



# Request for Proposals (RfP) GCF project feasibility study and design, Tanzania

IUCN Tanzania Country Office

Issue Date: 30 September 2019

Closing Date and Time: 18 October 2019

**IUCN Contact :**

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## PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

### ***1.1. Summary of the Requirement***

IUCN Tanzania, in conjunction with the Ministry of Agriculture and the Vice President's Office (Environment), invite services of a reputable Firm to undertake a series of assessment and design actions to inform the development of a full proposal for a 5-year project entitled "*Enhancing Adaptive Capacity and Climate Resilience of Vulnerable Smallholder Farming Communities and Agro-pastoral Systems in Semi-Arid Areas of Tanzania Mainland and Zanzibar -ECCRA*" to be funded by the Green Climate Fund (GCF). The detailed Terms of Reference can be found in Part 2 of this RfP.

### ***1.2. The procurement process***

The following key dates apply to this RfP:

<b>RfP Issue Date</b>	30 September 2019
<b>Confirmation of Intention to Bid [delete if not used]</b>	7 October 2019
<b>RfP Closing Date and Time</b>	18 October 2019
<b>Estimated Contract Award Date</b>	6 November 2019

### **1.3. Conditions**

IUCN is not bound in any way to enter into any contractual or other arrangement with any Proposer as a result of issuing this RfP. IUCN is under no obligation to accept the lowest priced Proposal or any Proposal. IUCN reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RfP, Proposers accept the conditions set out in this RfP.

Proposers must sign the "Proposer's Declaration" and include it in their Proposal.

### **1.4. Queries and questions during the RfP period**

Proposers are to direct any queries and questions regarding the RfP to the above IUCN Contact. No other IUCN personnel are to be contacted in relation to this RfP.

Proposers may submit their queries no later than **11 October 2019, Midnight East African Time (EAT)**.

As far as possible, IUCN will issue the responses to any questions, suitably anonymised, to all Proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

### **1.5. Amendments to RfP documents**

IUCN may amend the RfP documents by issuing notices to that effect to all Proposers and may extend the RfP closing date and time if deemed appropriate.

### **1.6. Proposal lodgement methods and requirements**

Proposers must submit their Proposal to IUCN no later than **Midnight EAT on 18 October 2019** by email to: [charles.oluchina@iucn.org](mailto:charles.oluchina@iucn.org) and [iucngcf@iucn.org](mailto:iucngcf@iucn.org). The subject heading of the email shall be **RfP – GCF Tanzania ECCRA Project - [Proposer Name]**. Electronic copies are to be submitted in PDF and native (e.g. MS Word) format. Proposers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.

**IMPORTANT:** Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and no later than **8 am EAT on 22 October 2019**, please send the relevant password to the same email address as used for submitting your Proposal. This will ensure a secure bid submission and opening process. Please **DO NOT** email the password before the deadline for Proposal submission.

Proposals must be prepared in English and in the format stated in Part 3 of this RfP.

### **1.7. Late and Incomplete Proposals**

Any Proposal received by IUCN later than the stipulated RfP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by IUCN for any delays in transmission of the Proposal from Proposer to IUCN.

### **1.8. Withdrawals and Changes to the Proposal**

Proposals may be withdrawn or changed at any time prior to the RfP closing date and time by written notice to the IUCN contact. No changes or withdrawals will be accepted after the RfP closing date and time.

### **1.9. Validity of Proposals**

Proposals submitted in response to this RfP are to remain valid for a period of 90 calendar days from the RfP closing date.

### **1.10. Evaluation of Proposals**

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in part 3 of this RfP.

## **PART 2 – THE REQUIREMENT**

### **2.1 Background of the project**

The Government of Tanzania recently received a formal approval from the Green Climate Fund (GCF) secretariat to develop a full proposal for a 5-year “*Enhancing Adaptive Capacity and Climate Resilience of Vulnerable Smallholder Farming Communities and Agro-pastoral Systems in Semi-Arid Areas of Tanzania Mainland and Zanzibar – ECCRA* project”. The goal of the proposed project is to enhance the adaptive capacity and climate resilience of the vulnerable smallholder farming communities in agro-pastoral farming systems of semi-arid (SA) regions of Tanzania mainland (i.e. Manyara and Singida) and Zanzibar Island (Pemba Kaskazini).

