

Request for Proposals

South Africa: Development of South Africa 5th Climate Change Tracking Report for informing domestic policy and decision-making processes to scale up climate action for the implementation of the country's NDC under the Paris Agreement

September 2024

ABOUT THE NDC PARTNERSHIP

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing sustainable development. Through the Partnership, country members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. Hosted by WRI, the UNFCCC Secretariat, and the UN Office for Project Services, the NDC Partnership has members in all regions of the world, with staff in Washington DC and Bonn, Germany.

BACKGROUND

South Africa is a developing country and aims to develop its economy in order to deal with its triple challenges (i.e., poverty, unemployment, and inequality). Climate Change (CC) poses considerable risks and is a critical constraint to inclusive and sustainable economic growth for South Africa. South Africa's climate is known to have a high degree of variability at all timescales and is highly susceptible to climate risks. The current economy in South Africa is dominated by large-scale, energy-intensive mining and minerals beneficiation industries as well as a heavy reliance on fossil fuels for electricity generation along with significant levels of liquid-fuel consumption. As such, the energy and mining (Energy) and industrial processes and product use (IPPU) sectors are primary contributors to the South African economy, GDP growth and jobs. An estimated 93% of South Africa's electricity produced within the energy sector, currently comes from coal combustion that contributes to greenhouse gas (GHG) emissions. This over-reliance on coal presents significant transition and climate risks.

The Republic of South Africa ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1997 and ratified the Paris Agreement in 22 April 2016. South Africa's National Development Plan (Vision 2030) and the National Climate Response Policy (2011) articulate combating climate change as a national priority and commits the country to make a "fair share" to the global effort to mitigate the impacts of climate change. The national climate policy seeks to decarbonize the country's

economy and transition the country towards lower carbon economy and climate resilient society. The stipulated country's vision will be achieved through sector specific, provincial, and local level climate change response policies and strategies (NCCRP, 2011). Several government departments and municipalities have started mainstreaming climate change into their government strategies, policies and Integrated Development Plans (IDPs).

South Africa through its updated NDC has committed to an emissions range between 350 and 420 Mt CO₂-eq by 2030. To achieve its updated NDC goals, South Africa aims to regulate climate change responses through the enactment of the National Climate Change Act 22 of 2024, with mitigation elements included in chapter 5 of the Act. These include instruments such as the sectoral emissions, carbon budgets and greenhouse gas mitigation plans. The carbon budgets prescribe the maximum amount of GHG emissions that companies may emit over a 5-year period (also known as assigned amount of emissions), sectoral emissions targets are previously known as Desired Emission Reduction Outcomes contained in the National Climate Change Response Policy). SETs are either quantitative or qualitative greenhouse gas emission targets or aspirations assigned to an emitting sector or sub-sector, over a defined time period. The Climate Change Bill further acknowledges the significant role of the provincial and municipal spheres in the SETs considering the Intergovernmental Relations Framework Act, 2005 (Act No. 13 of 2005). As reported in 5th Biennial Update Report to the United Nations Framework Convention on Climate Change (BUR5) South Africa needs technical and financial support to support the three tiers of governance; national, provincial & local government level to enhance its NDC implementation readiness.

SCOPE OF WORK AND ACTIVITIES

Section 12 of the South African National Climate Change Response Policy (2011) articulates a need to track and periodically report South Africa's transition to lower carbon economy and climate resilient society. The policy further highlights that measurement and monitoring of climate change responses is critical to ensure their effective implementation. In line with this policy mandate the South Africa has institutionalized the South African Climate Change Tracking Report to information policy and decision-making processes in the country on the country's transition to the envision lower carbon economy and climate resilient society. The primary purpose of the South African Climate Change Tracking Report is to communicate updates on the tracking, analyses and enhancement of the understanding of the country's progress in the transition to low-carbon and climate-resilient society and economy. In addition, the strategic significance of the report is to forge common visioning and alignment across sectors as climate change is multi-sectoral in nature. Furthermore, the report is a solution to support the measurement, tracking and communication of climate change situational analysis in South Africa in a holistic way that integrates, climate change, environmental, economic, and social aspects across sectors and to monitor trends over time.

South Africa published the 4th Climate Change Tracking Report in April 2022. The country is currently developing the 5th series of the report which will showcase and incorporate new indicators and updated datasets for up to 2023. The report is critical for informing policy and decision-making progress and serves to monitor the implementation of the Climate Change Act 22 of 2024. Additionally, the report will inform South Africa's stock take under the Paris Agreement and the new transparency framework.

