



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

NAME & ADDRESS OF FIRM	DATE: September 20, 2022
	REFERENCE: Compile a chapter on programmes containing measures to facilitate adequate mitigation to climate change.

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **Compile a chapter on programmes containing measures to facilitate adequate mitigation to climate change.**

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

Technical and Financial Proposals may be submitted to bid.pretoria@undp.org no later than 12h00 midday **Friday, October 14, 2022** South African time

Your Proposal must be expressed in the **ENGLISH**, and valid for a minimum period of **90 days**

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
9/20/2022*

Description of Requirements

Context of the Requirement	<p>The United Nations Framework Convention on Climate Change (UNFCCC) was adopted in 1992 as the basis for a global multilateral response to the threat of anthropogenic climate change. The Convention invites Parties (national states) to become signatories, and to thereby commit themselves to taking actions to limit or reduce greenhouse gas (GHG) emissions that contribute to anthropogenic climate change, as well as to co-operate in adapting to the impacts of climate change, dependent on their common but differentiated responsibilities and respective capabilities. The Government of the Republic of South Africa signed the Convention in June 1993 and ratified it in August 1997. As a Party to this Convention, South Africa is obliged to comply with all the requirements of Non-Annex I Parties under the UNFCCC. Amongst the requirements for the Non-Annex I Parties are the reporting requirements to the Conference of Parties (COP) on what the country is doing to implement the Convention. The commitment for Parties to communicate to the COP information relating to the implementation of the Convention is guided by Articles 4 and 12 of the Convention.</p> <p>At the 16th Conference of Parties (COP 16) in Cancun, Mexico in 2010, the Parties decided to enhance reporting in national communications from non-Annex I Parties on National Greenhouse Gas (GHG) Inventories, mitigation actions and their effects, and support received. It was also decided that developing countries, consistent with their capabilities and the level of support provided for reporting, should submit their first Biennial Update Reports (BURs) by December 2014 and every second year afterwards. The Least Developed Countries (LDCs) and Small Island Developing States (SIDs) may submit this report at their discretion</p> <p>BURs are intended to provide updates on actions undertaken by a Party to implement the Convention, including the status of its greenhouse gas emissions and removals by sinks, as well as on the actions to reduce emissions or enhance sinks, and support needed and received to implement these actions. Non-Annex I Parties shall prepare their BURs on the basis of the BUR guidelines adopted by COP 17, Durban, South Africa, in 2012, which are contained in annex III to decision 2/CP.17. Non-Annex I Parties are required to submit their first NC within three years of entering the Convention, and every four years thereafter. The NCs shall be prepared in accordance with the guidelines contained in decision 17/CP.8.</p> <p>South Africa has to date submitted three (3) National Communications (NCs) as well as four (4) Biennial Update Reports (BURs) along with Six (7) National Inventory Report (NIRs) to the UNFCCC. Regarding the NIR, South Africa started using the 2006 IPCC guidelines through its year 2000 NIR submitted with the 2nd National Communication. The BUR-1, BUR-2 and BUR-3, underwent the full International and Consultation Analysis (ICA) process. The Team of Technical experts (TTE) did the technical analysis with the final outcomes published in summary report, and the Facilitative Sharing of Views was done during the margins of the Conference of Parties (COP).</p> <p>In terms of improvements, South Africa's aim is to incorporate more country specific data and move towards a Tier 2 or 3 approaches for the key categories. South Africa aims to increasing the accuracy of GHG calculations by applying country-specific emission factors for the Energy sector, which will improve the national GHG inventory estimate.</p> <p>However, gaps still exist, and improvement is an ongoing process. This is the reason why South Africa always seeks to subject its BURs to an independent review and public consultation process even though this is not part of the BUR guidelines. The public consultation process is very imperative in a sense that inputs can be received from the public and key organisations to ensure that the BUR-5 is a true reflection of progress achieved in mitigating climate change in South Africa as well as the plans to achieve more.</p>
----------------------------	---

