

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

Development of an Implementation Plan for the Biodiversity and Ecosystems Sector Climate Change Adaptation Strategy and Review of the Ecosystem-based Adaptation Strategy in South Africa	Project number/ cost centre: 20.9087.6-001.00
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0. List of abbreviations	2
1. Context.....	3
2. Tasks to be performed by the contractor	6
3. Concept.....	15
4. Personnel concept	16
5. Costing requirements	19
6. Inputs of GIZ or other actors	20
7. Requirements on the format of the bid.....	20

0. List of abbreviations

GTCC	General Terms and Conditions of Contract (GTCC) for supplying services and work 2022
CBD	Convention on Biological Diversity
COP	Conference of the Parties
DFFE	Department of Forestry, Fisheries and the Environment
DGVM	Dynamic Global Vegetation Model
DPME	Department of Planning, Monitoring and Evaluation
EbA	Ecosystem-based Adaptation
GBF	Global Biodiversity Framework
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IPCC	Intergovernmental Panel on Climate Change
NbS	Nature-based Solutions
NbS/A/O/I/M	Nature based Approaches/Options/Interventions/Measures
NCCAS	National Climate Change Adaptation Strategy
NDC	Nationally Determined Contribution
SANBI	South African National Biodiversity Institute
SEIAs	Socio-Economic Impact Assessment System
ToRs	Terms of reference
UNFCCC	United National Framework Convention on Climate Change

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the Department of Forestry, Fisheries and the Environment (DFFE) through the Climate Support Programme. The work set out in these terms is a continuation of the extensive policy development and implementation process supported through the partnership covering climate change policy, specifically adaptation policy in the biodiversity and ecosystems sector recognized as a priority sector in South African National Climate Change Response Policy (NCCRP).

South Africa recently adopted the National Climate Change Adaptation Strategy (NCCAS) that gave a directive to all priority sectors impacted by climate change to either revise or develop a response strategy/plan to climate change. The Biodiversity and Ecosystems sector of South Africa is one such sector, and this necessitated the revision of the 2014 Biodiversity Sector Climate Change Response Strategy and the Vulnerability Assessment of South Africa's nine terrestrial biomes, a process that began in 2021.

In parallel to the 2014 Biodiversity Sector Climate Change Response Strategy, the Department of Forestry, Fisheries and the Environment (DFFE) developed Climate Change Adaptation Plans for South African biomes. The plans identified Ecosystem-based Adaptation (EbA) as one of the broad adaptation actions that could be implemented in each biome to reduce the effects of climate change. As such, in 2016, DFFE in collaboration with the South African National Biodiversity Institute (SANBI) developed the Strategic Framework and Overarching Implementation Plan for EbA (also known as the South African EbA Strategy).

The South African EbA Strategy was for the period 2016 – 2021 and a number of its key activities were implemented during the aforementioned period. The activities implemented thus far include establishment of the EbA Community of Practice, partnerships with a number of organizations to implement aspects of EbA strategy, and development of a number of tools e.g. innovative finance mechanisms for EbA in South Africa.

This work therefore addresses the review and enhancement of 2 key policy areas of work that contribute to sectoral adaptation policy led by the Department of Forestry, Fisheries and the Environment (DFFE). The work contained in these Terms of Reference include 2 thematic parts:

- i) Part 1: The development of an implementation plan for the revised 2014 Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector
- ii) Part 2: The review of the Ecosystem-based Adaptation Strategy in South Africa

Part 1: The development of an implementation plan for the revised 2014 Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector

The revision of the 2014 Biodiversity Sector Climate Change Response Strategy and the Vulnerability Assessment of South Africa's nine terrestrial biomes was imperative since there were important international developments that include the publication of the Climate Change and Land report (IPCC, 2019), Special Report on 1.5°C (IPCC, 2018) to mention a few. Equally important was the availability of a new modeling approach to assess eco-physiological vulnerability to climate change. The novel eco-physiological based Dynamic Global Vegetation Model (DGVM) uses responses to changes in atmospheric carbon dioxide, radiation, ambient temperature, and moisture availability to predict species distributions. The DGVM is a

significant improvement from the previous modelling approach that used the bio-climate envelope method which treated biomes as single entities or species.