The proposed project has 4 components:

- Component 1: Climate resilient landscape management planning
- Component 2: Climate proofing selected agricultural value chains while harnessing synergies between adaptation and mitigation.
- Component 3: Climate infrastructure and services;
- Component 4: Strengthening institutional capacities

The project will directly contribute to the GCF’s strategic result areas for adaptation, namely: increased resilience of: health, water and food security to the impact of climate change; livelihoods of the most vulnerable people and communities; and ecosystem and ecosystem services. On the mitigation front, the project will contribute to reducing/avoidance of emissions from energy access and power generation and forestry and rangelands. The Ministry of Agriculture (MoA) and IUCN Tanzania will coordinate the project and executing partners to be involved in the implementation.

The project preparation grant (PPG) available for this project is USD 185,000.

***The project concept is in Annex 1 of this RfP.***

### **2.2 Scope of the Assignment**

The main objective of the consultancy is to update the concept note and formulate the feasibility study of the proposed project interventions that will inform development of the full proposal for the GCF funding for Tanzania.

The main activities under the feasibility study and design will include:

- Activity 1. Development of an updated concept note and theory of change
- Activity 2. Delivery of feasibility studies
  - 2.1 Primary value chains: sunflower and livestock
  - 2.2 Secondary value chain: common beans, sorghum (post-harvest), pearl millet
  - 2.3 Climate change rationale
  - 2.4 Alternative energy development
  - 2.5 Landscape characteristics of the study area (a) physiography, climatic/agro-ecological zones, drainage basins (b) Agro-economic /farming system zones
  - 2.6 Inventory of existing plans and potential/key stakeholders (potential private sector partners)
- Activity 3. Preparation of an Environmental and Social Impact Assessment and gender analysis
  - 3.1 ESIA
  - 3.2 Gender analysis and action plan

- Activity 4. Development of a Financial Model and Economic Analysis
- Activity 5. Development of a Project Management Plan
- Activity 6. Preparation legal arrangements
- Activity 7. Draft the full proposal

***The detailed expert ToRs are in Annex 2 of this RfP.***

## **PART 3 - IMPLEMENTATION METHODOLOGY AND REQUIRED EXPERTISE**

### **3.1 Methodology**

The Firm must propose in their offer a methodology (understanding of ToR, strategy, timetable of activities and statement of availability) based on the instructions given in the Terms of Reference.

1. **Understanding of ToR:** Any comments on the ToR for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract. Previous lessons learnt especially in execution of similar services in the region. Opinion on the key issues related to the achievement of the contract objectives and expected results. An explanation of the risks and assumptions affecting the execution of the contract.
2. **Strategy:** An outline of the approach proposed for contract implementation, a list of the proposed tasks you consider necessary to achieve the contract objectives, inputs and outputs.
3. **Work plan & timetable of activities:** Outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the contracting authority and taking into account travel time). The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.

**Please note that the “understanding of ToR” and “strategy” of the methodology should not exceed 15 pages. Do not repeat/copy the ToR.**

### **3.2 Required Expertise**

Indicative team composition and number of person-days for this consultancy:

- A team leader to oversee the feasibility studies for agriculture, rangeland management and restoration
- Sunflower, Common beans and Livestock value chains specialist with climate change expertise
- Specialist in landscape mapping and sustainable land use planning with agro-climatology knowledge (agro-ecosystems/ecologist)
- Agro-economist specialist with climate change and agriculture experience
- Senior Economist with experience of economic and financial appraisal, and value for money assessment.
- Alternative energy specialist
- Private sector specialist
- M&E specialist
- A capacity development specialist
- Gender specialist
- Project and development manager
- Financial consultant

The consultant must complete the **table hereunder**. He must provide in his offer the **CV's of the key experts proposed** for implementing this services contract. The CV's (qualifications and experience of key experts) have to fulfil the profiles as requested in the ToRs. Each CV should be no longer than 3 pages.

Name of expert	Proposed position	Years of relevant experience	Educational background	Specialist areas of knowledge

### 3.3 General Principles

IUCN, the accredited entity to the GCF will lead the implementation of the proposal development activities in collaboration with MoA Tanzania. Extensive field visits will be built into the design activities with all consultants conducting assignments in country and on site (in collaboration with the project committee) as required.

The Firm will be responsible for the coordination of the consultancy processes. They will ensure the full responsibility of the management of consultant expert's team, and will ensure good collaboration of each consultant's expert with main key stakeholders and client/beneficiaries.

The Firm should ensure the use of high quality referenced data to justify adaptation needs and quantify and qualify impacts of intended adaptation actions if further data is needed over and above that which is already made available through partners (Government of Tanzania Agencies, World Vision, CARE Tanzania, ICRAF, CIAT, TNC).