Furthermore, the report will inform the country's just transition pathways for the achievement of Net Zero vision by 2050.

The report serves as a key domestic communication tool inform government, policy makers, investors, research institutions, donor communities, civil society and the public at large about the state of climate in South Africa and provide a basis for policy review and enhancement. The report detail a suite of newly developed climate change related indicators that are trackable continually over time to inform South Africa's domestic audience about information on the science of climate change including climate related observations, the risks, impacts and vulnerabilities attributable to climate change, climate responses in adaptation and mitigation including climate related finance, climate-centric technology transfers. The importance of the report is that it forms a basis for South Africa for reporting in the Biennial Transparency Report. The assessment outcome of the indicators can inform evaluation, which allows a range of data custodians and sectors to identify and understand the drivers of trends linked to climate change, pertinent to their respective sectors based on the indicator of relevance (Aligned to SDGs, NDCs and the Just Transition Framework) as informed by the national Climate Change Policy (2011). Additionally, the newly developed indicators are linked to developmental narratives aligned to South Africa's Sustainable Development Goals (SDGs) and the revised Nationally Determined Contribution (NDCs) under the Paris Agreement. These include developmental narratives on;

- Narrative 0: Climate Realities;
- Narrative 1: Economic Structure, Work Creation and Economic Growth
- Narrative 2: The Energy Transition;
- Narrative 3: Water and Development;
- Narrative 4: Social Vulnerability;
- Narrative 5: Sustainable Urban Centers; and
- Narrative 6: Sustainable Rural and Semi-Rural Landscapes.

The target audience for this report includes policy and decision makers; practitioners, communities, research institutions, private sector entities and finance institutions. Furthermore, the report forms the basis for the country's reporting under the new Biennial Transparency Report (BTR) under the Paris Agreement.

Objective of the Assignment

The primary objective of this project is to develop South Africa's 5th Climate Change Tracking Report as the component of the National Climate Change Monitoring and Evaluation system (National Climate Change Information System articulated by the National Climate Response Policy (2011) to track South Africa's transition to lower carbon economy and climate resilient society.

Objective 1: To develop, update and finalize South Africa's 5th Climate Change Tracking Report which serves domestic policy and decision-making processes on climate action and also informs the country's reporting under the new transparency framework under the Paris Agreement.

Objective 2 To enhance South Africa's 5th Climate Change Tracking Report for quality reporting for target audience.

Scope of work

The service provider will undertake the updating and enhancement of South Africa's 5th Climate Change Tracking Report and undertake activities as defined below;

1. Undertake a review of previously published Climate Change Tracking Reports
2. Propose new updated structure of the report
3. Identify and update data sources to inform indicator updates
4. Collect data for indicator updates
5. Update the indicator metadata files and indicator trends with data up to 2023
6. Incorporate new indicators in the report
7. Conduct updated analysis of the indicators for the period up 2023
8. Draft and circulate the report for comments and inputs
9. Incorporate comments into the zero-order draft of the report
10. Proofread, edit, design of the zero-order draft of the report
11. Develop final zero order draft of the report ready for publication.

Detailed activities

Activity 0: Inception Phase

Compile and present a work-plan at a project inception meeting with the Project Steering Committee to ensure that all parties share a common understanding of, among others: what work will be done; how that work will be done; the expected content and quality of the outputs; and the timing for the delivery of the outputs. As a deliverable from this output, the appointed service provider will compile an inception report that includes a revised work plan taking onto account outcomes of the inception meeting.

Activity 1: To review and update the structure of the Climate Change Tracking Report

The service provider will review previous published climate change reports and propose updated structure, new additions/sections to DFFE to enhance use cases of the report and reporting to target audience.

Activity 2: To collect data, update and enhance the report with new indicator datasets and analysis

The service provider will collect data, update the report with updated indicator datasets and conduct updated analysis to inform the report update. Additionally, the service provider will update data sources and the metadata files (in MS Excel document)

Activity 3: To proof read and edit the 5th South Africa’s Climate Change Tracking Report to ensure that the report is technically concise and ready for publication.