The revision of the 2014 Biodiversity Sector Climate Change Response Strategy aimed at achieving four objectives namely:

- The assessment of performance for the implementation of the strategy under revision
- The use of the new DGVM to revise the previous vulnerability to climate change at three different timelines
- Development of scenarios for land use options available to South Africa in a constantly changing climate.
- Development of adaptation options for each biome and alignment with the District Development model where possible.

The comprehensive revision of the Biodiversity and Ecosystems Sector Strategy in 2021 made several recommendations under each objective mentioned above aimed at enhancing resilience of the sector to anticipated climate changes. The results on the assessment of performance for the implementation of the previous strategy indicated the need for careful consideration of the capacity and resources, including meticulous planning to enhance effective implementation of the revised strategy.

It is also important to consider that South Africa's biomes are unique in structure and function and exposed to a range of global climate change issues and anthropogenic pressures that include bush encroachment, the spread of alien & invasive plants, change in land use and pollution to mention a few. Climate change is a compounding factor on all of these global change issues. The revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector has considered all these issues as direct and compounding indirect risks in the sector. As a result, responses will require careful spatial and temporal considerations as well as stakeholders who are well capacitated to implement a range of identified measures.

Given that there is a suitable environment of stakeholders able to implement the revised strategy, there is a need to induct officials from the three spheres of government (i.e. National, Provincial and Local) on the revised strategy followed by jointly developing respective action plans that will constitute a combined national implementation plan for the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector. The implementation plan will identify the roles of all spheres of government, timelines, monitoring approaches and required resources to ensure effective implementation of the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector.

Part 2: The review of the Ecosystem-based Adaptation Strategy in South Africa

Given the lapse in the period for the EbA Strategy (2016 – 2021), there is therefore a need to review the 2016 – 2021 South African EbA Strategy, taking into account the successes achieved to date and other emerging aspects of strategic importance. Furthermore, it is essential and an opportune time to review the EbA strategy to align it with the recently developed National Climate Change Adaptation Strategy and the Vulnerability Assessment & Biodiversity and Ecosystems Sector Climate Change Strategy (2021). Other important global developments that necessitate the review of South Africa's EbA strategy include the recent introduction of a relatively new concept known as Nature-based Solutions (NbS).

NbS is promoted as a broad and more effective approach to address climate change and its impacts. In addition, NbS has become widely used in a number of policy processes in recent years, in line with the growing recognition that the well-being of human communities and natural systems are interconnected, and that ecosystem services play a key role in addressing global challenges when ecosystems are sustainably managed and effectively conserved. However, concerns have been raised about introducing the term NbS which has not yet been defined by the Convention on Biological Diversity in the post-2020 Global Biodiversity Framework (GBF) to be adopted in Kunming China during CBD COP 15. In this regard, addressing these terminology issues in the context of the GBF, including appropriate references to commonly accepted definitions of the terms involved, is critical to clarify and support the mainstreaming of NbS across international, multilateral agreements/global frameworks.

Therefore, the second part of these terms of reference aims to review of the South African EbA Strategy and assess the alignment between EbA and NbS in the context of South Africa, with the end goal of emerging with a comprehensive strategy and implementation guidelines for both concepts. The latter assessment and alignment is important to avoid or prevent “concept fatigue” and confusion to stakeholders, that risks stifling progress in implementing and fast-tracking measures that address climate change nationally.

Related Programmes

The products and outputs of this project are linked to the following programmes, projects or decision support tools available from the Department of Forestry, Fisheries and the Environment, and its entities. The below references should be considered in the consulting services rendered:

- The revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa’s Biodiversity and Ecosystems Sector
- The [Climate Change Adaptation Plans for South African Biomes](#). The objective of the Climate Change Adaptation Plans was to identify adaptation options or measures that can be implemented in each biome.
- The [Strategic Framework and Overarching Implementation Plan for EbA](#) (hereafter the EbA Strategy). The EbA Strategy provides a roadmap for five years (i.e. 2016 – 2021) in order to take forward South Africa’s EbA programme of work and highlights this through a number of intended outcomes and activities that will be executed by various organisations.
- The [Guideline](#) document for the identification and implementation of EbA projects. The aim of the Guideline is to provide clarity on the scope of EbA, the principles that define it, criteria for identifying appropriate EbA projects, modalities of implementation and monitoring of its effectiveness, and safeguards to maximise successful outcomes in South Africa.
- The National Climate Change Adaptation Strategy, which serves as an overarching framework on which climate change sector strategies will be anchored.
- The assessment of the impacts of bush encroachment on carbon sequestration and other ecosystem goods and services.
- The Action Plan for EbA, as well as its associated logical framework and mapping products.
- The critical biodiversity areas maps:
 1. Northern Cape - <http://bgis.sanbi.org/Projects/Detail/203>

