

Terms of reference (ToRs) for the procurement of services below the EU threshold



Project number/

**SUPPORT THE DEVELOPMENT OF FULLY COSTED CLIMATEcost centre:
CHANGE PROJECT PROPOSALS IN ALL (9) PROVINCES THROUGH
THE LOCAL GOVERNMENT CLIMATE CHANGE SUPPORT20.9087.6-001.00
PROGRAMME PHASE 6 (LGCCSP6).**

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0. List of Abbreviations

DFFE	Department of Forestry, Fisheries, and the Environment (DFFE)
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GTCC	General Terms and Conditions of Contract
IKI	International Climate Initiative
LGCCSP	Local Government Climate Change Support Programme
PMT	Project Management Team
SALGA	South African Local Government Association
SABS	South African Bureau of Standards
SATS	South African Technical Specification
TOR	Terms of Reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in cooperation with the South African National Department of Forestry, Fisheries, and the Environment (DFFE) and the South African Local Government Association (SALGA), implement the Local Government Climate Change Support Programme (LGCCSP); funded by the International Climate Initiative (IKI) of the Government of Germany.

The Local Government Climate Change Support Programme (LGCCSP) aims to assist district and local governments better respond to climate change. The objectives of the LGCCSP therefore are to help municipal officials identify and respond to specific climate change risks and opportunities that are relevant at the local level. This is done through building on existing climate change capacity building programs and interventions being implemented by the Department of Forestry, Fisheries, and the Environment (DFFE) and the South African Local Government Association (SALGA).

The Programme has been implemented in 5 phases thus far. On the adaptation component of the LGCCSP, 3 phases were completed (Phases I-III) which broadly focused on building municipal capacity to mainstreaming climate change adaptation into municipal planning processes. A range of activities formed part of the programme, which included rapid vulnerability assessments, draft response plan development and municipal climate change capacity building.

On the mitigation component of the LGCCSP, a singular (1) condensed phase saw the facilitation of a series of provincial-based two-day high-level training workshops, on the mitigation elements of the Let's Respond Toolkit with the aim to build capacity and provide high-level guidance to municipalities to develop their own Climate Change Response Mitigation Implementation Plans.

Phase IV & V followed on from 2019 and focused on all Municipalities in all 9 Provinces in the country with an additional 7 Municipalities demonstrating the knowledge transfer component and transition from planning to implementation through the development of project proposals focusing on a specific area of concern.

Building on the work conducted in phases IV and V, which is the second phase of the mitigation component, Phase VI of the LGCCSP, aims to conduct capacity building trainings on climate finance and provide technical support for the development of project ideas into a fully costed project proposal.

The main objective for this project is to source a contractor (Climate Change Project Proposal Development and Finance Expert) who will assist to develop a fully costed climate change project proposal for one (1) municipality in each of the nine (9) provinces. Technical support will be provided to nine (9) municipalities that have been identified in the project idea workshops held at provincial level by further developing project ideas generated in the workshops. This will be done by working with the officials at national and provincial level, as well as other stakeholders in developing technical concepts and providing a costing for each. This will involve taking each municipality through the process of developing a generic climate change project proposal.

There will be two workstreams, one conducted by the DFFE and the other by the sourced contractor. The first workstream, which is the responsibility of the DFFE, will be to continue building municipal technical capacity, capacitating municipalities in understanding the principles of climate/green finance as well as statutory requirements governing municipal finance. This will be in the form of technical capacity building training sessions and support

with the development of climate change project idea, climate rationale and high-level training on proposal writing.

The second workstream includes the development of fully costed project proposals. The contractor will be responsible for this workstream and will work with the municipal officials, Province, DFFE and other stakeholders involved to further develop the project ideas into the fully costed project proposals which can be presented as “bankable¹ projects” for identified and unidentified funding institutions.