Perform proofreading, editing and lay outing of the Guideline document **“Guidelines to support and guide sub-national governments on conducting Climate Change Needs Assessment and to develop, implement and report on the Climate Change Response Implementation Plan”** in English language in Microsoft Word format. The service provider will ensure that the guideline is presented in a clear, concise and user-friendly manner and user to intended audiences. The editing should ensure that the entire document, the text, content, page numbering, figures, captions, tables and sources are clearly marked and correctly numbered in proper sequencing. The appointed service provider will conduct sentence sequencing checks, made appropriate corrections where appropriate including making grammatical corrections in the text to ensure that the document is print ready and clearly communicates messages to the intended target audiences. The edited text has to be delivered in MS Word. The service provider should ensure the accuracy and appropriateness of all editing including ensuring the quality of the entire document.

Activity 4: To develop the final zero order draft of South Africa’s Climate Change Tracking Report

The appointed service provider will develop the final zero order draft of the guidelines with all comments and inputs from DFFE, provincial and local governments’ entities incorporated and addressed. The service will ensure proper lay outing of the Guideline document in standard A4 size print format to be based on DFFE document template format. The lay outing should adhere to DFFE document publication template in terms of document colours and should bear logos of DFFE. The sample of the layout should be sent to DFFE for approval before finalization.

Activity 5: Document lay outing and editing of the Report with DFFE communicate and publication template

Perform proofreading, editing and lay outing of the Guideline document **“Guidelines to support and guide sub-national governments on conducting Climate Change Needs Assessment and to develop, implement and report on the Climate Change Response Implementation Plan”** in English language in Microsoft Word format. The service provider will ensure that the guideline is presented in a clear, concise and user-friendly manner and user to intended audiences. The editing should ensure that the entire document, the text, content, page numbering, figures, captions, tables and sources are clearly marked and correctly numbered in proper sequencing. The appointed service provider will conduct sentence sequencing checks, made appropriate corrections where appropriate including making grammatical corrections in the text to ensure that the document is print ready and clearly communicates messages to the intended target audiences. The edited text has to be delivered in MS Word. The service provider should ensure the accuracy and appropriateness of all editing including ensuring the quality of the entire document.

Requirements

Development and finalization of South Africa’s 5th Climate Change Tracking Report

The appointed service provider should develop, enhance and finalise South Africa’s Climate Change

Tracking Report and deliver on quality final version of the report. The final document should be presented in a manner that is clear, readable to intended users and audience.

Information sources

The Department of Forestry, Fisheries and the Environment will share details of information sources that informed previous published reports and metadata files.

Branding, Lay outing, Colours and Logos

The DFFE Brand Tool Kit will be provided to the contracted service provider.

The finalized, edited version of the draft report should be presented in both Word and PDF formats ready for printing and publication. The final version of the document is to be presented in DFFE approved publication template that carries the DFFE branding, signature and approved departmental logo.

Format and Resolution

The finalized version of the report should be presented in softcopies in Word and PDF formats ready for printing and publication.

The infographics should be of sufficiently high resolution to ensure high quality graphics when printed as standalone posters (up to A0 and even A00 large format posters).

The final deliverable is a CD or USB stick that contains a signed-off final version of the of the report

Languages

The finalised and edited version of the report must be edited and presented in English.

Key Deliverables

Activities	Expected outputs
Output A: Inception Phase	<ul style="list-style-type: none"> • Inception Report
Output B: Review and update the structure of South Africa's Climate Change Tracking Report	<ul style="list-style-type: none"> • Updated Structure of the Report
Output C1: Collect data, update and enhance the report with new indicator datasets and analysis	<ul style="list-style-type: none"> • Updated indicator data sources • Data on indicator parameters • Updated analysis for the period up 2023 • New indicators incorporated into the report
Output C2: Update indicator Metadata file in MS Excel	<ul style="list-style-type: none"> • Updated Indicator Metadata file in MS Excel
Output C3: Circulate draft to DFFE and incorporate comments and inputs into the draft	<ul style="list-style-type: none"> • 1st Zero Order Draft of the Report
Output D: Proofread and edit the 5th South Africa's Climate Change Tracking Report to ensure that the report is technically concise and ready for publication	<ul style="list-style-type: none"> • 2nd Order Draft of the Report
Output E: Develop the final order draft of South Africa's Climate Change Tracking Report ready for publication in accordance with specifications and requirements as articulated in these TORs	<ul style="list-style-type: none"> • Final Order Draft of South Africa 5th Climate Change Tracking Report

PROJECT MANAGEMENT

Reporting Line:

This project will be managed by DFFE – Climate Change Mitigation and Specialist Monitoring Services Chief Directorate. The project manager will ensure that the planned activities and results are delivered on time and within budget.