Objectives	<p>The overall objective of the project is to appoint a qualified institution or team of consultants to compile a chapter on Programmes containing Measures to Facilitate adequate Mitigation to Climate Change’ as well as a summary of South Africa’s Greenhouse Gas Inventory (2000–2020) for South Africa’s 4th National Communication Report to the United Nations Framework Convention on Climate Change through-</p> <ul style="list-style-type: none"> ○ Drafting and finalising a chapter on programmes containing measures to mitigate climate change of the 4th National Communication (NC4) of South Africa. ○ To summarise South Africa’s Greenhouse Gas Inventory for 2000-2020 for the BUR5 and NC4 chapters. 			
Implementing Partner of UNDP	DFFE			
Brief Description of the Required Services	<p>UNDP seeks to engage a qualified institution or team of consultants to compile and finalise the measures to facilitate adequate adaptation to climate change of South Africa’s fourth National Communication Report. The Project will be overseen by the Project Steering Committee (PSC) for internal reporting on climate change</p> <p>(For detailed information be found in terms of references)</p>			
List and Description of Expected Outputs to be Delivered	Deliverable	Activity Outcome / Product	Description	Delivery Timeline
	Deliverable 1	Develop Project Inception Report	Participation and minutes of the inception meeting, inception meeting report specifying the approach / methodology, project plan and timelines for each deliverable.	Two (2) weeks after signing of the contract between service provider and UNDP.
	Deliverable 2	Zero-Order Draft of the adaptation Chapter of the NC4	Zero-Order Draft	Three (3) months after the inception meeting
	Deliverable 3	First Order Draft Adaptation Chapter of the NC4	First Order NC4 adaptation Chapter with inputs from DFFE incorporated	Six (6) months after the project inception meeting
	Deliverable 4	Draft adaptation Chapter for the NC4	Draft adaptation Chapter that is to undergo a public consultation process and an independent review processes .	Three (3) months after finalising the first order draft of NC4 adaptation Chapter.
	Deliverable 5	Draft adaptation Chapter for the NC4	Final NC4 Adaptation Chapter that has addressed DFFE inputs, public consultation as well as independent review processes.	Three (3) months after public consultation and independent review processes.
(For detailed information be found in terms of references)				
Person to Supervise the Work/Performance of the Service Provider	<p>The UNDP South Africa CO is responsible for the making of payments to the institution/consultancy team and for associated contract administration. DFFE is responsible for the technical and quality aspects of the work, and as such, DFFE will initiate and convene any technical reference group or stakeholder consultation meetings or workshops. UNDP will make payments to the institution/ consultancy team after written approval from the DFFE focal point, working under the timelines and payment schedule terms of this TOR and the ensuing contract.</p>			
Frequency of Reporting	<i>As per workplan agreed by both parties</i>			
Progress Reporting Requirements	During progress feedback the company may be required to have progress meetings/presentations reports when needed.			
	<input type="checkbox"/>			