2. Gauteng - <http://bgis.sanbi.org/gauteng>
 3. Eastern Cape - <http://bgis.sanbi.org/ECBCP>
 4. Western Cape - <http://bgis.sanbi.org/Projects/Detail/194>
 5. City of Cape Town - <http://bgis.sanbi.org/CapeTown>
 6. Free State - <http://bgis.sanbi.org/Projects/Detail/180>
 7. North West - <http://bgis.sanbi.org/SpatialDataset/Detail/403>
 8. Mpumalanga - <http://bgis.sanbi.org/MBSP>
 9. Limpopo - <http://bgis.sanbi.org/limpopo>
 10. KwaZulu-Natal - <http://bgis.sanbi.org/Projects/Detail/22>
- The [Vegetation Map](#) of South Africa, Lesotho and Swaziland
 - The National Protected Areas Expansion Strategy
 - South Africa's Updated Nationally Determined Contribution (NDC) to the UNFCCC
 - South Africa's National Communication to the UNFCCC
 - Decisions of the Convention on Biological Diversity (CBD) on biodiversity and climate change.

2. Tasks to be performed by the contractor

The work contained in these Terms of Reference will be separated into Part 1 and Part 2 and conducted in parallel over the lifetime of the contract. A consortium structure may be used to conduct the consulting services required to accommodate the parallel work plan (see Gantt Chart) however a Team Leader will provide ongoing oversight and feedback to the Project Management Team throughout the duration of the contract.

Meetings:

Inception meeting: The Service Provider is expected to participate in an inception meeting with the DFFE, SANBI and GIZ in Pretoria. During the inception meeting, the service provider is expected to present the anticipated work plan in reference to all expected deliverables and further highlight the timelines related to the service contract deliverables. The inception meeting should take place within one (1) week after signing the contract with GIZ.

Deliverable: Inception report and presentation including detailed project plan.

Interim/ ad hoc meetings: The Service Provider is expected to schedule and arrange regular interim meetings for the purpose of updating the project management team on the progress of product development. The meetings should align with the review of draft deliverables to allow for discussion and feedback from DFFE, SANBI and GIZ. These interim meetings play an essential role in knowledge/ skills transfer to DFFE as the ultimate guardians of the work.

Ad hoc meetings may be requested if urgent decisions are needed or opportunities/ concerns are raised.

Deliverables: Agenda, Meeting minutes, presentations

Close out meeting: The Service Provider is expected to participate in a close out meeting with the project management team in Pretoria or virtually. The Service Provider should present the final deliverables at a Project Close-out Meeting and hand over the final deliverables and any metadata stemming out of the project. The close-out report and metadata should be submitted one week after the close-out meeting.

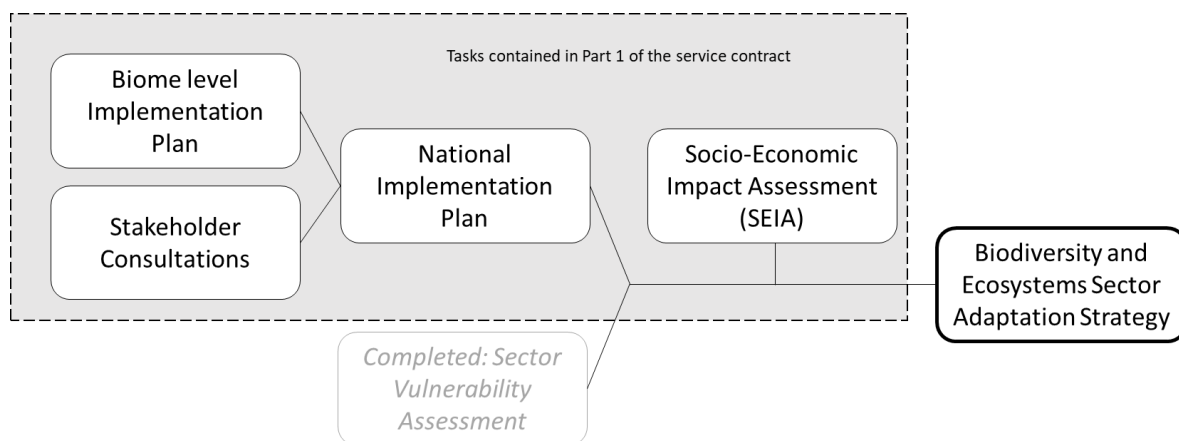
Deliverables: Agenda, Meeting minutes, presentation and metadata, final deliverables

