

Request for Quotation

Terms of Reference

Services to assist in project management, monitoring and evaluation (M&E), and training activities for community and youth contexts

GreenCape¹ requires the services of a service provider that can assist in project management, monitoring and evaluation (M&E), and the design and delivery of a range of youth and community awareness and training activities aimed at encouraging more active climate change citizenship.

The work forms part of a project on “Active climate change citizenship for a just transition in South Africa”, which is co-funded by the European Union and the Friedrich Naumann Foundation for Freedom.

A project outline and details of the required services are provided in the appendix. The contract would be from 12 April 2021 (or as soon as possible thereafter) to 28 February 2022. The overall project runs for a period of four years. Similar and related professional training support roles are expected to be required for the duration of the project and will be contracted on an annual basis.

Scope of work

Working with the project team, the work will entail:

- detailed design of project elements (incl. a baseline study on CSOs² and CBOs³ in three provinces, development of training materials; delivery of training workshops and other awareness raising and capacity development interventions; development of a health and safety guideline; development of a communications plan and a media campaign; setting up and maintenance of a project website);
- project management of the delivery of those elements taking place in the first year;
- contribution to direct delivery on relevant elements (primarily the baseline study, health and safety guideline; workshops and other awareness raising and capacity development interventions in the first year; contributions to communications and media items);
- stakeholder engagement and ongoing liaison (as required);
- review and, if necessary, adjustment to the monitoring and evaluation (M&E) framework;
- design of processes and systems to collect and store evidence of activities, outputs, outcomes and impacts for M&E purposes;
- assistance in the procurement of any services in line with contractual requirements and practical guidelines for EU External Actions;
- preparation of materials and participation in regular project management meetings with the Project Management Committee (PMC)
- drafting of quarterly and annual progress reports in line with the reporting requirements and practical guidelines for EU External Actions;
- liaison with the internal project co-ordinator, project officer, finance manager and finance officers on the management of the budget and financial reporting.

¹ GreenCape is a non-profit organisation that drives the widespread adoption of economically viable green economy solutions from the Western Cape. We work with businesses, investors, academia and government to help unlock the investment and employment potential of green technologies and services, and to support a transition to a resilient green economy. For more information, see <https://www.greencape.co.za/>

² CSO: Civil Society Organisations

³ CBO: Community Based Organisations

It is estimated that the service provider would have to work 10 – 18 hours per week, but the load per week or month is expected to be depend on the type and intensity of activities scheduled at the time. (See appendix for expected activities during year 1)

Resources

The following GreenCape staff, with delivery responsibility, have been assigned to the project:

- 1 x skills analyst with experience in youth green economy awareness raising and green economy skills development (0.5 FTE)
- 1 x utility scale energy sector desk (0.125 FTE).
- 1 x communications officer (0.125 FTE)

Strategic and project management support would be available from

- A senior project co-ordinator (0.046 FTE)
- A project officer with experience in the energy sector (0.042 FTE)
- A communication expert (0.021 FTE)

Work mode

GreenCape is currently in a remote work mode due to the COVID-19 pandemic. Some face-to-face meetings (with due consideration of COVID-19 health and safety protocols) would be encouraged during the initial stages of the project to have effective engagement with the GreenCape staff working on the project. However, the emphasis is on efficient and effective delivery and the work mode can be adjusted accordingly.

It is expected that travel to the three provinces would be required for stakeholder engagement, data gathering and hosting of workshops and other awareness raising events. Travel costs are budgeted for and would be covered.

Key capabilities and experience of service provider

The following are considered essential capabilities

- demonstrable ability and at least three years of experience in project management of projects delivered by multi-disciplinary teams
 - demonstrable ability and experience in setting up of monitoring and evaluation frameworks and systems for data collection
 - demonstrable experience in written and oral reporting to clients or funders
- and at least two of the following:
- demonstrable experience in data gathering in community and/or youth-based contexts
 - demonstrable experience in stakeholder engagement in community and/or youth-based contexts
 - demonstrable ability and experience in development of awareness raising and training in community and/or youth-based contexts

The following are considered advantageous:

- knowledge of the following:
 - the green economy, and utility scale renewable energy, in particular
 - local economic development, preferably as deployed in through the South African Renewable Energy Independent Power Producer Procurement Programme (REIPPPP)
 - climate change mitigation and adaptation
 - Just Transition mechanisms

