



Letter of Invitation

13 December 2023

Dear Sir/Madam,

Following your successful submission of the Expression of Interest (EOI) number NDC/TS-1223/002, we hereby invite you as a prospective consultant to submit a Proposal for the position of Interactive Knowledge Platform Consultant.

SNV intends to enter into a contract for these services with the winning bidder. The overarching project within which this assignment will sit is funded by UNOPS – NDC Partnership and thus subject to their terms and conditions in the Lead Contract with SNV.

The attached contract sample will illustrate the terms and conditions to which you will abide if you are successful.

Your proposals are due to SNV no later than 7 January, 23:59. Late bids will be disqualified. Bids must be submitted to [zimbabweprocurement@snv.org](mailto:zimbabweprocurement@snv.org).

In the attached package, you will find:

- Instructions to Bidders
- The Terms of Reference

We look forward to receiving your proposal!

Kind regards,

Ivy Choto

Human Resources and Operations Manager

# Interactive Knowledge Platform Consultant

## Instruction to Bidders

This is an open call to submit proposals and prospective consultants are requested to acknowledge receipt of this ITB and to inform SNV if they intend to bid.

### **Brief description of the assignment:**

The impacts of climate change and variability are becoming more evident with increased incidences of droughts, cyclones, floods, hailstorms and heat waves. Climate change is one of the biggest threats facing the global economy with developing countries like Zimbabwe being more vulnerable due to their low adaptive capacities, limited climate knowledge and over-reliance on climate sensitive sectors like Agriculture, Water and Forestry. Tackling this climate change challenge requires new ways of thinking, new approaches to development and new partnerships across nations, sectors and societies.

Zimbabwe joined other countries in addressing the climate change challenge. The country signed and ratified the United Nations Framework Convention on Climate Change (UNFCCC) and its Paris Agreement. The institutional framework for climate change management in the country is being strengthened and several dedicated climate-related policies, strategies and action plans have been developed including the National Climate Policy, National Climate Change Response Strategy, Low Emission Development Strategy, National Climate Change Learning Strategy (NCCLS) and the National Adaptation Plan, among many others.

In the Revised Nationally Determined Contribution communicated to UNFCCC, Zimbabwe committed to a conditional 40% emission-reduction target by 2030. This NDC makes progress towards an economy-wide NDC as it includes the Energy, Waste, Industrial Processes and Product Use (IPPU) and the Agriculture, Forestry and Other Land-Use (AFOLU) Sectors. In addition, the revised NDC presents adaptation action in response to the country's high vulnerability to climate change impacts. The Government went on to develop a National Adaptation Plan which aims to enhance the country's capacity to plan, integrate, implement, monitor and evaluate adaptation programmes, projects and activities.

In complementing Government's efforts towards climate change management, the SNV Netherlands Development Organisation, received support from the NDC Partnership Action Fund to implement a project focused on amplifying the role of youth, women, and people with disabilities in implementing Zimbabwe's Revised Nationally Determined Contribution (NDC), National Adaptation Plan (NAP) and other climate-related policies and strategies. The project will support the implementation of climate actions that contribute to Zimbabwe meeting its climate change commitments by 2030, while also addressing gender inequalities exacerbated by climate change.

It is against this background that SNV Netherlands Development Organisation in partnership with the Climate Change Management Department in the Ministry of Environment, Climate and Wildlife seeks the services of an Interactive Knowledge Platform Consultant to provide technical support to youth, women, and people with disabilities in Zimbabwe to roll out the Climate Change Gender Action Plan, NDC, NAP, NCCLS, National Youth Policy, among other key climate-related policies and strategies.

All work is anticipated to commence on within the fourth week of January 2024.

### **Proposal Format**

Bidders are free to use their own format for the technical and financial proposals. Both must be entirely separate and there may be no financial data included in the technical proposal. Financial proposals must be submitted in Euro. All payments will be made by SNV in Euro.

### **Contact Points**

If bidders have any questions, they must be addressed to [zimbabweprocurement@snv.org](mailto:zimbabweprocurement@snv.org) at SNV *Insert contact details of address and email by insert time on insert date*. Answers will be shared with all bidders by *Insert date*.