Location of work	<input checked="" type="checkbox"/> At Contractor's Location <input type="checkbox"/> other
Expected duration of work	15 months
Target start date	Upon signing of the contract by both parties
Latest completion date	15 th January 2024
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 checked="" type="checkbox"/> United States Dollars OR <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)
Value Added Tax on Price Proposal	<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 If VAT registered in South Africa, please include VAT Number. If not VAT registered, kindly confirm.
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	Deliverable	Activity Outcome / Product	Description	Delivery Timeline	Payment Schedule
	Deliverable 1	Develop Project Inception Report	Participation and minutes of the inception meeting, inception meeting report specifying the approach / methodology, project plan and timelines for each deliverable.	Two (2) weeks after signing of the contract between service provider and UNDP.	20% (2 weeks after signing)
	Deliverable 2	Zero-Order Draft of the adaptation Chapter of the NC4	Zero-Order Draft	Three (3) months after the inception meeting	25% (Three (3) months after the inception meeting)
	Deliverable 3	First Order Draft Adaptation Chapter of the NC4	First Order NC4 adaptation Chapter with inputs from DFFE incorporated	Six (6) months after the project inception meeting	20% Six (6) months after the project inception meeting
	Deliverable 4	Draft adaptation Chapter for the NC4	Draft adaptation Chapter that is to undergo a public consultation process and an independent review processes .	Three (3) months after finalising the first order draft of NC4 adaptation Chapter.	15% Three (3) months after finalising the first order draft of NC4 adaptation Chapter.
	Deliverable 5	Draft adaptation Chapter for the NC4	Final NC4 Adaptation Chapter that has addressed DFFE inputs, public consultation as well as independent review processes.	Three (3) months after public consultation and independent review processes.	20% Three (3) months after public consultation and independent review processes.
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 is responsible for making payments and DFFE & UNDP for administration associated with contract management				
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 <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	<p>Technical Proposal (70% of the overall proposal - 100 points) (minimum qualifying score – 70 points)</p> <table border="1"> <thead> <tr> <th>Technical Evaluation Criteria</th><th>Max score</th></tr> </thead> <tbody> <tr> <td> Criterion A – Proposed Methodology Demonstrate comprehensive, thorough and insightful methodology and approach applied to execute the objectives and deliverables of the project including a detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables. </td><td>35</td></tr> <tr> <td> Criterion C- Demonstrated technical capability/ expertise Capability/ expertise and experience of the institution and key personnel to be assigned to the project in climate change adaptation and a very sound knowledge, experience and track record in climate change adaptation studies in South Africa and involvement in scientific work on the analysis and assessment of impacts of climate change impacts in South Africa. Strong analytical, reporting and writing abilities. (50% of marks will be awarded for the team leader). </td><td>15</td></tr> <tr> <td> Criterion D- Publication Record Proven record of accomplishment on report writing for projects of a similar nature and size, including experience in stakeholder engagements, in South Africa. </td><td>10</td></tr> <tr> <td> Criterion D- Academic Qualifications Documented relevant academic qualifications of the team leader and team members. <ul style="list-style-type: none"> For the team leader at least a master's degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields For the team members at least a degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields </td><td>10</td></tr> </tbody> </table> <p>Financial Proposal (30%)</p>	Technical Evaluation Criteria	Max score	Criterion A – Proposed Methodology Demonstrate comprehensive, thorough and insightful methodology and approach applied to execute the objectives and deliverables of the project including a detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables.	35	Criterion C- Demonstrated technical capability/ expertise Capability/ expertise and experience of the institution and key personnel to be assigned to the project in climate change adaptation and a very sound knowledge, experience and track record in climate change adaptation studies in South Africa and involvement in scientific work on the analysis and assessment of impacts of climate change impacts in South Africa. Strong analytical, reporting and writing abilities. (50% of marks will be awarded for the team leader).	15	Criterion D- Publication Record Proven record of accomplishment on report writing for projects of a similar nature and size, including experience in stakeholder engagements, in South Africa.	10	Criterion D- Academic Qualifications Documented relevant academic qualifications of the team leader and team members. <ul style="list-style-type: none"> For the team leader at least a master's degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields For the team members at least a degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields 	10
Technical Evaluation Criteria	Max score										
Criterion A – Proposed Methodology Demonstrate comprehensive, thorough and insightful methodology and approach applied to execute the objectives and deliverables of the project including a detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables.	35										
Criterion C- Demonstrated technical capability/ expertise Capability/ expertise and experience of the institution and key personnel to be assigned to the project in climate change adaptation and a very sound knowledge, experience and track record in climate change adaptation studies in South Africa and involvement in scientific work on the analysis and assessment of impacts of climate change impacts in South Africa. Strong analytical, reporting and writing abilities. (50% of marks will be awarded for the team leader).	15										
Criterion D- Publication Record Proven record of accomplishment on report writing for projects of a similar nature and size, including experience in stakeholder engagements, in South Africa.	10										
Criterion D- Academic Qualifications Documented relevant academic qualifications of the team leader and team members. <ul style="list-style-type: none"> For the team leader at least a master's degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields For the team members at least a degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields 	10										
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	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <i>[pls. specify]</i>										
Contact Person for Inquiries (Written inquiries only)	<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 <i>[pls. specify]</i>											