Part 1: The development of an implementation plan for the revised 2014 Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa’s Biodiversity and Ecosystems Sector

Overall Objective

The overall objective of the project is to develop a national implementation plan for operationalizing the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa’s Biodiversity and Ecosystems Sector. Together with the recently revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa’s Biodiversity and Ecosystems Sector (2021).

The below flow diagram illustrates the steps of developing the sector response plan and tasks contained in this service contract:



The national implementation plan should reflect how each of the adaptation options and activities identified in the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa’s Biodiversity and Ecosystems Sector shall be implemented and allocate responsibilities for those options and activities. The implementation plan should also outline the roles and responsibilities of all relevant stakeholders at all levels, and include a costing of the adaptation options and activities.

Objectives

The objectives of this project are as follows:

- **Objective 1:** Biome level implementation plans: To develop an implementation plan with associated costs and modalities to operationalise the adaptation options identified for the respective biomes in the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector and cost the adaptation options and activities therein.
- **Objective 2:** To develop a National implementation plan inclusive of all the biome-level implementation plans.
- **Objective 3:** Consultation with the key stakeholders to develop the biome-level implementation plans.
- **Objective 4:** To conduct a Socio-economic impact analysis.

The contractor is responsible for providing the following services:

- **Result 1:** Biome level implementation plans: Implementation plan with associated costs and modalities for biomes are developed for adaptation options identified in the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector.
- **Result 2:** A synthesis of biome-level plans into a National level plan: A national implementation plan for the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector.
- **Result 3:** A synthesis report of the co-development process with the target groups.
- **Result 4:** Socio-Economic Impact Assessment System (SEIAs) analysis report.

Task 1.1: For each biome, develop an implementation plan to operationalise the adaptation options identified in the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector

- a) As an ongoing task, and using information included in but not limited to the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector, identify all key sectors, entities and organisations that will be essential in implementing the plan. The Service Provider is required to map out a governance structure that will be necessary for direct implementation and supporting implementation..
- b) Develop a draft Biome level implementation plans to operationalise the adaptation options identified in the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector.

The draft implementation plan should include an assessment detailing the cost of implementing the adaptation options and activities in the implementation plan as well as outline the modalities of enabling implementation.

Sources of sustainable funding and finance that must be leveraged to support ongoing implementation of the plan and should also be investigated and recommendations thereof provided.

Deliverables: Draft governance structure for implementation, Draft implementation plan with activity costing (The draft implementation plan has to be subjected to stakeholder review before finalisation).

Task 1.2: Consultation workshops

Support DFFE in planning and executing nine consultation workshops (1 per province) of up to 60 people to be convened in person. The workshop will be used to present findings to solicit inputs. Inputs must be incorporated into the draft deliverables above and considered for the final implementation plan.

The service provider is expected to document anonymous inputs and comments received from various stakeholders and provide a comprehensive report with the comments received, how the comments were addressed as well as the integration of comments into deliverables produced.

The Service Provider, with the support of DFFE and GIZ, is required to plan, manage and arrange the workshops and any additional services required (i.e. facilitation, software, etc.). Please note that the service provider should include all professional fees and costs for facilitation in the budget.

The Service Provider will be required to coordinate with the DFFE and GIZ Project Management Team to ensure adequate preparation for the workshops. All processing of personal data in invitation lists, attendance registers and other formats will be managed by DFFE (this explicitly excludes the role of GIZ in personal data processing).

Deliverables: agenda, facilitation plan, workshop materials, workshop report including comment tracking matrix.

Task 1.3: Final consolidated implementation Plan for the Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector

- c) The draft and final National Implementation Plan for the Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector is required to be submitted prior to the contract end date.

The Service Provider is required to submit a draft implementation plan drawing from biome-level plans covering the topics above (i.e., activities, responsibilities, cost of activities, timeframes, implementation model, etc.) incorporating any comments received from stakeholders and the Project Management Team in Task 2 to 4. A period of 2-3 weeks should be planned for the review of the draft report by the Project Management Team.