2. Tasks to be performed by the contractor

The contractor is responsible for the following services:

- The contractor is expected to assist with the development of a fully costed project proposal in the area of interest in one (1) municipality in each of the nine provinces as guided by the PMT, which includes the following activities: Develop a costed technical project proposal in line with the proposal requirements. The PMT will provide guidance and support in terms of the proposed structure and approach that needs to be adopted in developing these proposals.
- Give guidance on the most suitable funding agencies/sources to be pursued by municipalities and that are allowed in terms of legislation governing municipalities.
- Support municipalities to be able to identify climate financing initiatives and opportunities.
- Support the municipality in linking the submitted project ideas to the Adaptation, Mitigation and Green Economy nexus and co-benefits in the proposal development.
- Provide support in incorporating three (3) broad focal areas (Land use/management, energy, and water) into the project proposals.

¹ Refer to Climate and Development Knowledge Network guidance on bankability here: https://cdkn.org/sites/default/files/files/CDKN_unlocking-climate-finance.pdf

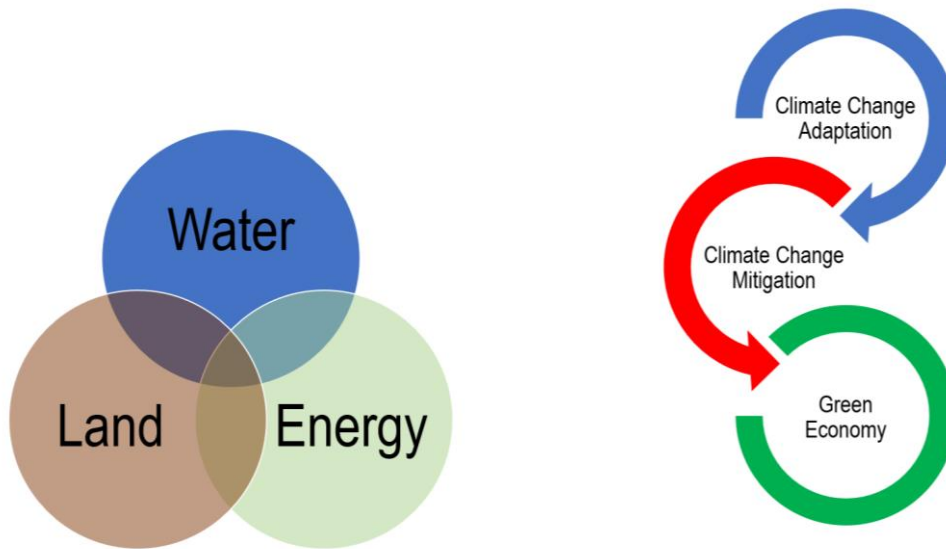


Figure 1: Diagram showing the Water, Land and Energy nexus adaptation of sustainable development and the second figure of the inter and intra co-benefits and nexus between adaptation; mitigation and the green economy. These are focal areas expected to be incorporated into the project proposal by the service provider.

Phase 1: Project Inception Phase

The appointed contractor is expected to attend the inception meeting with the Project Management Team (PMT), within the first 2 weeks of signing the contract. PMT will comprise of officials from the GIZ, the Department of Forestry, Fisheries and Environmental Affairs (DFFE), selected municipalities and officials from the South African Local Government Authority (SALGA). The following activities are to be conducted:

Activity 1: Attend the inception meeting as invited by the PMT. In this meeting the Contractor will be required to present draft project timelines that includes all activities within all 9 provinces and a technical report that illustrates the understanding of the project. The contractor will spend up to one week virtually sourcing material, information and engaging local government and provincial officials on the proposed project idea to be developed into a fully costed project proposal. The technical report to be tabled at the inception meeting must also include the following:

- The proposed scope of work, timelines, and deliverables in the week-long engagements with each municipality. The 9 week-long engagements can be spread out within two (2) months for each of the provinces.
- a draft stakeholder management plan that includes a facilitation plan for all the technical proposal development work to be conducted, including the related logistics.

Activity 2: After the inception meeting, the Contractor is expected to produce minutes reflecting all decisions made at the inception meeting and integrate all comments into the inception report comprising of the project timelines, the stakeholder management plan.

Output and deliverables:

- An integrated inception report (including the minutes).

- The stakeholder and facilitation management plan.
- The draft training manual incorporating all comments and approved updates from the inception meeting.

Phase 2: Technical project proposal development phase, PMT and Municipal Briefing Session

The contractor is expected to commence phase 2 of the project within 1 month of the finalisation of phase 1 and spend **5 days at each municipality**. The appointed contractor will be responsible for all the planning and preparations required for the 5-day engagement including the drafting of the agenda, the sourcing and printing of all required materials.