The Firm will develop interim products for review by IUCN and/or other relevant key stakeholders/experts. A product delivery schedule that will be set in the inception report will present, for each required deliverables, timeline and responsible for first production, review and final editing.

IUCN will be facilitating the communication between the selected consulting firm, and any relevant entities.

## PART 4 – ASSIGNMENT TIMELINES AND DELIVERABLES

### 4.1. Duration

The contract starts upon award notification. All tasks have to be achieved within a period of 90 calendars days from the awarding. Each order will set the deadline of respective tasks. The duration of the contract not go over the March 15<sup>th</sup> 2020

### 4.2 Deliverables

The table below present deliverables and maximum deadlines of item 1. Bidders are invited to present alternative calendar in their technical proposal and justify.

N°	Deliverable description:	Deadlines	Payment Instalment	% of total cost of item 1 to be paid
1	<b><u>Inception report</u></b> <ul style="list-style-type: none"> <li>Weekly updates to IUCN &amp; MoA</li> <li>Monthly Progress Briefs to IUCN &amp; MoA</li> </ul>	10 days after the beginning of the implementation	Installment 1	10%
2.	<b><u>Updated Concept Note:</u></b> <ul style="list-style-type: none"> <li>A working theory of change and comments from GCF Secretariat on the current draft</li> </ul>	5 days		

3.	<p><b><u>The technical studies and economic and financial feasibility study</u></b></p> <ul style="list-style-type: none"> <li>• Climate vulnerability and socio-economic baseline</li> <li>• Sunflower, Common beans, Livestock value chains feasibility study</li> <li>• Landscape mapping</li> <li>• Stakeholder's mapping</li> <li>• Alternative energy systems study</li> <li>• ESMS assessment and gender analysis</li> <li>• Financial model and Economic Analysis</li> <li>• Programme Management Plan and Programme Implementation Manual</li> <li>• Legal arrangements</li> <li>• Capacity Development Plan for PMU</li> <li>• Final Report, including: a) final summary of activities, b) lessons learned, c) recommendations, and d) audited expenditure report.</li> </ul>	60 days after the beginning of the implementation	Installment 2	45%
4.	<p><b><u>Full proposal and annexes for 1<sup>st</sup> submission to GCF</u></b></p> <p>Full proposal finalized and approved by IUCN, MoA and the NDA with a letter of no objection</p>	90 days after the beginning of the implementation	Installment 3	45%

**Note:** each deliverable should be presented to and approved by the ad-hoc Steering Committee, which is composed by representative of NDA, MoA, IUCN and partners.

Inception, deliverables and final reports will be produced in English (according to deadline set in point 6) in soft format (word files, excel files for table and graphics, and shapefile for maps, and in pdf format directly printable). Inception and final activity report will be provided additionally in 2 hard copies.

## PART 5 – THE EVALUATION MODEL

The selection criteria will consist of a technical and financial component. A weighting will be provided to each component as follows: Technical Weighting Factor 80%, Financial Weighting Factor 20%, with the total score a combination of these two percentages.

The technical component involves an evaluation of the following seven (7) criteria based upon the information provided in the submitted proposal documentation:

Project Methodology and Work Plan	20%
Experience in Climate change adaptation and mitigation projects design	20%
Experience in Market-led value chain development and financial integration	20%
Proven capacity in environmental, climate and social research/assessments	20%
Experience with GCF or other related donor	10%
Familiarity with Tanzania context	10%
Total	100%

Only proposals which achieve a total score (Technical Score) of more than or equal to a value of 60% will be considered for financial evaluation. Proposals scoring less than 60% will be discarded from the tender evaluation process.

Technical proposals scoring greater than or equal to a value of 60% will be normalised by dividing their percentage by the maximum proposal technical percentage, and converting this value into a percentage to give the Normalised Technical Score

The financial evaluation will be based upon the full professional fee value submitted in the proposal combined with the estimate of total expenses (travel & subsistence *et al.*) as defined by the bidder in their

proposal. All proposal prices will then be normalised by dividing them by the smallest bid price value, and this value turned into a percentage (Financial Score).

The Normalised Technical Score will be multiplied by the Technical Weighting Factor, the Financial Score multiplied by the Financial Weighting Factor and the two weighted scores added together to provide a Final Weighted Score for each bid achieving a Technical Score >60%.

IUCN will then enter into contractual negotiations with the bidder achieving the highest Final Weighted Score, as long as all other bid criteria, as laid out in this documentation, have also been met and adhered to.

