<tr>
<td>Experience in organising and facilitating online events, dialogues, meetings and consultation</td>
<td>25</td>
</tr>
</tbody>
</table>

4. EVALUATION CRITERIA

The evaluation of proposals will be conducted according to UNDP procurement rules. A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals.

The technical proposal will be evaluated based on the following criterion:
5. REPORTING

The Service Provider will be appointed through UNDP processes.

The Service Provider will report to the UNDP Nature, Climate and Energy (NCE) designated focal point who will provide general oversight and overall supervision of the Assignment.

The Service Provider is expected to work with UNDP and project partners such as DFFE, PCC, PAGE and UNICEF after signing the contract.

The Service Provider is required to work closely and on a day-to-day basis with UNDP designated staff, including the UNDP Communication Analyst. The Service Provider is required to be pro-active in taking the lead in direct engagements with the above-mentioned UNDP personnel. The Service Provider is required to participate in-person/virtually during meetings as required.

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 expected deliverables will be exchanged. UNDP will provide the necessary raw material and information to the Service Provider, as and where needed.

DFFE and the PCC will provide the guidance and direction and present the government mandate on youth and climate change activities, as per the approved concept note informing this project. Furthermore, the quality of the Assignment will seek the standard of DFFE endorsement.

UNDP is responsible for making payments and administration associated with contract management. Furthermore, UNDP is responsible for reporting and communication in line with PAGE and UNICEF (project donors) requirements with inputs from DFFE and the Service Provider.

Any proposed deviations from the original project implementation plan shall be communicated via written email.

The project report (s) must be concise and submitted in electronic format in English.

6. TRAVEL

The Financial Proposal must be all inclusive (inclusive of VAT). Foreseeable travel costs should be included in the Financial Proposal as part of the application submission documents. Unforeseeable travel costs must be discussed and agreed first and approved by UNDP. If UNDP agrees to the unforeseen costs of the Service Provider for travel, then the costs including transport, lodging and terminal expenses will be paid by UNDP based on UNDP rates. The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the Service Provider. UNDP will not cover any costs associated with moving to the Duty Station (Pretoria). There is no anticipated travel outside the country for this Assignment.

7. RESPONSE FORMAT
To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The vendor will be hired on a UNDP contract.

Applicants are required to submit the following:

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief but well described methodology on the approach and implementation of the assignment.
- Evidence and examples of similar projects that have been successfully completed (emphasizing survey methods; analytics; visuals and infographics; report preparation);
- Personal CVs highlighting the Team Lead, and Team Members’ qualifications and experience in similar projects;
- Work references – minimum of 3 references - contact details (e-mail addresses) of referees (organisation for whom you’ve produced similar assignments);
- All-inclusive (including VAT) financial proposal, indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all the costs including travel etc. for the service provider to achieve the required deliverables.

Applicants are required to submit their technical and financial proposals to bid.pretoria@undp.org