Deliverables: Draft National Implementation Plan; Final National Implementation Plan

Task 1.4: Socio-economic impact analysis

- d) Conduct a Socio-Economic Impact Assessment (SEIA) on the revised Climate Change Vulnerability Assessment and Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector and develop a report thereof in line with the SEIAs Guidelines of the Department of Planning, Monitoring and Evaluation (DPME).

The consultant is also required to support DFFE and GIZ in preparing and facilitating a half day consultation workshop for up to 50 stakeholders in Pretoria. In addition, the service provider is expected to document inputs and comments and provide a comprehensive report on the comments received.

The Service Provider, with the support of DFFE and GIZ, is required to plan, manage and arrange the stakeholder consultation and any additional services required (i.e. facilitation, software, etc.). Please note that the service provider should include all professional fees and costs for facilitation.

All processing of personal data in invitation lists, attendance registers and other formats will be managed by DFFE with the support of the service provider (this explicitly excludes the role of GIZ in personal data processing).

Deliverables: agenda, facilitation plan, workshop materials, workshop report including comment tracking matrix; Final SEIA report

Part 2: The review of the Ecosystem-based Adaptation Strategy in South Africa

Overall Objective

To review the 2016 – 2021 South African Ecosystem-based Adaptation Strategy taking into account the successes achieved to date and new strategic interventions that include the need to assess and incorporate new approaches such as Nature-based Solutions (NbS) that have come to the fore in recent years at international level.

Objectives

The objectives of this project are as follows:

- **Objective 1:** Review and assess the progress, lessons learned and impact made in implementing the South African Ecosystem-based Adaptation Strategy and its associated guidelines thus far.
- **Objective 2:** Conduct a scientific assessment that will *inter alia* look into benefits and policy implications of Nature-based Solutions in South Africa and provide recommendations on sectorial interventions that can be implemented in a South African context. This will include exploring the appropriateness of an appropriate “new” phrase along the lines of “Nature based Approaches/Options/Interventions/Measures” (NbS/A/O/I/M).

- **Objective 3:** To review the 2016 – 2021 South African EbA Strategy taking into consideration the national and international developments in the EbA programme of work and the alignment/complementarity with NbS in order to emerge with a comprehensive strategy that incorporates both concepts.
- **Objective 4:** To develop comprehensive guidelines/standards for implementation of both concepts as represented in the review of the strategy in objective 3 above.
- **Objective 5:** Develop a 10 year implementation plan for the Ecosystem-based Adaptation Strategy in South Africa with short, medium and long terms actions which should also outline the roles and responsibilities of all relevant stakeholders at all levels.

The contractor is responsible for providing the following services:

- **Result 1:** A comprehensive report on the review and assessment of the progress, lessons learned and impact made in implementing the South African Ecosystem-based Adaptation Strategy and its associated guidelines. The report should identify the gaps and challenges hindering the implementation.
- **Result 2:** An assessment report on the policy implications of Nature-based Solutions in South Africa. The report should also specify which solutions should and should not be considered as NbS in the South African context and also provide recommendations on sectorial interventions. An appropriate phrase in the context of South Africa along the lines of “Nature based Approaches/Options/Interventions/Measures”.
- **Result 3:** A comprehensive strategy that incorporates both the Ecosystem-based Adaptation and Nature based Solutions/Approaches concepts. The reviewed EbA Strategy should also take into consideration the outcomes of the assessment report on the implications of NbS as well as the recommendations on sectorial interventions.
- **Result 4:** A comprehensive set of implementation guidelines or standards for both concepts as represented in the reviewed strategy in result 3 above.
- **Result 5:** Reviewed EbA Strategy 10-year implementation plan with short, medium and long terms actions, which also outlines the roles and responsibilities of all relevant stakeholders at all levels.

Task 2.1: Review progress in implementing the 2016 – 2021 South African Ecosystem-based Adaptation Strategy

- a) Assess the progress and impact made and lessons learned in implementing the Ecosystem-based Adaptation Strategy and highlight areas that requires much greater effort and improvement. The report should indicate the challenges or barriers that hindered implementation of the EbA strategy.

Deliverables: Assessment report.

Task 2.2: Conduct a scientific assessment that will *inter alia* look into benefits and policy implications of Nature-based Solutions (NbS) in South Africa and provide recommendations on sectorial interventions that can be implemented in the South African context

- b) Conduct a scientific assessment that will *inter alia* look into benefits and policy implications of Nature-based Solutions in South Africa and provide recommendations on sectorial interventions. The assessment report should include the following:

- Demonstration of case studies (international and regional) on social, economic, environmental, technological, and political challenges in relation to Nature-based Solutions.
- Conduct a cost benefit analysis to determine the cost effectiveness of NbS as compared to engineered or other alternatives.
- Document international and regional best practices on Nature-based Solutions, including South Africa's experience and new insights for South Africa.
- Conduct an in-depth assessment and specify which solutions should and should not be considered as NbS.
- Explore an appropriate expression/ terminology of Nature based Solutions to possibly Nature based Approaches/Options/Interventions/Measures as informed by science.

Deliverable: Scientific assessment report and policy recommendations

Task 2.3: Development of the revised Ecosystem-based Adaptation Strategy and an implementation plan thereof.

- a) Develop a draft revised EbA Strategy. The revised strategy should also take into consideration the outcomes of the assessment report on the implications of NbS as well as the recommendations on sectoral interventions. The draft revised EbA Strategy should also include development of a 10 year implementation plan for the Ecosystem-based Adaptation strategy in South Africa with short, medium and long term actions which should also outline the roles and responsibilities of all relevant stakeholders at all levels. The draft implementation plan should include an assessment detailing the cost of implementing the EbA Strategy and its implementation plan. Sources of funding that must be leveraged to support implementation of the plan should also be investigated and recommendations thereof provided. Finally the comprehensive strategy must clearly incorporate and distinguish where possible the two concepts i.e. EbA and NbS/A/O/I/M.
- b) Develop comprehensive guidelines/standards for implementation of both concepts as represented in the review of the strategy

Deliverable: Draft reviewed EbA Strategy and implementation plan; Comprehensive guidelines/standards

Task 2.4: Validation workshop and final report

- a) Support DFFE in planning and executing one national stakeholder consultation workshop. It is envisioned that there will be up to 100 stakeholders at the stakeholder consultation workshop. The workshop will be used to present (and where necessary update) findings from tasks two to four and to solicit inputs to be incorporated into the final report. In addition, the service provider is expected to document anonymous inputs and comments received from various stakeholders and organisations and provide a comprehensive report on the comments received, how the comments were addressed as well as the integration of comments into deliverables produced.

The Service Provider, with the support of DFFE and GIZ, is required to plan, manage and arrange the workshops including any additional services required (i.e. facilitation,

software, etc.). Please note that the service provider should include all professional fees and costs for facilitation in the budget.

All processing of personal data in invitation lists, attendance registers and other formats will be managed by DFFE with the support of the service provider (this explicitly excludes the role of GIZ in personal data processing).

Deliverables: agenda, facilitation plan, workshop materials, and workshop reporting including comment tracking.

Task 2.5: Development of the final revised EbA strategy for South Africa and close-out

- a) The service provider is expected to submit a draft for review and final revised EbA strategy covering the topics above, incorporating any comments received from stakeholders and the Project Management Team. A period of 3 weeks is required for reviewing the draft report by the Project Management Team. The Final report should be submitted before the close of contract.

Deliverables: Final Ecosystem-based Adaptation Strategy and an implementation plan.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline
Inception meeting	Month 1
Part 1	
Draft governance structure for implementation	Month 2
Biome level Implementation Plans	Month 3-7
Stakeholder Workshop 1 to 9	Month 8
Draft National Implementation Plan for the Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector	Month 10-13
Final National Implementation Plan for the Adaptation Strategy for South Africa's Biodiversity and Ecosystems Sector	Month 14
SEIAs Report and half day workshop	Month 15-18
Part 2	
A comprehensive report on the review and assessment of the progress made in implementing the 2016 – 2021 Ecosystem-based Adaptation Strategy.	Month 3
An assessment report on the policy implications of Nature-based Solutions in South Africa. The report should also specify which solutions should and	Month 3-6

should not be considered as NbS in the South African context and also provide recommendations on sectorial interventions	
Draft reviewed South African EbA Strategy taking into consideration the national and international developments in the EbA programme of work. Comprehensive guidelines/standards for implementation of both concepts as represented in the review of the strategy in objective 3 above. Development a 10-year implementation plan for the Ecosystem-based Adaptation Strategy in South Africa with short, medium and long terms actions.	Month 7-11
Stakeholder consultation workshop	Month 11
Final reviewed South African EbA Strategy and the implementation plan	Month 12 -14
Close out	Month 18

Representation of planned activities in a Gantt Chart

Project Management Team Meetings	P M T		P M T				P M T				P M T				P M T				P M T
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Inception phase																			
Part 1: Implementation plan for Biodiv sector																			
Task 1.1																			
Task 1.2																			
Task 1.3																			
Task 1.4																			
Part 2: Revision of EbA Strategy																			
Task 2.1																			
Task 2.2																			
Task 2.3																			
Task 2.4																			
Task 2.5																			
Close out																			

Period of assignment: From 30 November 2022 until 30 November 2024.

The Service Provider must plan a work schedule against a timeline of 18 months. Please note though, the Service Contract will extend for 24 months in total to accommodate delays, unforeseen time constraints or challenges. The table of milestones above and proposed Gantt

chart provide an indication of the default timeline. All expert days must be planned against the above milestone timeline and tasks contained in Section 2.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept).

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

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

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the GTCC of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2022

In addition to the reports required by GIZ in accordance with GTCC, the contractor submits the following reports:

- Inception report
- Workshop and comment tracking report
- All reports defined as deliverables set out in Section 2

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; 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.

Backstopping

The bidder 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 bid in accordance with section 5.4 of the GTCC:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Personnel concept

The bidder 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.

Team leader

Tasks of the team leader

- Overall responsibility for all the advisory packages of the contractor (quality and deadlines) including overall delivery and delivery of Part 1 and Part 2
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification (PhD/Masters) in natural or environmental science/management particularly in Environmental Impact Assessment, Systems Ecology, Climatology, Disaster Management/Planning or equivalent.
- Language (2.1.2): Good business language skills in English and Afrikaans
- General professional experience (2.1.3): 15 years of professional experience in the biodiversity and ecosystem services sector.
- Specific professional experience (2.1.4): 10 years in climate change impacts/ disaster assessment and/or planning in the South African biomes.
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in South Africa (region), of which 2 years in projects at the multilateral/ international scale.

- Other (2.1.8): 5 years' experience in providing consulting services to national government in South Africa. 5 years' experience in coordinating project consortiums for complex project implementation.

Expert 1: Natural Resource Economics Expert

Tasks of expert 1

- Data management, analysis report writing
- Costing of adaptation options and activities

Qualifications of expert 1

- Education/training (2.2.1): Relevant post-graduate degree or equivalent thereof, in resource economics or finance or development finance
- General professional experience (2.2.3): 15 years' experience in natural resource economics
- Specific professional experience (2.2.4): 10 years' experience in economic modelling and costing methodologies specific to biodiversity.
- Leadership/management experience (2.2.5): 5 years track record of project management
- Regional experience (2.2.6): 5 years of experience in projects in South Africa
- Other (2.2.8): 5 years' experience in advising and structuring project finance for climate change.

Expert 2: Social Science Expert

Tasks of expert 2

- Governance Structure mapping
- Environmental and social impact analysis
- Implementation model and governance mechanism development

Qualifications of expert 2

- Education/training (2.3.1): Relevant post-graduate degree or equivalent thereof, in social science, socio-economic studies, or geography
- General professional experience (2.3.3): 15 years' experience in the social science and governance in the environmental sector
- Specific professional experience (2.3.4): 10 years' experience in socio-economic impact assessment and modelling
- Leadership/management experience (2.3.5): 5 years of project management experience
- Regional experience (2.3.6): 5 years of experience in projects in South Africa
- Other (2.3.8): 5 years stakeholder engagement experience

Expert 3: Junior Environmental Consultant

Tasks of expert 3

- Scientific research support
- Report writing
- Workshop facilitation support
- Process management and client liaison support

Qualifications of expert 3

- Education/training (2.4.1): Relevant degree or equivalent thereof, in environmental, socio-economic studies, disaster management, geography
- General professional experience (2.4.3): 3 years' experience in the environmental science consulting field
- Specific professional experience (2.4.4): 3 years' experience in climate change strategy development
- Leadership/management experience (2.4.5): 1 year of experience in managing projects and initiatives.
- Regional experience (2.4.6): 3 years of experience in projects in South Africa
- Other (2.4.8): 1 year of experience in stakeholder engagement experience

Expert 4: Climate Change Expert

Tasks of expert 4

- Technical responsibility for strategy development and implementation
- Access to stakeholders in the climate sector for data provisioning

Qualifications of expert 4

- Education/training (2.5.1): Relevant post-graduate degree or equivalent thereof, in climatology, climate change, ecology, systems modelling
- General professional experience (2.5.3): 15 years' experience in the ecology and climate change field.
- Specific professional experience (2.5.4): 10 years' experience in climate change impact modelling and mapping methodologies specific to biodiversity.
- Regional experience (2.5.6): 5 years of experience in projects implemented in South Africa and policy advisory services.
- Other (2.5.8): 10 years of experience of using and applying GIS for analysis of biophysical changes and visualisations. The expert must have established networks and access to data providers in South Africa with relevant data required for the assessment.

Expert 5: Transdisciplinary Science Expert

Tasks of expert 5

- Environmental hazards and socio-economic impact analysis
- Modelling the impacts of climate change on socio-economic sectors

Qualifications of expert 5

- Education/training (2.6.1): Relevant post-graduate degree or equivalent thereof, in social science, socio-economic studies, disaster management, geography
- General professional experience (2.6.3): 15 years' experience in the social science in the environmental field
- Specific professional experience (2.6.4): 10 years' experience in socio-economic impact assessment and modelling
- Leadership/management experience (2.6.5): 5 years of project management experience
- Other (2.6.7): 5 years of experience in stakeholder engagement experience

The Climate Support Programme (CSP) has a project-based intervention which aims to enhance capacities within the field of climate change and related topics in South Africa. As a means of implementation, it is required that the appointed service provider takes on board an additional capacity in the form of an intern, to capacitate and expose them to various tasks during project implementation. The training should range from meeting attendance and participation, data collection, support project management and conducting research activities. To measure the involvement of the intern, DFFE/DHS/GIZ will interview the intern and their mentors/supervisors to see what skills they were exposed to during project execution. The intervention targets individuals from a previously disadvantaged background who possess an undergraduate and/or postgraduate qualification or equivalent in a similar field as the project in question. The appointment period is always recommended to be linked with the project period in question. Below are the requirements for the project intern, in reference to this particular project:

Expert 6: Junior Project Support

Tasks of the Junior Project Support

- Participation at meetings
- Presentation creation
- Data analysis and report writing

Minimum Qualifications of Project Intern

- Education/training (2.7.1): University qualification in environmental studies, socio-economics, social science or equivalent
- Language (2.7.2): Good language skills in English
- General experience (2.7.3): Computer literacy with MS Office packages
- Regional experience (2.7.5): 5 years' study/ learning experience in South Africa

The service provider must cost for the inclusion of the junior project support person as part of this project in the financial project proposal. As part of their technical proposal the service provider must also outline the potential candidate(s) as well as the appointment process of the interns if the contract is awarded.

5. Costing requirements

Assignment of personnel

Team leader:

Expert 1 Natural Resource Economics Expert:

Expert 2 Social Science Expert:

Expert 3 Junior Environmental Consultant:

Expert 4 Climate Change Expert:

Expert 5 Transdisciplinary Science Expert:

Expert 6 the Junior Project Support

435 days for all experts combined.

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Workshops, training

The contractor implements the following workshops:

- Part 1: Validation workshop and final report (100 people)
- Part 2: 9 provincial stakeholder consultation workshops (60 people)
- Part 2: SEIA Stakeholder consultation (50 people)

All professional fees and costs for facilitating the workshops must be included in the budget.

Other costs

- None anticipated.

6. Inputs of GIZ or other actors

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

- Meeting rooms at the GIZ offices in Pretoria
- Workshop venues and catering

7. Requirements on the format of the bid

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

The complete bid shall not exceed 10 pages (excluding CVs).

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. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

8. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **31st October 2022** all documents must be in PDF.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in **ZAR**.
- **Above-mentioned budgets for workshop and Flexible Remuneration must be added to you costing.**
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal, we will conclude that you have read and accepted these terms and conditions.
- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.
- **Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.**
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
 - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
 - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
 - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
 - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.

Scientific data

In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.

- Similarly, the Bidders must disclose in their proposal their knowledge of the following:
 - a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
 - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**
- **Questions & Answers will be placed on the link provided.**
- **Bids sent via Dropbox and WeTransfer will not be accepted.**