

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHE COMMUN



السوق المشتركة للشرق والجنوب
الافتقار



“RFP: Ref:CS/PRO/SS/11/05/20

EXPRESSION OF INTEREST CONSULTANCY FOR THE HARMONISATION, ELABORATION OF NATIONALLY DETERMINED CONTRIBUTION (NDC) PROJECT IDEAS AND DEVELOPMENT OF BANKABLE PROJECT PROPOSALS

1. BACKGROUND AND CONTEXT

The NDC Partnership is a global initiative to help countries achieve their national climate commitments and to ensure that financial and technical assistance are delivered as efficiently as possible. COMESA became a member of the NDC Partnership in August 2019 and has since been awarded a grant to support three (3) Member States namely: Eswatini, Zambia and Zimbabwe to achieve the two overarching objectives of the NDC Partnership as highlighted below:

- Objective 1: Enhance NDCs, including by raising ambition, as part of the Paris Agreement’s NDC update process;
- Objective 2: Fast-track implementation of NDCs, including by providing in-country technical expertise and capacity building.

The support comes through the Climate Action Enhancement Package (CAEP). The CAEP is a new offering of the NDC Partnership designed to deliver targeted, fast-track support to countries to enhance the quality, increase the ambition, and implement NDCs. Through the CAEP, NDC Partnership supports countries to achieve the goal of the Paris Agreement which requires countries to revise their NDCs every 5 years, to continuously cut greenhouse gas emissions and limit Earth's temperature rise as well as implement solutions to adapt to the effects of climate change. Since most countries submitted their NDCs in 2015, submission of revised NDCs is due in 2020. Hence the timing of the support. The updating of NDCs presents countries with significant opportunities to align their climate and development agendas to promote sustainable growth but also poses challenges of accessing funding for the initiatives.

2. THE SUPPORT TO ZAMBIA

The Government of the Republic of Zambia ratified the Paris Agreement that seeks to hold the increase in the global average temperature to well below 2°C above preindustrial levels and pursuing efforts to limit the temperature increase to 1.5°C above preindustrial levels. Zambia submitted its NDC to the United Nations Framework Convention on Climate Change (UNFCCC) in 2015 and it is now currently due for revision in 2020. The NDC is a policy document with an overall objective of

putting the country on a Low carbon climate resilient pathway and also aimed at assisting the country to contribute towards the achievement of the global temperature goal without compromising its development needs. The NDC presents a reduction of GHG emissions of 25% and 47% against 2010 base year with limited and substantial financial support, respectively.

The NDC also helps the country to build resilience in climate sensitive systems. Achieving this ambition requires in-country interventions by state and non-state actors. In order to facilitate the implementation of the NDC in Zambia, Government undertook a stakeholder consultative process involving national and provincial levels to identify potential areas for development of projects and programmes towards the implementation of Zambia's NDCs. A total of 33 project ideas were identified from the provinces and further narrowed down to 11 project ideas based on similarity of sectoral focus. In the same consultative approach, Zambia also elaborated draft implementation plans for the NDC and the National Policy on Climate Change (NPCC).

It is the intention of Government that the portfolio of NDC projects and/or programmes is harmonized to ensure its contribution to both the NDC and NPCC aspirations. For ease of use and reference by various stakeholders, the harmonized project ideas are expected to be packaged into a project pipeline document for engagement with potential funding sources.

In addition, the harmonized project ideas are expected to be elaborated into project idea notes (PINs) to inform engagement with potential funding sources. The PINs will have information on but not limited to: Title, rationale, detailed description, implementation arrangements, goal, target geographical location, activities, expected outcomes and estimated costs.

Lastly, three (3) of those Project Idea Notes will be developed to full bankable proposals to facilitate mobilisation of resources for their implementation.

3. ASSIGNMENTS

It is from the above background that Government, through the Ministry of Lands and Natural Resources wishes to recruit a consultant/consulting firm to undertake the following tasks:

- I. The harmonisation of NDC project ideas/concept notes, align them to the NDC sectors and develop a final harmonised project ideas report;
- II. Elaboration of Project Ideas or concepts notes;
- III. The development of three (3) bankable project proposals under the NDC.

