

TERMS OF REFERENCE

Name of Project/ Programme: South Africa Biennial Transparency Report (BTR1)

Start Date: August 2024

Type of Contract: Fixed-Term Institutional/Professional Contract

Languages: English

Duration: The successful candidate will be under contract with SSN for the period of 6 months from 1 August 2024 to 31 January 2025

Budget cap: \$10,000 USD

Application close: 31 July 2024

About SouthSouthNorth

SouthSouthNorth (SSN) supports national, regional and international responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. In particular, we enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation and bringing good governance to management of donor funds, technical assistance and project management. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

Project background and information

The South African Biennial Transparency Report (SABTR) programme (the Programme) aims to support the Republic of South Africa, which acts through the Department of Forestry, Fisheries and Environment (DFFE), to prepare and submit the country's 1st Biennial Transparency Report (SABTR1) which complies with the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement reporting requirements, while responding to its national development goals.

The primary output of this Programme is the development of SABTR1 in accordance with the Modalities, Procedures, and Guidelines (MPGs) for the Enhanced Transparency Framework (ETF) for action and support as outlined in Article 13 of the Paris Agreement (FCCC/PA/CMA/2018/3/Add.2), with specific attention to independently reviewing the SABTR1 to ensure that it complies with the MPGs as contained in the Annex to decision 18/CMA.1, including the Common Reporting Tables and Common Tabular Formats as contained in Annexes to Decision

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SouthSouthNorth Projects (Africa) Non-profit Company Reg. No. 1996/009719/08; NPO Reg. No. 048364; PBO Reg. No. 930023074

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5/CMA.3. Furthermore, to also independently review if the SABTR is compiled in line with the BTR outline as contained Annex* of Decision 5/CMA.3.

The United Nations Environment Programme (UNEP) as the implementing agency of the Global Environment Fund (GEF) Trust Fund), has provided funds to be utilised for paying the service provider who may be appointed. The GEF's aim is to support reporting processes, including those that relate to the independent review of SABTR1. SouthSouthNorth (Projects) (Africa) Non-Profit Company (SSN) acts as the executing entity for the procurement activities to source, contract and manage the delivery of the required services and outputs.

With the adoption of the Paris Agreement (PA), adopted at the 21st Conference of the Parties (COP) to the UNFCCC in December 2015, all countries agreed on an enhanced transparency framework (ETF) for action and support (Article 13), with built-in flexibility for those developing countries that need it in light of their capacities. The Paris Agreement sets out a global action plan that puts the world on track to avoid dangerous climate change by limiting global warming to well below 2°C. It establishes that each individual Party should submit a Nationally Determined Contribution and revise it every five years to achieve the global goal of reducing greenhouse gas (GHG) emissions.

Besides submitting their National Communications (NCs) every four years, signatory Parties to the Paris Agreement will be expected to submit Biennial Transparency Reports (BTRs) including a National Inventory Report every two years starting from December 2024, thus replacing the Biennial Update Reports (BURs). In the context of the ETF, Parties are expected to track and report progress towards achieving their NDCs, and communicate adaptation actions, including good practices, priorities, needs and gaps, to inform the global stocktake under Article 14 of the Agreement. Developing countries like South Africa are also to report on support needed and received

Through this project, South Africa will have the developed draft of SABTR1 independently reviewed, finalised and submitted to the UNFCCC by 31 December 2024, in compliance with the UNFCCC and PA Modalities, Procedures and Guidelines of the Enhanced Transparency Framework as outlined in Decision 18/CMA.1 and its Annex as well as in alignment to the national development goals of South Africa. Furthermore, through this project, all the supporting Common Reporting Tables (CRTs) and Common Tabular Formats (CTFs) as per Decision 5/CMA.3 including its Annex I, Annex II *, Appendix, as well as Annex III (Annex III with focus only on financial, technology development and transfer and capacity building support needed and received) will be completed through the final UNFCCC electronic reporting tool and also be independently reviewed.

The project is aligned with Objective 2.2 of Pillar II under GEF-8 Climate Change Focal Area Strategy, which aims to foster enabling conditions to mainstream mitigation concerns into sustainable development strategies. It is also aligned with UNEP's 2022-2025 Medium-Term Strategy in support of Outcome 3 of the Climate Action Sub-programme: "State and non-state actors adopt the enhanced transparency framework arrangements under the Paris Agreement."