- experience in facilitating community- and/or youth engagements
- experience in project management for EU External Actions

Capability statements and quotations

To be considered for this appointment, individuals need to provide the following:

- A capability statement against the specific **scope of work**, as well as the **key capabilities and experience of service provider** outlined above.
- A proposal on the approach to be used to enable the successful delivery of the tasks to be done in the first year of the project. (More details on the project and year 1 activities are provided in the appendix.)⁴
- Organisational profile / CV of staff member to be appointed to this role / CV only, if applying as an individual.
- Hourly rate (including VAT, if relevant)
- Indication of availability during the period from 12 April 2021 – 28 February 2022 (i.e. maximum number of hours available per week).
- B-BBEE Certificate (or relevant B-BBEE affidavit, if an individual)
- Tax Clearance Certificate
- Company Registration Certificate (if relevant)
- Declaration of Interest

Quotations are to be sent via email to Zorina Brooks, Operations Officer, by 9h00 6 April 2021 (zorina@green-cape.co.za). Queries can be directed to Lauren Basson, Chief Knowledge Officer (lauren@green-cape.co.za, cc zorina@green-cape.co.za).

Note: GreenCape reserves the right not to make an appointment on this project. Feedback on the success of the proposals will be provided within two weeks of the closing date.

⁴ If required, further details of the activities can be made available on request.

Appendix: Project details: Active climate change citizenship for a just transition in South Africa

Project motivation and logic

The project motivation and logic is summarised in Box 1. The project applies an Advocacy, Communication and Social Mobilisation (ACSM) framework to bring about behavioural change. ACSM is a framework that has been most widely applied to driving inclusive public health policy, ensuring that citizen stakeholders' voices are heard for policy change. In this project it is being applied to mitigation and adaptation inclusivity as illustrated in Figure 1.

Box 1 Project motivation and logic

Challenge

Potential beneficiaries of renewable energy industry - specifically in the Northern, Eastern and Western Cape – are not represented at all in policy dialogues and decision making processes
Lack of awareness and information within the communities
Lack of skills and mechanisms to engage in policy dialogues and decision making processes
Lack of knowledge and mechanisms for local climate action

Intervention

Capacitate CSOs/CBOs to act as multipliers and educators
Create networks and platforms for engagement and local action

Outcome

Increased active citizenship in the area of climate change by rural communities, women and youth.

Impact

Overcoming inertia and stronghold of fossil past through stronger climate change and renewable energy advocacy influencing policy and decision making

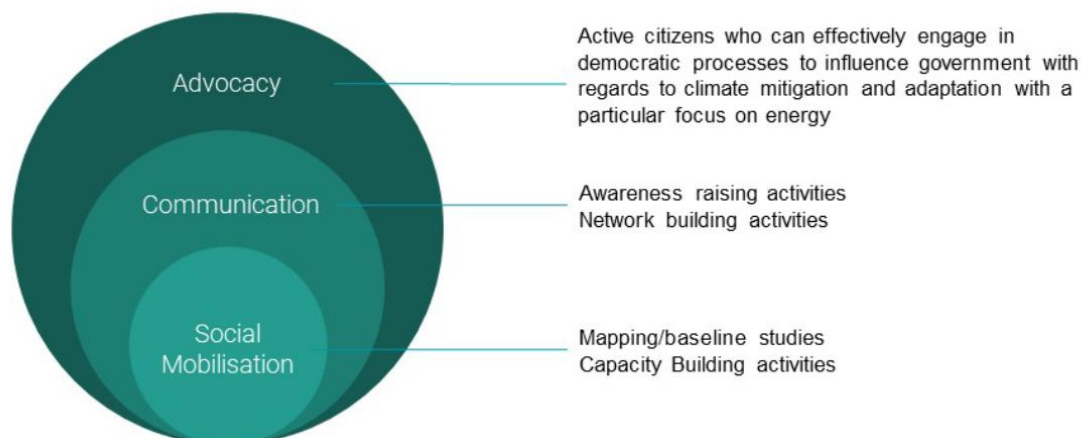


Figure 1 Advocacy, communication and social mobilisation (ACSM) framework as applied in the project for mitigation and adaptation inclusivity

Project activities

The project activities are presented schematically in Figure 2. Figure 2. highlights the key regional and community-based activities that will take place in year 1 (Y1).