4. TASK 1: THE HARMONISATION OF NDC PROJECT IDEAS OR CONCEPT NOTES

1.0 Objective of the Task

The objective of this assignment is to assist the Government in preparing an NDC project pipeline for engagement with potential funding sources. The consultant will undertake a cost-benefit analysis and impact assessment of the longlist of NDC actions of the implementation plan and prioritize a shortlist of project ideas across the adaptation and mitigation themes. The consultant will also build capacity for the technical team in charge of Climate Change interventions, in cost benefit analysis,

specifically the application of cost-benefit analysis tools for selection and prioritization of climate change interventions.

1.1 Tasks and responsibilities

The consultant will undertake the following tasks to achieve the objective of the assignment:

- a) Prepare an inception report elaborating details of each task and the methodology to be employed in the delivery of the assignment, a proposed work schedule within which to undertake major milestones and deliver the main output;
- b) Desk review of past, on-going and planned climate change interventions, including those related to NDC key activities and co-benefits;
- c) Review of NDC and NPCC implementation plans and NDC Partnership implementation framework¹;
- d) Desk review of the 33 Provincial project ideas with reference to the NDC and NPCC implementation plans and the NDC Partnership Implementation Framework;
- e) Undertake an objective prioritization of project ideas based on cost-benefit analyses and the impact on resilience building and/or GHG reduction contribution;
- f) Conduct a stakeholders' meetings to review, harmonise and validate the provincial ideas and align them to NDC sectors and focus areas in the NDC implementation plan;
- g) Facilitate a validation workshop for the key sectors to validate/disseminate the priority list to create a common understanding of the key priorities and discuss implementation modalities;
- h) Align identified project ideas to the NDC sectors and prepare a final harmonized project ideas report;
- i) Organise a training session to build capacity of the technical staff in the application of cost-benefit analysis tools for selection of climate change interventions.

¹ Assuming the exercise on the NDC Partnership Implementation Framework is completed prior to the proposed consultancy

1.2 Expected outputs and Payments on Deliverables on this task

The assignment is expected to commence in June 2020 and run for 4 months. The consultant will be paid a lumpsum fee of USD 8,000. The consultant will prepare and submit the following reports during the stated period in the table below:

No.	Deliverables	Timelines	Payments
1	An inception report	Within 1 week after contract signing	10 % upon submission and clearance of the inception report
2	Draft report on harmonised and priority project ideas report	Within 4 weeks after contract signing	20 % upon submission and clearance of the output

3	Stakeholders meeting to review and validate the harmonized priority project ideas Capacity building on cost benefit analysis	Within 3month after contract signing	20 % upon submission and clearance of the output
4	Final Report on harmonised priority projects Final Training Report on cost benefit analysis and impact assessment	Within 4 months after contract signing	50% upon submission and clearance of the fial report

1.3 Minimum required qualifications and competencies for the consultancy

1. At least a Masters' degree in a relevant field such as project management, economics, finance, business administration or related areas;
2. A university qualification in a climate change-related field is an added advantage;
3. Demonstrated knowledge of national climate change developments;
4. Experience in cost benefit analysis and prioritization;
5. Experience of working with government agencies;
6. Demonstrated experience of facilitating multi stakeholders' processes.
7. The Consultant must very familiar with the Zambia climate change policies, actions and strategies that are being taken in Zambia.

5. TASK 2: ELABORATION OF PROJECT IDEAS OR CONCEPTS NOTES

2.0 Objective of this task

The objective of this assignment is to assist the Government in preparing detailed and informative NDC project idea notes to inform resource mobilization and stakeholders' engagement. It builds on Task 1 above.

2.1 Tasks and responsibilities

The consultant will undertake the following tasks to achieve the objective of the assignment:

- a) Prepare an inception report elaborating details of the tasks and the methodology to be employed in the delivery of the assignment, a proposed a work schedule within which to undertake major milestones and deliver the main output;
- b) Desk review of past, ongoing and planned climate change interventions, including those related to NDC key activities and co-benefits;
- c) Review the harmonized priority list of NDC project ideas as aligned to the NDC and NPCC implementation plans and NDC Partnership implementation framework²;
- d) Prepare an annotated compilation of project idea notes to guide information gap filling by stakeholders;

² Assuming the consultancy on harmonization of project ideas and the exercise on the NDC Partnership Implementation Framework is completed prior to the proposed consultancy

- e) Conduct a stakeholders' meeting to prepare detailed NDC Project Idea Notes with information on but not limited to: (Title, rationale, detailed description, implementation arrangements, goal, target geographical location, activities, expected outcomes and estimated costs).
- f) Undertake compilation of the detailed priority NDC project idea notes including editorial tasks to have the output to print-ready version.