## Selection Process

Technical and financial proposals will be reviewed separately. Only those Technical proposals that pass the minimum score of 70% will move forward for financial review. The reviews are a closed process and not open to the public.

The Technical scores will be awarded as follows:

	Criteria	Maximum score
1	Qualifications and experience of the team of consultant(s) – see profile section for key criteria needed	15
2	Methodology proposed and demonstrated understanding of the ToR shown by the Technical Proposal submitted	35
3	Past performance – provide three references from past performance relevant to the study	15
4	Sample of previous works in the mentioned areas completed within the last five years - Three samples of similar assignments implemented in the past five years	15
5	Demonstrated understanding of gender-responsive and inclusive design principles	15
6	Realistic timeline	5
	TOTAL	100

Technical Scores are weighted at 70%. Financial scores are weighted at 30%.

Financial evaluation will be conducted for those proposals passing the technical evaluation. The lowest price is awarded maximum points, and all other bidders are ranked beside the lowest bid on the following basis:

$$\frac{\text{Bidders Cost} - \text{Lowest Cost}}{\text{Bidders Cost}} * 100 = \text{Deduction}$$

$$100 - \text{Deduction} = \text{Bidders score}$$

Your Financial proposal shall include a statement indicating (i) whether or not your contract and personnel shall be tax-free or not; and if not, (ii) show separately what the tax burden will be.

Negotiations with the winning bidder will be restricted to the ToR and work plan.

## Key Experts

It is estimated that a total 90 person days will be required by the group of key experts. Experts listed in the proposal must be available for the assignment.

The proposal must be valid for a period of 3 months during which bidders shall undertake to maintain, without change, the proposed key experts, and shall hold to both the proposed rates and total price.

The team provided must be able to show the following:

- At least 5 years of experience in developing interactive knowledge-sharing platforms, preferably with a focus on climate change or sustainable development with educational background in Information Management, Knowledge Management or Computer Science
- Demonstrated expertise in user experience design, content management, and accessibility considerations.
- Familiarity with gender-responsive approaches and inclusive design principles for targeting women, youth, and PWDs.
- Knowledge of NDC, LEDS, NAP, and GAP implementation and their intersection with climate change knowledge exchange.
- Strong analytical, communication, and stakeholder engagement skills.
- Proven track record of delivering similar projects on time and within budget.

Association between shortlisted consultants will not be accepted. Bidders may not subcontract any portion of the work.

**Data protection**

SNV will maintain this proposal submission as part of its records for the purposes of evaluation and record keeping for a period of 7 years. Data will be maintained secured both electronically and in hard copy and only used for SNV programming purposes. It will not be shared outside of SNV.

**Proposal Submission**

Proposal must be received at [zimbabweprocurement@snv.org](mailto:zimbabweprocurement@snv.org) by 23:59 on 7 January 2024. Proposals must be submitted in two separate emails – one containing the Technical Proposal and a separate one containing the Financial Proposal. Emails must be titled in the subject line as follows:

NDC/TS-1223/001Technical Proposal Name of Bidder

NDC/TS-1223/001Financial Proposal Name of Bidder

## Terms of Reference

**Position** Climate Change Management Consultant **Timeline** January-September 2024

<b>Sector</b>	Agri - Foods	<b>Location</b>	Harare
<b>Project</b>	UNOPS NDC	<b>No. of days</b>	40 days

### Background

The impacts of climate change and variability are becoming more evident with increased incidences of droughts, cyclones, floods, hailstorms, and heat waves. Climate change is one of the biggest threats facing the global economy with developing countries like Zimbabwe being more vulnerable due to their low adaptive capacities, limited climate knowledge and over-reliance on climate sensitive sectors like Agriculture, Water and Forestry. Tackling this climate change challenge requires new ways of thinking, new approaches to development and new partnerships across nations, sectors, and societies.

Zimbabwe joined other countries in addressing the climate change challenge. The country signed and ratified the United Nations Framework Convention on Climate Change (UNFCCC) and its Paris Agreement. The institutional framework for climate change management in the country is being strengthened and several dedicated climate-related policies, strategies and action plans have been developed including the National Climate Policy, National Climate Change Response Strategy, Low Emission Development Strategy, National Climate Change Learning Strategy (NCCLS) and the National Adaptation Plan, among many others.