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Role summary

Objectives of the assignment:

The overall objective of the independent review is to independently assess if South Africa's BTR1 is compiled in accordance with the agreed international guidelines under the Paris Agreement. The independent review will then assess:

- If SABTR1 is compiled in accordance with the MPGs as contained in annex to Decision 18/CMA.1
- If SABTR is compiled in accordance to the outline of the BTR as contained in Annex IV* to Decision 5/CMA.3
- If the supporting common reporting tables for the electronic reporting of the information in the national inventory report have been populated in the UNFCCC electronic reporting tool in accordance with Annex I of Decision 5/CMA.3 as available at <https://unfccc.int/documents/311076>.
- If the common tabular formats for the electronic reporting of the information necessary to track progress made in implementing and achieving the NDC have been populated in the UNFCCC electronic reporting tool in accordance with Annex II* and Appendix of Decision 5/CMA.3
- If the common tabular formats for the electronic reporting of the information on financial, technology development and transfer and capacity building support needed and received have been populated in the UNFCCC reporting tool in accordance to Annex III: Table III.6, Table III.7, Table III.8, Table III.9, Table III.10, Table III.11, Table III.12 and Table III.13 of Decision 5/CMA.3

Scope and Extent of Assignment

Tasks to be performed by the service provider

The service provider will be responsible for providing the following services:

1. Project Inception

The service provider is expected to participate in the inception meeting as arranged and scheduled by the DFFE and SSN. During the inception meeting, the service provider will give a presentation on the methodology, approach, and viable timelines (through Gantt chart presentation) to successfully perform the project, as well as further record decisions and revisions to the proposals as provided by the DFFE.

OUTPUT: Project Inception Report

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2. Review of compliance with the MPGs as contained in annex to Decision 18/CMA.1

The service provider is expected to review if SABTR1 complies with the MPGs as contained in annex to Decision 18/CMA.1

OUTPUT(S): A report with the findings on compliance and non-compliance sections and subsections, as well as recommendations for improvement in line with the reporting guidelines.

3. Review if SABTR 1 is compiled in accordance to the outline of the BTR as contained in Annex IV* to Decision 5/CMA.3

The service provider is expected to assess if the outline of SABTR1 is in accordance with the BTR outline as contained in Annex IV* to Decision 5/CMA.3

OUTPUT(S): A report with the findings if the BTR outline is followed accordingly and recommendations on which sections to improve or change in order to follow the outline.

4. Review of the National Inventory Report Common Reporting Tables

The service provider is expected to assess if the supporting common reporting tables for the electronic reporting of the information in the national inventory report have been populated in the UNFCCC electronic reporting tool in accordance to Annex I of Decision 5/CMA.3 as available at <https://unfccc.int/documents/311076>.

OUTPUT(S): A report with the findings from the assessment and recommendations of where corrections and improvements need to be made.

5. Review of the Common Tabular Formats for the Electronic Reporting of the Information Necessary to Track Progress made in Implementing and Achieving the NDC

The service provider is expected to assess if common tabular formats for the electronic reporting of the information necessary to track progress made in implementing and achieving the NDC have been populated in the UNFCCC electronic reporting tool in accordance with Annex II* and Appendix of Decision 5/CMA.3.

OUTPUT(S): A report with the findings from the assessment and recommendations of where corrections and improvements need to be made.

6. Review of the Common Tabular Formats for the Electronic Reporting of the Information on Financial, Technology Development and Transfer and Capacity Building Support Needed and Received

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The service provider is expected to assess if common tabular formats for the electronic reporting on financial, technology development and transfer and capacity building support needed and received have been populated in the UNFCCC reporting tool in accordance to Annex III: Table III.6, Table III.7, Table III.8, Table III.9, Table III.10, Table III.11, Table III.12 and Table III.13 of Decision 5/CMA.3

OUTPUT(S): A report with the findings from the assessment and recommendations of where corrections and improvements need to be made.

7. Public Comment and Response Database & Report Prepare Public Comment and Response Database

In parallel to the independent review, the SABTR1 will also be subjected to a thirty (30) working days' public consultation process by the DFFE. In addition to the activities above, the service provider is to prepare a report that thoroughly assesses comments received from the public.

Following this process, the appointed service provider is to prepare a public comment and response database for both reports. The database should be characterised by a populated table that lists but not limited to the following:

- The source of the comments with the full contact details;
- A cross-reference to the SABTR1
- How comments and inputs have been addressed by DFFE and the CSIR

Public Comment and Response Report

The service provider to prepare a report that analyses the comments and response database including but not limited to the following:

- An analysis of comment sources in line with the guidelines;
- Areas of concern;
- Issues to be improved in the future reports; and
- Recommendations on how key and/or common comments should be addressed.

OUTPUT(S): (i) A populated Public Comment and Response Database and (ii) a Public Comment Response Report that captures comments and responses from the public commenting process in consultation with the CSIR as well as the DFFE core management team.