In phase 2 the contractor will also conduct the following activities:

Activity 1: Technical project proposal development:

The project proposal development should include the following activities:

- A five (5) day on-site physical workshop with all relevant officials
- Consultations with relevant provincial/municipal officials managing and dealing with project development proposals,
- Capacity building on finance principles building on the DFFE climate finance capacity building workshops from workstream 1. These must include the South African Bureau of Standards (SABS) South African technical specification (SATS) 14092 training manual,
- Review and analyse the selected project idea and opportunities identified by the municipality.
- Advise on a list of financing mechanisms/sources that will be utilised after the development of the project proposal.
- Further refinement of the project idea,
- Cost benefit analysis,
- Bankable/fully costed project proposal etc.

Writing up the fully costed project proposal:

- The fully costed project proposal to be developed by the contractor should include but not limited to the following basic key elements:
- Refinement of the project title and improve articulation on how the project idea already developed will tackle climate change.
- Improve the climate change rationale, that is, the problem and how that will be addressed.
- Articulate clearly and convincingly the objectives of the climate change project idea building on the work from workstream1 by DFFE.
- List project activities of the climate change project idea.
- Articulate the expected outputs, outcome and impacts of the climate change project idea (a Theory of Change).
- Articulate the co-benefits of the climate change project idea as per figure 1.
- Demonstrate the project impact by describing the disaggregated beneficiaries of the climate change project idea inclusive of gender, age and maybe even people living disabilities.
- The fully developed proposal must include a Gender Action Plan detailing climate change and gender intricacies and how the project can address the climate change gender vulnerabilities.

- Identify the project manager and other key stakeholders (internal and external) who will be involved in the implementation of the project.
- Identify indicators of success for the climate change project idea (Results framework with measurable activities).
- Design a risk matrix for the project and how these risks can be mitigated.
- Estimate project costs (budget) of the climate change project idea as well as the timeframe of the project. This must include project personnel, overhead and operational costs.
- Create linkages between proposed project and local/provincial/national overall climate change strategy documents and policies.
- Identify potential scalability measures beyond local level – including an integrated approach to this project for collaboration by other municipalities, private sector, labour, non-governmental organisations (NGOs) and civil society, to attract further global/international finance.

Activity 2: Proposal feedback, review and consultation:

Briefing session and approval process for the project proposals.

The appointed contractor must conduct a feedback session, within one week of finalising the project proposal development session in each province/municipality, to provide feedback to the PMT, municipal officials and other relevant stakeholders and to present the draft technical proposal. The feedback session can be conducted either onsite or online. Outlined below are key focal points and essential criteria for the feedback presentations:

- A presentation of the proposals to the PMT and stakeholders
 - Comments/feedback on fully costed project proposal
 - An overview of the gaps and opportunities identified during the process
 - Agreement and consensus on the final proposal
 - Guidance and advice on the way forward after finalisation of the project proposal.
- Following the feedback session, the contractor will consolidate and integrate comments from all relevant stakeholders.

Output & Deliverables:

- Agendas, and attendance² registers per municipality.
- PMT and municipal feedback presentation
- Training manual presentation and other material utilised in the technical proposal development in each municipality.
- Fully costed approved draft technical project proposals per municipality.

Phase 3: Project Close out meeting

² The contractor will be acting as an independent data controller of personal data it processes in connection with the contract and shall comply with applicable obligations under the data protection legislation, especially the European General Data Protection Regulation².

The contractor will be expected to conduct a close out meeting with the PMT, and provide a report on project learnings, and recommendations for improvement.

Activity 1: develop a close-out report with chapters of each municipality inclusive of background, project proposal, a consolidated report of activities, a way forward and a list of recommendations for all phases of the project with a view to identifying areas of improvement.

Activity 2: Present the close-out report to the PMT and close out the project.

Output & Deliverables:

- A comprehensive project close-out report.