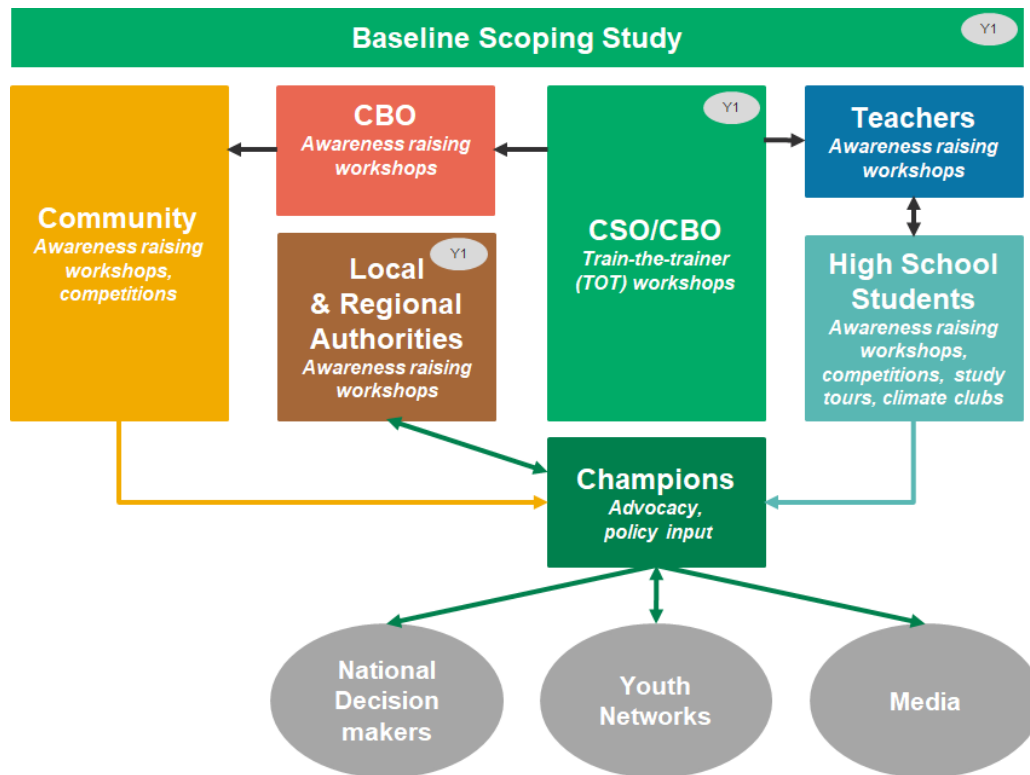


Figure 2 Regional and community-based project activities (year 1 activities identified as Y1)

Action plan year 1

Table 1 presents the action plan for year and shows activities and timeframes. The project commenced officially on 1 March 2021.

Table 1 Action plan for year 1

Year 1													
	Half-year 1						Half-year 2						
Activity Month	1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
P.1. Preparatory activities													GreenCape/FNF
P.2. To set up a PMC													GreenCape/FNF
P.3 Preparations for inception workshop													GreenCape /FNF
P.3 Conducting inception workshop													GreenCape/FNF
P.4. Creation/upkeep of a project website													GreenCape/FNF
P.5. Preparing a baseline scoping exercise													GreenCape
P.5. Conducting a baseline scoping exercise													GreenCape
P.6. Developing health and safety guideline													GreenCape/FNF
For Op1: CSOs/CBOs and teachers in communities in the Northern, Eastern and Western Cape are capacitated to engage in education and information activities in their respective communities													
A1.1 To produce training materials													GreenCape/FNF
A1.2: Preparations for TOT workshops													GreenCape/
A1.2: Carrying out TOT													GreenCape/FNF
A1.3: Preparations for trainings for teachers and CBOs													GreenCape
For Op3. Citizens of these communities have increased awareness of and are encouraged to implement measures to adapt to climate change as well as to support the activism of the young people in their communities.													
A3.1: To prepare workshops for LAs													GreenCape
A3.1: To conduct workshops for LAs													GreenCape
A3.4: To produce articles													GreenCape/CSOs/Teachers/Community Leaders/Youth champions
Monitoring, Evaluation, Reporting and Sustainability													
ME.2. Monitoring													GreenCape/FNF
ME.3. Reporting													GreenCape/FNF