

Letter of Invitation

12 December 2023

Dear Sir/Madam,

Following your successful submission of the Expression of Interest (EOI) number NDC/TS-1223/001, 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 2024, 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

# Climate Change Management 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 Climate Change Management 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:

	<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>

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 20 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:

The incumbent should have an Advanced Degree in Environmental Science, Natural Resources Management, Geography, Public Policy, Climate Change or related field. The incumbent should meet the following minimum criteria:

- At least 5 years' experience in a climate-related field
- Strong background in climate change management, with expertise in youth, women, and disability-inclusive approaches.
- Demonstrated experience in knowledge management, developing knowledge materials, and delivering training.
- Familiarity with gender-responsive approaches and their application in climate change projects.
- Excellent written and verbal communication skills.

- Skills in facilitation and coordination, including multi-stakeholder consultation, with strong communication and inter-personal skills.
- Demonstrated strong leadership, effective management skills, good coordination ability and team working spirit.
- Ability to co-facilitate training sessions and engage in awareness campaigns effectively.
- Being Zimbabwean National with experience working in Zimbabwe or in similar context is desirable to apply.

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>	20 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.

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 Climate Change Management 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

### 1. Assessment of available knowledge products:

- Conduct a comprehensive review and assessment of existing knowledge products related to youth, women, and people with disabilities' role in implementing Zimbabwe's NDC, NAP and other climate-related policies and strategies.
- Review relevant reports, publications, guidelines, and other materials to identify gaps, areas for improvement, and potential synergies with the project's objectives.
- **2. Knowledge product development:**
- Create new knowledge products and consolidate existing resources based on the assessment findings to address identified gaps.

- Develop guidelines, toolkits, case studies, and best practice documents that highlight the role of youth, women, and people with disabilities in climate change management, specifically related to Zimbabwe's NDC, NAP and other climate-related policies and strategies.

### **3. Innovation and knowledge management:**

- Support innovation and knowledge management processes to identify and co-create knowledge products relevant to amplifying the role of youth, women, and people with disabilities in implementing Zimbabwe's NDC, NAP and other climate-related policies and strategies.
- Collaborate with the Climate Change Management Department, the National Focal Point for Action for Climate Empowerment (ACE), and knowledge management focal points to develop knowledge materials and design knowledge management training content.

### **4. Information, Education, and Communication (IEC) Material Development:**

- Develop Information, Education, and Communication (IEC) materials for distribution through both print and digital media channels.
- Ensure the accessibility and tailored nature of the materials to meet the needs and preferences of the target audience.
- Develop climate change information materials for inclusion in Community Information Centres for ease access by the general public.

### **5. Training and awareness:**

- Co-facilitate training sessions to be conducted in Masvingo, Bulawayo, and Harare, focusing on the role of youth, women, and people with disabilities in climate change management.
- Participate in awareness campaigns as required by the project to promote understanding and engagement with the NDC and NAP.

### **6. Collaboration and stakeholder engagement:**

- Collaborate with stakeholders, project team members, and relevant experts to gather input, data, and insights for the creation and consolidation of knowledge products.
- Work closely with the contact person at the Climate Change Management Department, the National Focal Point for ACE to ensure alignment with their objectives.
- Engage with knowledge management focal points to address capacity gaps identified in the Climate Change Gender Action Plan, Youth Policy Brief on NDCs, and revised NDCs.

## Activities and timeframes

Activity (days)	Location	Exp. Results	Time period
<p><b>1. Assessment of available knowledge products:</b></p> <ul style="list-style-type: none"> <li>• Conduct a comprehensive review and assessment of existing knowledge products related to youth, women, and people with disabilities' role in implementing Zimbabwe's NDC,d NAP and other climate-related policies and strategies.</li> <li>• Review relevant reports, publications, guidelines, and other materials to identify gaps, areas for improvement, and potential synergies with the project's objectives.</li> </ul>	Harare	<p>Assessment Report:</p> <ul style="list-style-type: none"> <li>a. A comprehensive report summarizing the findings of the assessment of existing knowledge products related to youth, women, and people with disabilities' role in implementing Zimbabwe's NDC and NAP.</li> <li>i. Analysis of identified gaps, areas for improvement, and potential synergies.</li> <li>b. Recommendations for the development and consolidation of knowledge products.</li> </ul>	2 weeks (Mid-January -30 January 2024)
<p><b>2. Knowledge product development:</b></p> <ul style="list-style-type: none"> <li>• Create new knowledge products and consolidate existing resources based on the assessment findings to address identified gaps.</li> <li>• Develop guidelines, toolkits, case studies, and best practice documents that highlight the role of youth, women, and people with disabilities in climate change management, specifically related to Zimbabwe's NDC, NAP and other climate-related policies and strategies.</li> </ul>	Harare	<p>2. Knowledge Products:</p> <ul style="list-style-type: none"> <li>• Guidelines: Development of user-friendly guidelines that highlight the role of youth, women, and people with disabilities in climate change management, specifically related to Zimbabwe's NDC and NAP.</li> <li>• Toolkits: Creation of practical toolkits providing step-by-step guidance and resources for effective implementation of climate change actions by youth, women, and people with disabilities. <ul style="list-style-type: none"> <li>• Document 3 impact stories from women, youth and PWDs on climate change mitigation and adaptation.</li> </ul> </li> </ul>	2 weeks (Mid-February 2024)
	Harare		TBA