In addition:

- The contractor must manage the costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current General Terms and Conditions of Contract (GTCC) 2022 of the GIZ.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones	Deadline
Phase 1	
Activity 1 & 2 <ul style="list-style-type: none"> • Inception Meeting • Inception Report • Stakeholder Management Plan, 	a) Meeting within 2 weeks of contract signature b) Report submission within 2 weeks after inception meeting c) Presentation and submission of stakeholder management plan within 3 weeks after inception meeting
Phase 2	
Activity 1 & 2 <ul style="list-style-type: none"> • Technical project proposal development phase, PMT and Municipal briefing session 	d) Activities must commence within 1 month of completing Phase 1 e) Technical project proposals must be completed within 4 weeks for each municipality f) Briefing session to be conducted within 1 week after completing the technical project proposals g) comment consolidation and draft proposal finalization
Phase 3	

<p>Activity 1 & 2</p> <ul style="list-style-type: none"> • Project closeout report • Presentation of the closeout report to the PMT 	<p>h) Within 1 month of completing Phase 3 i) Within 2 weeks of finalizing the project closeout report</p>
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Period of assignment: from 15 November 2024 until 30 May 2026.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 0 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

N/A

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader: Climate Change Project Proposal Development & Finance Expert

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, as well as planning and steering assignments
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (Master) in Finance, Environmental Sciences, Economics, Development Studies or related discipline.
- Language (2.1.2): A1-level language proficiency in English.
- General professional experience (2.1.3): 5 years of professional experience in supporting and developing finance instruments for funding climate action.
- Specific professional experience (2.1.4): 5 years in arranging financing for projects in the Transport, Energy, Agriculture, Forestry, Land Use, Health, Water and Environmental Sector.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company.
- Regional experience (2.1.6): 5 years of experience in projects in South Africa.
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): 2 years of experience in writing/developing a climate change Theory of Change (ToC) and project proposals at a local scale (local government & community level).

Expert 1

Tasks of key expert 1: **Climate Change Project Proposal Development & Finance Expert**

- This is a project support role that may be utilized for technical work or background support services with supervision of the Team Leader who is ultimately accountable.

Qualifications of key expert 1

- Education/training (2.2.1): Postgraduate qualification in Finance, Environmental Sciences, Economics, Development Studies or related discipline.
- Language (2.2.2): A1 -level language proficiency in English
- General professional experience (2.2.3): 5 years of experience in supporting and developing finance instruments for funding climate action.
- Specific professional experience (2.2.4): 5 years of experience in arranging financing for projects in the Transport, Energy, Agriculture, Forestry, Land Use, Health, Water and Environmental Sector.
- Leadership/management experience (2.2.5): 3 years of experience in building and managing relationships with investors and financiers including networks in the country with the ability to proactively source funding
- Regional experience (2.2.6): 2 years of experience in the country of South Africa.
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in working with donor-funded programmes
- Other (2.2.8):

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest emission booking class (economy) and using means of transport, airlines and flight

routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Expert 1 (Team Lead): Climate Change Project Proposal Development & Finance Expert	1	117	117	The expert is afforded 117 days for implementation
Expert 2 (key expert): Climate Change Project Proposal Development & Finance Expert	1	58	58	The expert is afforded 58 days for implementation
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	1	45	45	
Overnight allowance in country of assignment	1	45	45	
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	9	2	18	Flights within the country of assignment during service. 18 legs of trips i.e. 9 return trips
Travel expenses (train, car)	45	1	45	Car hire up to 45 days in all the 9 municipalities
<ul style="list-style-type: none"> Car Hire Reimbursable Mileage based on use of own vehicle 				This is mileage for use of own vehicle against reimbursable evidence for all municipalities with a limit of up to 1800km at ZAR 4.84 per KM.

Other costs	Number	Price	Total	Comments
Flexible remuneration	-	-	-	A budget of EUR 8148 is foreseen for flexible remuneration. Use of the flexible remuneration item requires prior written approval from GIZ.

Workshops and training

The DFFE, along with the respective municipalities will arrange venues. The contractor will communicate in good time the necessary materials for each workshop.

The contractor implements the following workshops/study trips/training courses:

- A practical systemic guide towards unlocking municipal climate finance – assist municipal officials to conceptualize and implement local climate action by guiding municipal officials on how to develop a fully costed proposal.
- The contractor will be responsible for the ultimate report delivered.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Catering for trainees.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can only be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits.