Terms of Reference
South Africa: Development of Carbon Budget/Mitigation Plans Technical Guidelines

October 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

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. The objective of the UNFCCC is to stabilize Greenhouse gas (GHG) concentrations in the atmosphere at a level that would prevent dangerous human-induced interference with the climate system. 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.

Article 4 of the Paris Agreement sets out Nationally Determined Contributions (NDCs) as the instrument that countries must develop to present their part of the global effort to reduce greenhouse gas emissions and to limit the temperature increase to 1.5°C above pre-industrial levels. To help ensure that the Parties national contributions jointly achieve the collective goal, the Article further states that Parties should strive to formulate and communicate long-term low greenhouse gas emission development strategies, mindful of Article 2 taking into account their common but differentiated responsibilities and respective capabilities, in the light of different national circumstances.

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 development of the National Climate Change Act, 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 certain 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.

This Terms of Reference (ToR) addresses the Carbon Budget mitigation mechanism specifically. The Department of Forestry, Fisheries and the Environment (DFFE) is currently in the process of developing the carbon budget (CB)/mitigation plans (MP) regulations which will govern the process for allocation, administration, compliance and enforcement of carbon budget and mitigation performance.

The purpose of this ToR is to appoint a service provider to assist the DFFE with the development of technical guidelines that will support the CB/MP Regulations. The purpose of these CB/MP Technical Guidelines is to provide additional guidance and commentary to assist data providers in estimating and reporting on their carbon budgets and mitigation plans.

SCOPE OF WORK AND ACTIVITIES

Objective of the Assignment

To develop the CB/MP technical guidelines, by which the department would be able to ensure that there is the necessary consistency of carbon budgets and mitigation plans, in terms of the requirements contained in the Climate Change Bill and the CB/MP Regulations.

Activities

OUTPUT A: INCEPTION REPORT

Output A1: Inception Report and Project Management Plan Compile and present a work-plan at a project inception meeting that includes, 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 as well as a Stakeholder Engagement Plan for the workshopping and review of CB/MP Technical Guidelines.

Deliverables for Output A	
Output A1	*Inception Report and Revised Project Management Plan*
Output A2	*Draft Stakeholder Engagement Plan submitted for review and approval*

OUTPUT B: DEVELOP CARBON BUDGET/MITIGATION PLAN TECHNICAL GUIDELINES

Output B1: Verification procedures and steps during independent assessment of GHG emissions estimates in line with ISO 14064-3 (Actual verification and validation) and ISO14064-1 (Organizational accounting standard) later referred to as Accreditation rules for independent verifiers

The technical guidelines must cover the following, but not limited to:

- Key concepts and definitions

- Listed activities for allocation of Carbon Budgets
- Data collection for carbon budgets and mitigation plans
- Carbon Budget methodology and applications with examples
- New entrant considerations
- Progress reporting
- Technical requirements for validation and verification of carbon budgets and mitigation plans
- Public access to carbon budget/mitigation plan information
- And other technical requirements as explained in the carbon budget/mitigation regulations

Deliverables for Output B	
Output B1	*Draft Carbon Budget/Mitigation Plans Technical Guidelines*

OUTPUT C: STAKEHOLDER ENGAGEMENT AND FINALIZATION OF THE CARBON BUDGET/MITIGATION PLAN TECHNICAL GUIDELINES

Output C1: Engage key relevant stakeholders on the draft Carbon Budget/Mitigation Plan Technical guidelines

The service provider will be responsible for initiating Stakeholder Engagements in accordance with the approved Stakeholder Engagement Plan. The outcomes of the Stakeholder Engagement process will be captured by the service provider and used to refine the Guidelines, in conjunction with DFFE inputs. Enhance the guidelines based on stakeholder feedback and inputs.

Deliverables for Output C	
Output C1	*Stakeholder engagement and feedback report inclusive of stakeholder comments*
Output C2	*Final carbon budget/mitigation plan guidelines*
Output C3	*Stakeholder Consultation Report, including comments and response database*

Key Deliverables

DESCRIPTION	Task	MEANS OF VERIFICATION/ DELIVERABLE	Delivery Timelines
Output A	Project Inception	i. Inception Report and Revised Project Management Plan *ii.* Draft Stakeholder Engagement Plan submitted for review	iii. Two (2) weeks after project inception meeting iv. Three (3) weeks after project inception meeting
Output B	Preparation of draft CB/MP Technical Guidelines	*CB/MP Technical Guidelines submitted*	Two (2) months after project inception meeting

Output C:	Stakeholder engagement	i. Stakeholder report and comments and response database *ii.* Final CB/MP Technical Guidelines	iii. Two (2) months after project inception meeting iv. Three (3) months after project inception meeting

PROJECT MANAGEMENT

Reporting Line

The Consultant/Consultancy Firm will report to the Department of Forestry, Fisheries and the Environment in consultation with the NDC Partnership Support Unit.

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 knowledge and experience of South Africa National Environment Management Act 107 of 1998
- Ability to interpret the provisions of the new Climate Change Act 22 of 2024
- 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: 21October 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, 18 October 2024** in electronic format to the contacts listed above.

Applications will be evaluated on a rolling basis. This RFP will remain open until the earlier of either (i) WRI's receipt of a minimum of three (3) proposals or (ii) until 18 October 2024.

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.