<p><b>3. Innovation and knowledge management:</b></p> <ul style="list-style-type: none"> <li>• Support innovation and knowledge management processes to identify and co-create knowledge products relevant to amplifying the role of youth, women, and people with disabilities in implementing Zimbabwe's NDC, NAP and other climate-related policies and strategies.</li> <li>• Collaborate with the Climate Change Management Department, the National Focal Point for Action for Climate Empowerment (ACE), and knowledge management focal points to develop knowledge materials and design knowledge management training content.</li> </ul>		<p>Guidelines            procedures for content submission, review, and moderation</p>	
<p><b>4. Information, Education, and Communication (IEC) Material Development:</b></p> <ul style="list-style-type: none"> <li>• Develop Information, Education, and Communication (IEC) materials for distribution through both print and digital media channels.</li> <li>• Ensure the accessibility and tailored nature of the materials to meet the needs and preferences of the target audience.</li> <li>• Develop climate change information materials for inclusion in Community Information Centers for ease access by the general public.</li> </ul>	<p>TBA</p>	<p><b>Trainee Information, Education, and Communication (IEC) Materials:</b></p> <ul style="list-style-type: none"> <li>• Brochures and Leaflets: Design and creation of informative and visually appealing brochures and leaflets to raise awareness and provide key information about youth, women, and people with disabilities' involvement in climate change activities.</li> <li>• Digital Media Content: Development of interactive and engaging digital media content, including infographics, videos, and social media posts, for wider dissemination on online platforms.</li> <li>• Climate change information materials in different vernacular (in 3 languages – English, Shona &amp; Ndebele) for inclusion in Community Information Centres            Training Material and Training Report</li> </ul>	
<p><b>5. Training and awareness:</b></p>		<p>Training Sessions:            Co-facilitation of</p>	<p>TBA</p>



<ul style="list-style-type: none"> <li>• Co-facilitate training sessions to be conducted in Masvingo, Bulawayo, and Harare, focusing on the role of youth, women, and people with disabilities in climate change management.</li> <li>• Participate in awareness campaigns as required by the project to promote understanding and engagement with the NDC and NAP.</li> </ul> <p><b>6. Collaboration and stakeholder engagement:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with stakeholders, project team members, and relevant experts to gather input, data, and insights for the creation and consolidation of knowledge products</li> <li>• Work closely with the contact person at the Climate Change Management Department, the National Focal Point for ACE to ensure alignment with their objectives</li> <li>• Engage with knowledge management focal points to address capacity gaps identified in the Climate Change Gender Action Plan, Youth Policy Brief on NDCs, and revised NDCs</li> </ul>		<p>training sessions in Masvingo, Bulawayo, and Harare, focusing on the role of youth, women, and people with disabilities in climate change management using knowledge products developed in part 2 of the TORs.</p> <p>Participation in awareness campaigns to promote understanding and engagement with the NDC and NAP, including the dissemination of IEC materials and the delivery of presentations or speeches.</p>	
<p><b><u>Estimated that the total number of days required for this assignment is approximately 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

#### 1. Assessment Report:

- a. A comprehensive report summarizing the findings of the assessment of existing knowledge products related to youth, women, and people with disabilities' role in implementing Zimbabwe's NDC and NAP.
  - i. Analysis of identified gaps, areas for improvement, and potential synergies.
- b. Recommendations for the development and consolidation of knowledge products.

#### 2. Knowledge Products:

- Guidelines: Development of user-friendly guidelines that highlight the role of youth, women, and people with disabilities in climate change management, specifically related to Zimbabwe's NDC and NAP.
- Toolkits: Creation of practical toolkits providing step-by-step guidance and resources for effective implementation of climate change actions by youth, women, and people with disabilities.
- Document 3 impact stories from women, youth and PWDs on climate change mitigation and adaptation.

#### 3. Information, Education, and Communication (IEC) Materials:

- Brochures and Leaflets: Design and creation of informative and visually appealing brochures and leaflets to raise awareness and provide key information about youth, women, and people with disabilities' involvement in climate change activities.
- Digital Media Content: Development of interactive and engaging digital media content, including infographics, videos, and social media posts, for wider dissemination on online platforms.
- Climate change information materials in different vernacular (in 3 languages – English, Shona & Ndebele) for inclusion in Community Information Centres
- 4. Training Sessions and Awareness Activities:
  - Training Sessions: Co-facilitation of training sessions in Masvingo, Bulawayo, and Harare, focusing on the role of youth, women, and people with disabilities in climate change management using knowledge products developed in part 2 of the TORs.

#### 5. Awareness Campaigns:

- Participation in awareness campaigns to promote understanding and engagement with the NDC and NAP, including the dissemination of IEC materials and the delivery of presentations or speeches.

## Profile

The incumbent should have an Advanced Degree in Environmental Science, Natural Resources Management, Geography, Public Policy, Climate Change or related field. The incumbent should meet the following minimum criteria:

- At least 5 years' experience in a climate-related field
- Strong background in climate change management, with expertise in youth, women, and disability-inclusive approaches.
- Demonstrated experience in knowledge management, developing knowledge materials, and delivering training.
- Familiarity with gender-responsive approaches and their application in climate change projects.
- Excellent written and verbal communication skills.
- Skills in facilitation and coordination, including multi-stakeholder consultation, with strong communication and inter-personal skills;
- Demonstrated strong leadership, effective management skills, good coordination ability and team working spirit.
- Ability to co-facilitate training sessions and engage in awareness campaigns effectively.
- Only national from Zimbabwe with experience working in Zimbabwe or in similar context is desirable to apply.

## 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>