TEAM OF EXPERT REQUIREMENTS

It is expected that a multidisciplinary team will be required to successfully undertake this work. The successful service provider will have but not necessarily limited to the following competencies:

- Very good understanding of climate change mitigation sectors (energy, industry, transport, waste, AFOLU) of the economy in South Africa;
- Country experience and very good knowledge of South African national development and sectoral policies, plans, legislation, and strategies that have effects on greenhouse gas emissions.
- Experience in the development of strategies in the relevant fields and sectors will be an added advantage;
- Very good experience working with South Africa's sub-national governments entities
- Very good experience in emission reduction targets setting and proven expertise in understanding and planning of GHG emission reduction measures in the main sectors, as well as carbon pricing instruments;
- Very good understanding of the country's economic development policy;
- Experience and track record in conducting socio-economic impact assessment of climate change and related modelling skills;
- Very good project management skills;
- Proven knowledge of business process re-engineering;
- Good knowledge of research design;
- Very good skills in stakeholder engagement processes and data collection;
- Very good analysis, communication and report writing skills.
- A consortium with skills, experience and knowledge that cover this project is encouraged.

Team Leader

The project leader/principal specialist should have, in addition to the information above:

- At least a Master's degree in the field of engineering, environmental management, economics or equivalent
- At least 10 years of experience in the field of climate change
- Proven management skills of complex projects or programmes
- Country experience and knowledge of national policies, plans, legislation and strategies to address climate change in South Africa

Other Team Members

- The other experts should have, in addition to the information above:
- A Master's degree in the field of engineering, environmental management, economics or equivalent
- More than five years of experience in the field of climate change mitigation
- Proven expertise in the sectors of industry, energy, transport, waste, and AFOLU in relation to GHG mitigation measures.

The Service Provider/s must guarantee the presence of a senior technical person in charge throughout the duration of the contract. If the senior person has to leave the project, a period of at least a month is required, in which the senior person must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge

The project team lead to determine the other team members in line with the competencies described above to be inclusive of a System/Web developer/Programmer.

CONTRACT TERMS

- Estimated start date: 15 October 2024
- Estimated end date: 15 December 2024

PROPOSAL REQUIREMENTS

Prospective vendors should submit:

- Description of proposed project management structure (lead team/project manager, sub-contracted organizations, local experts, etc.)
- CVs of team members
- Examples of and references for similar previous work (with URLs and contact details)
- Proposed implementation approach/project monitoring plan
- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements.
- A proposed schedule for deliverables
- Advanced degree in any discipline, preferably in climate science, programming, public policy (climate/environment), sustainable development, or a similar subject
- At least 10 years of experience in issues related to climate finance, climate/environment, sustainable development, project management, or monitoring in any of the NDC sectors.
- Demonstrable experience working in the field of climate change, database management, vulnerability assessments and risk profiling and climate change instruments (both mitigation and adaptation) in South Africa and/or sub-Saharan Africa.
- Demonstrated skills in managing and aligning diverse stakeholder groups, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others.
- Excellent writing, editing, digital and oral communication skills.
- Fluency in English.
- Priority will be given to South Africa based entities.

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP:

- Completion of all required elements;
- The extent to which the vendor's proposal fulfills WRI's stated requirements as set out in the RFP;
- Experience with similar projects;
- Overall cost of the vendor's proposal;
- Debarment and sanctions – WRI will not consider proposals from vendors that are presently debarred by the U.S. government or named on any restricted parties lists;
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work.
- The bidder offering the best overall value will be selected.

The applicant offering the best overall value will be selected. For this procurement, the non-price aspect is considered of relatively more importance than the price aspect.

Selection Process

No proposal development costs shall be charged to WRI / all expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussion. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

PROPOSAL SUBMISSION

Please send your proposal documents to:

- Mr. Harrison Addo-Obiri, Country Engagement Specialist, NDC Partnership Support Unit
Harrison.Addo.5@ndcpartnership.org
- Ms. Christine Luttmer, Project Manager, NDC Partnership Support Unit
Christine.Luttmer@ndcpartnership.org

All proposals must be received **by 5:00pm EST on Friday, 11 October 2024** in electronic format to the contacts listed above.

WRI may, at its discretion and without explanation to the prospective vendors choose to discontinue this RFP without obligation to such prospective vendors or make multiple awards under this RFP.