8. Finalisation of South Africa's BUR5 and NC4

The service provider is to ensure that the CSIR and DFFE teams address all immediate independent review and public response inputs in the SABTR1 before giving the go ahead. Inputs and comments that cannot be addressed in the SABTR1 should be recommended for future BTRs.

Expected Deliverables and Timelines

The institution/consortium of experts will be responsible for the provision of the following deliverables within the outlined timelines:

Deliverables and Timelines

Deliverable	Activity Outcome / Product	Delivery Timeline
Deliverable 1	Project Inception Report	One week after signing of the contract between the service provider and SSN.
Deliverable 2	Review report of the MPGs	Two (2) months after the project inception meeting
Deliverable 3	Review report of the BTR outline	Two (2) months after the project inception meeting
Deliverable 4	Review report for the CRTs of the National inventory Report	Two (2) months after the project inception meeting
Deliverable 5	Review report of the CRFs for tracking progress of the NDC.	Two (2) months after the Inception Meeting.
Deliverable 6	Review report of the CRFs for financial, technology development and transfer support and capacity building support needed and received	Three (3) months after the project inception meeting
Deliverable 7	Public comments response database and report	Three (3) months after Inception Meeting
Deliverable 8	Final SABTR1 that has addressed immediate inputs and comments from public commenting and public consultation processes	13 weeks after project inception
Deliverable 9	Overall independent review report	One month after submission of SABTR1 to the UNFCCC

Evaluation of Applicants

Applications will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal.

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Those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

Technical Evaluation Criteria	Max score
<p>Criterion A – Proposed Methodology Demonstrate comprehensive, thorough and insightful methodology and approach applied to execute the objectives and deliverables of the project including a detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables.</p>	30
<p>Criterion B- Demonstrated technical capability/ expertise Capability/ expertise and experience of key personnel to be assigned to the project in climate change mitigation and adaptation as well as very sound knowledge and understanding of the accounting framework on greenhouse gas emissions within the South African context. Understanding on Climate Change Mitigation and Adaptation sector, coupled with thorough knowledge of climate change policies, regulations and acts governing the climate change sector in South Africa as well as research and support needed (financial, technology transfer and capacity) (50% of marks will be awarded for the team leader).</p>	25
<p>Criterion C- Demonstrated technical capability and experience of company/organisation Proven record of company in review of scientific reports and/or South African government reports and those related to climate change. Further experience in reviewing climate change reports such as National Inventory Reports, BURs, NCs will provide added advantage.</p>	25
<p>Criterion D- Publication Record Proven record of accomplishment on report writing for projects of a similar nature and size, including experience in stakeholder engagements, in South Africa.</p>	10

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<p>Criterion E- Academic Qualifications Documented relevant academic qualifications of the team leader and team members.</p> <ul style="list-style-type: none"> • For the team leader at least a master’s degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields • For the team members at least a degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields. 	10
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Bid submission requirements

Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal.

The bid proposal will be screened for compliance with administrative requirements** as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1	Electronic Copy of Proposal (PDF) including the CVs of all proposed personnel	Provided and uploaded in PDF format to the Dropbox link provided below, before bid closure
2	Tax Compliance Certificate and Company Registration documents (where applicable)	Upload relevant official documents in PDF documents and/or SARS Tax Pin
3	Pricing Schedule/ financial proposal (as an Annex to the master document)	Completed pricing schedule/financial proposal uploaded to the Dropbox link with the technical proposal

Submissions should include references to other similar projects, specifying the role played by the service provider in those projects or assignments.

A detailed project plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments should be based on the experience in delivering the scope of work as listed.

Application process

To apply, please submit your proposals for consideration.

Submission process:

- Bidders are invited to upload all required information to the following Dropbox link:
 - <https://www.dropbox.com/request/22ro1hWQMctPXzIRKiXd>
- Bidders are to note ONLY electronic submissions are to be accepted and considered. Therefore, NO physical bid documents are required and any physical submissions will not be considered.
- All bids are to be submitted to the upload link (as above) no later than **July 31, 2024 23h59 (SAST)**.

Should you require any further information regarding this RFP, please do not hesitate to send written enquiries to: xoliswa@southsouthnorth.org

Shortlisted candidates will be contacted within two weeks of the closing date. If you are not contacted within this time period, please consider your application unsuccessful. Unfortunately, we are not able to offer feedback on any application made for this job posting.

SSN is committed to providing equal opportunities and practising affirmative action employment relating to race, gender and disability. Only candidates who are eligible to work in South Africa will be considered for this post.

SSN reserves the right not to make an appointment.

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