

ICLEI Africa seeks a professional service provider to develop a five-year NDC implementation plan and guidelines for mainstreaming the NDC into sector and development strategies, which forms part of the NDCP CAEP programme in Malawi

4 December 2020

Bids due: 04 January 2021

Email bids and technical queries to Dr Meggan Spires: meggan.spires@iclei.org,

Please indicate interest for submitting a bid and any queries by 10 December 2020, so responses to queries may be shared with all bidders. All queries to be emailed to Dr Kate Strachan; kate.strachan@iclei.org

Bids will still be accepted if interest is not indicated, but bidders must accept that they may not have received the responses to questions other bidders may have received.

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference.

Terms of Reference

As a contribution to the NDCP Partnership Climate Action Enhancement Package (CAEP), described below, this Terms of Reference relates to supporting the National Government of Malawi with the development of a five-year nationally determined contributions (NDC) implementation plan and options for ambitious targets, which may include a zero-carbon economy by 2050. The service provider is expected to only undertake work indicated within this Terms of Reference.

BACKGROUND

ICLEI Africa is an implementing partner of the NDC Partnership (NDCP) Climate Action Enhancement Package (CAEP) in five countries. The NDCP CAEP seeks to assist developing countries that are members of the NDCP to achieve the objective of **enhancing their NDCs, including raising ambition, as part of the Paris Agreement's NDC update process.**

The CAEP is a new offering of the NDCP designed to deliver targeted, fast-tracked support to countries to enhance the quality, increase the ambition, and implement NDCs. Under the Paris Agreement, countries revise their NDCs every five years to cut greenhouse gas emissions to limit Earth's temperature rise and implement solutions to adapt to the effects of climate change. The updating of NDCs presents countries with significant opportunities to align their climate and development agendas, to promote sustainable growth. Since its launch in July 2019, two rounds of CAEP support and a call for supplemental requests have been administered. Requests for support were received from 65-member countries.

KEY PRINCIPLES

The service provider is required to work in close collaboration and under supervision of the ICLEI Africa team in adherence to the following key principles:

- To work under the leadership and guidance of the national government of Malawi;
- Ensure a partnership-based approach, such as coordination and collaboration with other implementing partners supporting CAEP activities in country;
- Promote participation of key government ministries and other relevant stakeholders throughout the process;
- Support strengthened capacity at the national and sub-national level in Malawi;
- To ensure best practices are followed under the guidance of ICLEI Africa;
- To the extent possible, ensure country presence throughout the assignment and/or rely on local expertise; and
- Apply gender principles when delivering the assignment and wherever possible produce gender-disaggregated data and gender-specific actions.

KEY DELIVERABLES

The objective of the assignment is to develop a five-year NDC implementation plan and guidelines for mainstreaming the NDC into sector and development strategies. In order to meet the requirements of this Terms of Reference, the appointed service provider is expected to undertake the following deliverables:

Deliverable 1: Inception report

- At the inception of the assignment, the service provider should access information currently presented in the (I)NDC. A gap analysis will assist to determine areas of prioritization and those to be covered by the NDC implementation plan and mainstreaming guidelines.
- The consultant will hold meetings with project partners, and relevant government and non-government stakeholders, to discuss focus areas and any overlapping areas of interest.
- The inception meeting will be held with ICLEI to discuss specific roles and responsibilities, including timelines for the deliverables.

Deliverable 2: Develop a five-year NDC implementation plan

- The implementation plan must consider a multi-level governance approach, using all levels of government to implement actions efficiently and effectively. This will entail working with both local and national government to develop a plan for the implementation of the NDC which considers local capacities, needs and priorities. The implementation plan should be co-produced with ICLEI, in consultation with the national government of Malawi.
- As part of the output the implementation plan must also incorporate cross-sectoral and sub-national planning for NDC implementation, accounting for any linkages identified with the Long-Term Strategies (LTS)
- Once the actions are known, the consultant will work with ICLEI to conduct a high-level stakeholder mapping exercise to capture the important government and non-government stakeholders who are essential for the success of the implementation plan. The actions should be discussed with local government and recommendations put forward to national government.
- The NDC implementation will also need to include options for ambitious targets, which may include a zero-carbon economy by 2050.
- Special consideration needs to be given to nature-based solutions for possible inclusion.

Deliverable 3: Develop guidelines for mainstreaming the NDC into sector and development strategies

- Similar to the implementation plan, mainstreaming guidelines must consider a multi-level governance approach, using all levels of government to mainstream the NDC into sector and development strategies efficiently and effectively. This will entail working with both local and national government to better understand what resources are available to help mainstream the NDC.
- The guidelines should be co-produced with ICLEI, in consultation with the national government of Malawi.
- The guidelines should also consider:
 - Key entry points across sectors.
 - Provide an aggregated set of resources to help mainstream the NDC into development strategies, programmes and policies, that are accessible to all tiers of government and partner organisations. This is particularly important as the sub-national planning for NDC implementation will account for development issues down to the local level.
 - A gender-based lens to developing the guidelines.

Deliverable 4/5: Succinct PowerPoint presentation for the above deliverable and close out report

- The service provider should then develop the above key findings from Deliverables 2 and 3 into a short PowerPoint presentation (Deliverable 4).
- This deliverable should be accompanied by an eye-catching concise close-out report (Deliverable 5), that outlines the key components of the NDC implementation plan and stakeholders whose involvement is pertinent to the success of the plan.