2.2 Expected outputs and Payments on Deliverables

The assignment is expected to commence in August 2020 and run for 2 months. The consultant will be paid a lumpsum fee of USD 5,000 and will undertake the tasks with a view to delivering the following during the stated period as highlighted in the table below:

No.	Deliverables	Payments
1	An inception report	10 % upon submission and clearance of the inception report
2	Annotated outline of project idea notes	20 % upon submission and clearance of the annotated outline
3	Stakeholders meeting to prepare detailed NDC Project Idea Notes	20 % upon submission and clearance of the output
4	Print-ready version of the compiled Project idea Notes	50% upon submission and clearance of the compiled project idea notes

2.3 Minimum required qualifications and competencies for the consultancy

- a) At least a master's degree in a relevant field such as project management, economics, finance, business administration or related areas;
- b) A university qualification in a climate change-related field is an added advantage;
- c) Demonstrated knowledge of national climate change developments;
- d) Ability to work in tight timelines
- e) Strong communication and interpersonal attributes are desired;
- f) Experience of working with government agencies;
- g) Demonstrated experience of facilitating multi stakeholders' processes;
- h) English language proficiency is required.

6. TASK 3: THE DEVELOPMENT OF THREE (3) BANKABLE PROJECT PROPOSALS UNDER THE NDC

3.0 Objective of this task

The objective of this assignment is to assist Government in preparing high quality bankable project proposals to facilitate the resource mobilization for the implementation of the NDC.

3.1 Tasks and responsibilities

The consultant will undertake the following tasks to achieve the objective of the assignment:

- a) Prepare an inception report elaborating details of the tasks and the methodology to be employed in the delivery of the assignment, proposed a work schedule within which to undertake major milestones and deliver the main output;
- b) Desk review of past, ongoing and planned climate change interventions, including those related to NDC key activities and co-benefits;
- c) Desk review the NDC project idea notes;
- d) Prepare annotated project proposal outlines for identified funding organizations to ensure completeness of required information;
- e) Conduct stakeholders' meetings to rank and prioritize 3 project idea notes for development into bankable proposals;
- f) Conduct stakeholders' meetings to review and validate the project proposals;
- g) Submit 3 full bankable project proposals;
- h) Organise training sessions for hands-on mentoring to the climate change department staff on bankable proposal writing, in order to strengthen the capacity of the climate change department in packaging project ideas into full proposals.

3.2. Expected outputs and Payments on Deliverables under this task

The assignment is expected to commence in September 2020 and run for 3 months. The consultant will be paid a lumpsum of USD 12,000 and undertake the tasks with a view to delivering the following during the stated period:

No.	Deliverables	Payments
1	An inception report and Annotated project proposal outlines	10 % upon submission and clearance of the inception report
2	Stakeholders meeting to rank and prioritize 3 project idea notes	20 % upon submission and clearance of the output
3	Stakeholders meetings to review and validate the project proposals Training of staff in proposal writing	20% upon submission and clearance output
4	Three full project proposals Training report on staff capacity building in proposal writing	50% upon submission of the full project proposals

3.3. Minimum required qualifications and competencies for the consultancy

- a) At least a Masters' degree in a relevant field such as project management, economics, finance, business administration or related areas;
- b) A university qualification in a climate change-related field is an added advantage;
- c) Demonstrated knowledge of national climate change developments;

- d) Strong communication and interpersonal attributes are desired;
- e) Demonstrated experience of working with government, inter-governmental and multilateral agencies;
- f) Prior experience developing, reviewing and/or evaluating full Funding Proposals. The list of performed GCF Funding Proposals should be presented to demonstrate experience.
- g) Experience with the supervision and oversight of project/programme implementation is desirable;
- h) Applicants must present proven technical capacity and expertise, supported by a minimum of 5 years of relevant professional experience preferably in an international environment,
- i) Demonstrated experience in one of these areas: (a) financial analysis on a project/programme level; (b) economic analysis on a project/programme level; (c) Risk analysis of projects/programmes
- j) Experience with fiduciary, procurement and safeguards processes as they apply to national and/or international institutions;
- k) Proven experience of working on or implementation and oversight of environmental and social safeguards and policies including gender policies; and/or
- l) Experience in designing or implementing results management frameworks for the monitoring and evaluation of projects and programmes
- m) Proven technical expertise in data collection (surveys, interviews, desk research), qualitative and quantitative analysis;
- n) Excellent interpersonal skills, teamwork, and competency to work under time pressure and accomplish multiple tasks.