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It is against this background that SNV Netherlands Development Organisation in partnership with the Climate Change Management Department in the Ministry of Environment, Climate and Wildlife seeks the services of an Interactive Knowledge Platform Consultant to provide technical support to youth, women, and people with disabilities in Zimbabwe to roll out the Climate Change Gender Action Plan, NDC, NAP, NCCLS, National Youth Policy, among other key climate-related policies and strategies.

### Scope of Work

The Interactive Knowledge Platform Consultant will be responsible for the following tasks:

#### 1. Assessment and analysis

- Conduct an in-depth assessment of the existing knowledge-sharing mechanisms and platforms related to climate change, with a specific focus on targeting women, youth, and PWDs.

- Identify gaps and challenges in current platforms and propose solutions for addressing them.
- Analyze the needs and preferences of the target audience (women, youth, and PWDs) to inform the design and features of the knowledge-sharing platform.

## **2. Design and development**

- Develop a comprehensive concept note and framework for the knowledge-sharing platform, incorporating the specific requirements of the target audience and aligning with the objectives of NDCs, LEDS, NAP, and GAP implementation.
- Design a user-friendly interface and interactive features to enhance engagement and participation.
- Ensure accessibility and inclusivity for persons with disabilities by incorporating universal design principles.
- Liaise with relevant stakeholders, including government agencies, civil society organizations, and technical experts, to gather inputs and incorporate their feedback during the design and development process.

## **3. Content Management**

- Establish a content management system for the platform, allowing for the regular update and dissemination of relevant information, resources, and best practices.
- Develop guidelines and procedures for content submission, review, and moderation to ensure the accuracy and quality of information shared.
- Coordinate with content contributors and subject matter experts to ensure a diverse range of topics and perspectives are represented on the platform.
- Implement mechanisms to track and analyze platform usage, user behavior, and feedback to continuously improve the content offering.

## **4. Training and Capacity Building**

- Develop training materials and conduct capacity building sessions to familiarize the target audience with the platform's features, functionalities,
- Organise webinars, or interactive sessions to promote knowledge sharing and collaboration among users.
- Provide technical support and assistance to users, addressing any queries or challenges they may encounter while utilising the platform.

## **5. Sustainability Strategy**

- Develop a sustainability strategy for the long-term operation and maintenance of the knowledge-sharing platform.
- Identify potential funding sources, partnership opportunities, and revenue generation models to ensure the platform's financial viability.
- Propose strategies to engage and involve relevant stakeholders in the ongoing management and governance of the platform.
- Establish mechanisms for monitoring and evaluating the platform's impact and effectiveness in supporting NDCs, LEDS, NAP, and GAP implementation.

## **Timeline**

The estimated duration for this consultancy is 40 days with possibility of spreading monitoring days of the platform for 8 months.

## Activities and timeframes

Activity (days)	Location	Exp. Results	Time period
<p><b>1. Assessment and analysis</b></p> <ul style="list-style-type: none"> <li>• Conduct an in-depth assessment of the existing knowledge-sharing mechanisms and platforms related to climate change, with a specific focus on targeting women, youth, and PWDs.</li> <li>• Identify gaps and challenges in current platforms and propose solutions for addressing them.</li> <li>• Analyze the needs and preferences of the target audience (women, youth, and PWDs) to inform the design and features of the knowledge-sharing platform.</li> </ul>	Harare	Assessment and Analysis Report of findings/conclusions from the review of existing platforms	2 weeks (Mid-January -30 January 2024)
<p><b>2. Design and development</b></p> <ul style="list-style-type: none"> <li>• Develop a comprehensive concept note and framework for the knowledge-sharing platform, incorporating the specific requirements of the target audience and aligning with the objectives of NDCs, LEDS, NAP, and GAP implementation.</li> <li>• Design a user-friendly interface and interactive features to enhance engagement and participation.</li> <li>• Ensure accessibility and inclusivity for persons with disabilities by incorporating universal design principles.</li> <li>• Liaise with relevant stakeholders, including government agencies, civil society organizations, and technical experts, to gather inputs and incorporate their feedback during the design and development process</li> </ul>	Harare	<p>Concept note and framework for the knowledge-sharing platform.</p> <p>Prototype platform</p>	2 weeks (Mid-February 2024)
<p><b>3. Content Management</b></p> <ul style="list-style-type: none"> <li>• Establish a content management system for the platform, allowing for the regular update and dissemination of relevant information, resources, and best practices.</li> <li>• Develop guidelines and procedures for content submission, review, and moderation to ensure the accuracy and quality of information shared.</li> <li>• Coordinate with content contributors and subject matter experts to ensure a diverse range of topics and perspectives are represented on the platform.</li> <li>• Implement mechanisms to track and analyze platform usage, user behavior, and feedback to continuously improve the content offering.</li> </ul>	Harare	Guidelines and procedures for content submission, review, and moderation	TBA
<p><b>4. Training and Capacity Building</b></p>	TBA		