PROJECT MEETINGS AND REPORTING

The assignment will have a limited number of formal meetings, but it is envisioned that communications between ICLEI Africa and the service provider will continue throughout the assignment to allow for a close working relationship and co-development of deliverables. The service provider should also expect to participate in bi-weekly or monthly meetings with other NDCP CAEP implementing partners to discuss progress on overlapping or closely aligned responsibilities. The following project meetings will occur, with an assumption that all will be hosted using the remote platform Zoom:

- Inception and briefing meeting, where the process, method and outputs will be discussed and agreed.
- Formal feedback meetings when deliverables 2 and 3 have been completed, particularly to ensure that all activities align with partner contributions and government expectations.
- Close out meeting: Meeting to discuss the assignment in full where ICLEI Africa can ask additional questions to build internal capacities and Deliverable 4 and 5 are discussed.

BUDGET

It is envisioned that this project will require between 35-45 days of time, with a minimum of 40% of the total project time being dedicated by a senior consultant.

The budget shall demonstrate clearly the total for professional fees, including hourly rate and the number of hours per consultant.

The service provider may include travel for information collection purposes, if deemed necessary and if possible due to COVID-19 travel restrictions. This must be included in the total budget, but indicated as a different line item for travel disbursements.

A total budget, including both amounts and VAT, is then to be provided.

The maximum budget available for this work is ZAR 260,000.00 (VAT inclusive). Proposals with a budget over this amount will unfortunately not be considered.

SUPPORT TO BE PROVIDED

The following services and resources will be provided by ICLEI Africa:

- Contact details: ICLEI Africa will provide the service provider with an introduction to the key stakeholders in Malawi, including project partners and government officials.
- Dedicated staff and timely feedback: ICLEI Africa will designate a focal person to serve as direct point of contact for all issues related to this assignment; this staff person will be responsible for timely coordination with co-workers and others as needed. ICLEI Africa shall strive to provide timely responses to service provider inquiries.

ACCESS TO DATA AND INTELLECTUAL PROPERTY

For the purposes of this assignment some data has to be collected, but this will need to be finalised in consultation with key stakeholders. All data used (that is not available from a public and open source platform) and related outputs produced are confidential and not to be shared without written permission of ICLEI Africa and the relevant government representative. On completion of the contract, the intellectual property of all outputs will be transferred to ICLEI Africa.

SERVICE PROVIDER REQUIREMENTS

- Proposals may be submitted by an individual or a team of individuals (as a consortium).
- The service provider must demonstrate experience working with African national governments and an ability to access the relevant information required for completion of the activities.
- The service provider must demonstrate experience in completing similar projects in Africa, in particular in developing implementation plans.
- The service provider appointed may be based anywhere, however preference is given to Malawi-based service providers.
- The service provider must have demonstrated skills in managing projects timeously and producing high quality outputs within short delivery periods.
- The service provider must be able to supply accurate and comprehensive financial records of project-related expenses if asked for by ICLEI Africa.
- Project implementation and/ or use of funding must support and align with the objectives of the CAEP programme; see background information above.
- If relevant, the service provider must ensure costs of handing over all the project reports are included in their budget considerations.

SUBMISSION PROCESS

Kindly submit your proposal to Meggan Spires at meggan.spires@iclei.org by 16:00 (SAST) on 04 January 2021. For any queries related to submission please contact ICLEI Africa via the email above.

Please use the subject line: 'Service Provider: NDC implementation plan, Malawi' when submitting your proposal. When submitting your proposal, please include the following information:

- 1) Proof of all requirements for this work (see above section for requirements).
- 2) For South African-based service providers only, provide proof of status for preferential procurement:
 - a) If the service provider is based in South Africa, a B-BBEE certificate must be provided.
 - b) If the service provider is based in South Africa and has an annual turnover of less than R10 million and/or does not have a B-BBEE certificate, a completed and signed sworn affidavit must be provided.
- 3) Proposals must be submitted by a multi-disciplinary team of individuals (as a consortium) that together meet the requirements for team composition. The consortium is responsible for proposing staff who are technically competent and sufficient in number to undertake the assignment. At a minimum, the consortium's key staff shall include:
 - a) Team leader and coordinator with a minimum of a Master's degree/diploma in a relevant field, and 10 years of experience in project management.
 - b) Senior consultant with at least a Master's Degree in a relevant field and 15 years of experience.
- 4) Work plan and related budget in ZAR. Each deliverable should be unpacked to include the following information:

- a) Detailed outline of the team working on each deliverable with time allocated to each deliverable (with accompanying staff per deliverable).
 - b) Total number of hours/ days assigned to each task.
 - c) Approach and methodology.
- 5) Curriculum vitae of the service provider and/ or each team member of service providers.
 - 6) Company profile (if relevant).
 - 7) Risk matrix and mitigation measures (in light of COVID-19).

SUBMISSION TIMELINES

The project may be active for a maximum of 2,5 months, starting on 08 January 2021 and culminating on 19 March 2021.

- 04 December 2020: Terms of Reference released
- 16:00 (SAST) on 04 January 2021: Proposal submission closing date
- 07 January 2021: Service provider appointed
- 19 March 2021: Close-out meeting and final payment processed

EVALUATION CRITERIA

Bids will be evaluated on the response to the Terms of Reference, Qualifications/Skills, Demonstrated Experience, Methodology proposed, Hourly/Daily rates, and, if a South Africa service provider, B-BBEE Criteria.

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE.

If you have not heard from ICLEI Africa by 12 January 2021, please note that either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.

For more information on ICLEI Africa see: <http://www.iclei.org/> and <http://africa.iclei.org/>