7. REPORTING

The consultant/consulting firm will report and be accountable to the Director, Climate Change and Natural Resources Management Department in the Ministry of Lands and Natural Resources.

Individual consultants and consulting firms bidding for this assignment should demonstrate ability and versatility to undertake all the 3 assignments.

8. NOTES ON TIMELINES

The timeline for Task 2 is dependent on the completion of Task 1 and Task 3 depends on the completion of task 2.

9. Submission of Applications

The bidder shall submit the proposal in **one external envelope containing inside two sealed envelopes** by the closing date set forth in point no. 11 through either email or physical delivery to:

**THE CHAIRMAN -PROCUREMENT COMMITTEE
COMESA SECRETARIAT
BEN BELLA ROAD
P.O BOX 30051
LUSAKA, ZAMBIA
Tel: 260 211 229725 - 32
Attention: Mr. Silver Mwesigwa**

Submission emails: procurement@comesa.int,

For physical/courier delivery, the outer envelope should be clearly marked in the top right-hand corner “**RFP: Ref:CS/PRO/SS/11/05/20 CALL FOR APPLICATIONS OF INDIVIDUAL CONSULTANT HARMONISATION, ELABORATION OF NATIONALLY DETERMINED CONTRIBUTION (NDC) PROJECT IDEAS AND DEVELOPMENT OF BANKABLE PROJECT PROPOSALS.**”

DO NOT OPEN BEFORE 10th JUNE 2020 at 15.00 HRS Lusaka time.

NOTE: If the envelopes are not sealed and marked as per the instructions in this clause, COMESA will not assume responsibility for the proposal’s misplacement or premature opening and may – at its discretion – reject the proposal.

This first internal sealed envelope, which will be clearly marked “**TECHNICAL PROPOSAL**” must contain two (2) hard copies of the technical proposal with one marked ‘original’ and the other marked ‘copy’. The second internal envelope, which will be clearly marked “**FINANCIAL PROPOSAL**”, should contain the original and copy of the financial proposal. The envelope containing the financial proposal will **ONLY** be opened if the technical offer attains the pass score of seventy per cent (70%).

In the event of any discrepancy between the original and the copy, the original shall govern.

10. CLOSING DATE OF TENDER

Tenders must be submitted to the COMESA Secretariat on or before **10th JUNE 2020 at 15:00 hours LUSAKA TIME.**

11. AWARD OF CONTRACTS

COMESA reserves the right to wholly or partially reject or award these contracts to any bidder and has no obligation to award this tender to the lowest bidder

12. Pricing

All prices **MUST** be indicated in USD.

There will be no price variation after signing of contract except upon a mutual written agreement between the two parties;

The price quoted shall be considered to be for all the services required by COMESA as contained in this Request for Proposal.

Prices must be exclusive of all taxes within Zambia.

Prices must be valid for 90 days from the date of close of tender.

13. Payment

Bidders are advised to indicate their payment terms and conditions.

14. Technical Queries

Technical queries related to this tender should be submitted in writing to procurement@comesa.int with a copy to smwesigwa@comesa.int

15. Financial Proposal - Standard Bidding Form

Bidders are advised to use the standard tender Form below as sample format and modify it to cover all relevant costs or charges.

There will be no price variation tender.

Bidders are also advised to disclose any other relevant information on a separate sheet of paper.

Financial proposal Form

	AMOUNT IN USD
TOTAL PROFESSIONAL FEE	
OTHER RELEVANT EXPENSES	
VAT AND ALL OTHER TAXES	EXCLUSIVE

Amount in words:

Submitted by:

Name : _____

Signature: _____

Date: _____

END