## **PART 6 – INFORMATION TO BE PROVIDED BY PROPOSERS**

By participating in this RfP, Proposers are indicating their acceptance to be bound by the conditions set out in this RfP.

This Part details all the information Proposers are required to provide to IUCN. Submitted information will be used in the evaluation of Proposals. Proposers are discouraged from sending additional information, such as sales brochures, that are not specifically requested.

**Each of the following must be submitted as a separate document, and will be evaluated separately.**

### **6.1 Declaration**

Please read and sign the Declaration in **Annex 3** and include this in your proposal.

### **6.2 Technical information/Service Proposal**

Bidders are required to submit the following details in their technical proposal:

- a) Project Methodology – describing in adequate detail how the Consultant intends to undertake the project delivery, justifying the approach described (maximum of 4 pages);
- b) Project Team – identifying Team Leader and supporting experts;
- c) CVs of all project Team Members (maximum 2 pages per CV);
- d) Activity Work Plan – using weekly/monthly intervals for the activities and tasks identified in the Project Methodology;
- e) Staffing Work Schedule – identifying days/weeks of input of staff identified in the Team, for the activities identified in the Activity Work Plan in the weeks/months they are estimated to occur;
- f) Evidence of similar projects undertaken within the last 5 years – where this experience is provided by sub-consultants this needs to be clearly identified as such;
- g) References –contact details of 3 No. referees familiar with the bidder's experience

### **6.3 Pricing information**

This clause sets out the information necessary for Proposers to furnish rates and prices as consideration for delivering the Requirement under any resultant Contract.

#### **Prices include all costs**

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

#### **Applicable Goods and Services Taxes**

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Proposal rates and prices shall be exclusive of Value Added Tax.

### Currency of proposed rates and prices

Unless otherwise indicated, all rates and prices submitted by Proposers shall be in USD.

### Rates and Prices

#### Staff Input Budget

Expert Description	Day/Week Rate	Total Days/Weeks Input	Sub-Total Fee
Team Leader			
Expert 1			
Expert 2			
<b>TOTAL</b>		n/a	

#### Expenses Budget

Expense Description	Unit Rate	Quantity	Sub-Total
International travel 1			
International travel 2			
Domestic travel 1			
Domestic travel 2			
Daily Subsistence			
Other 1			
Other 2			
Other 3			
<b>TOTAL</b>		n/a	

Please note IUCN will meet all costs of workshop venue hire, local stipends for delegates, catering et al.

### 6.4 Non-price commercial information

Bidders are required to provide the following:

- Certificate of registration of company
- Evidence of taxation system the company is governed under
- Where sub-consultants are to be used, clearly identify the individuals involved by providing Letters of Intent or Association signed by both parties; and
- Evidence of sub-consultants being covered by the lead company professional insurances
- A copy of last year's audited financial statements or equivalent

**Annex 1: ECCRA project concept**

**Annex 2: Detailed Terms of Reference**

**Annex 3: Declaration**

Document	Link
Proposed Declaration	<a href="https://www.iucn.org/sites/dev/files/content/documents/template_4a_-_rfp_annex_1_-_declaration_2.pdf">https://www.iucn.org/sites/dev/files/content/documents/template_4a_-_rfp_annex_1_-_declaration_2.pdf</a>



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final.urt-iucn_logical_framework_updated_july_1_2019.pdf	<a href="https://www.iucn.org/sites/dev/files/content/documents/final.urt-iucn_logical_framework_updated_july_1_2019_0.pdf">https://www.iucn.org/sites/dev/files/content/documents/final.urt-iucn_logical_framework_updated_july_1_2019_0.pdf</a>
GCF Tanzania Request for Proposals final	<a href="https://www.iucn.org/sites/dev/files/content/documents/gcf_tanzania_request_for_proposals_final.pdf">https://www.iucn.org/sites/dev/files/content/documents/gcf_tanzania_request_for_proposals_final.pdf</a>
Tanzania GCF full proposal consolidated ToRs - Sept, 2019	<a href="https://www.iucn.org/sites/dev/files/content/documents/tanzania_gcf_full_proposal_consolidated_tors_-_sept_2019.pdf">https://www.iucn.org/sites/dev/files/content/documents/tanzania_gcf_full_proposal_consolidated_tors_-_sept_2019.pdf</a>
Tanzania updated GCF CN July 2019	<a href="https://www.iucn.org/sites/dev/files/content/documents/tanzania_updated_gcf_cn_july_2019.pdf">https://www.iucn.org/sites/dev/files/content/documents/tanzania_updated_gcf_cn_july_2019.pdf</a>