<ul style="list-style-type: none"> <li>• Develop training materials and conduct capacity building sessions to familiarize the target audience with the platform's features, functionalities,</li> <li>• Organise webinars, or interactive sessions to promote knowledge sharing and collaboration among users.</li> <li>• Provide technical support and assistance to users, addressing any queries or challenges they may encounter while utilising the platform.</li> </ul>		Training Material and Training Report	
<p><b>5. Sustainability Strategy</b></p> <ul style="list-style-type: none"> <li>• Develop a sustainability strategy for the long-term operation and maintenance of the knowledge-sharing platform.</li> <li>• Identify potential funding sources, partnership opportunities, and revenue generation models to ensure the platform's financial viability.</li> <li>• Propose strategies to engage and involve relevant stakeholders in the ongoing management and governance of the platform.</li> <li>• Establish mechanisms for monitoring and evaluating the platform's impact and effectiveness in supporting NDCs, LEDS, NAP, and GAP implementation.</li> </ul>		Sustainability strategy Report for the platform	30 February 2024
<p><b><u>Estimated that the total number of days required for this assignment is approximately 40 person days. However, the firm is required to provide a detailed workplan outlining the proposed sequence of activities, methodology and budget.</u></b></p>			

## Deliverables

### Deliverables

The consultant is expected to deliver the following:

1. Comprehensive assessment report on existing knowledge-sharing mechanisms and platforms, highlighting gaps and recommendations.
2. Concept note and framework for the knowledge-sharing platform, including detailed specifications and functionalities.
3. User-friendly and accessible interface design for the platform.
4. Content management system for regular updates and dissemination of information, resources, and best practices.
5. Training materials and capacity building sessions.
6. Sustainability Strategy, including funding options, partnership opportunities, and revenue generation models.
7. Monitoring and evaluation framework for assessing the platform's impact and effectiveness.



## Profile

- At least 5 years of experience in developing interactive knowledge-sharing platforms, preferably with a focus on climate change or sustainable development with educational background in Information Management, Knowledge Management or Computer Science
- Demonstrated expertise in user experience design, content management, and accessibility considerations.
- Familiarity with gender-responsive approaches and inclusive design principles for targeting women, youth, and PWDs.
- Knowledge of NDC, LEDS, NAP, and GAP implementation and their intersection with climate change knowledge exchange.
- Strong analytical, communication, and stakeholder engagement skills.
- Proven track record of delivering similar projects on time and within budget.

## Evaluation Criteria

	<b>Criteria</b>	<b>Maximum score</b>
1	Qualifications and experience of the team of consultant(s) – see profile section for key criteria needed	15
2	Methodology proposed and demonstrated understanding of the ToR shown by the Technical Proposal submitted	35
3	Past performance – provide three references from past performance relevant to the study	15
4	Sample of previous works in the mentioned areas completed within the last five years - Three samples of similar assignments implemented in the past five years	15
5	Demonstrated understanding of gender-responsive and inclusive design principles	15
6	Realistic timeline	5
	<b>TOTAL</b>	<b>100</b>