CALL FOR LDCF/SCCF PROJECT PROPOSAL: TO DEVELOP A TRAINING MODULE FOR THE STRENGTHENING OF ADAPTIVE CAPACITY AND THE IMPLEMENTATION OF PARTICIPATORY AND INTEGRATED ADAPTIVE STRATEGIES IN VULNERABLE COASTAL COMMUNITIES IN RESPONSE TO CLIMATE CHANGE VARIABILITY.

1. BACKGROUND

The project, “Enhancing Climate Change Resilience in the Benguela Current Fisheries System”, is a combined effort by the Benguela Current Commission, the governments of Angola, Namibia and South Africa, FAO and the Global Environmental facility (GEF). The goal of the project is to build resilience and reduce the vulnerability to climate variability and change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security. The GEF/FAO/BCC has a strong capacity building component. The project endeavours the strengthening of knowledge and understanding of stakeholders through targeted training on climate change risks and best adaptation practices in fisheries and fishing communities.

Lack of awareness is not limited to community and small-scale stakeholders, but is a problem in the commercial and industrial sectors too, as well as amongst politicians and government authorities. Little progress will be made in increasing resilience to climate change unless awareness and understanding can be increased amongst these groups, leading to appropriate and sustained attention to the threats and opportunities of climate change.

2. SCOPE OF WORK

2.1 Objectives

This consultancy overall objective:
To develop a training module based on the project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” by including the vulnerability assessment methods, processes, results, lessons learned, monitoring and evaluation etc. on a level that it can be included into a tertiary learning institutions’ curriculum. Approximately 16 hours of learning material.

2.2 Specific tasks

The Training Specialist will be responsible inter alia for the following tasks:

1. Be guided by the project document as a background of the module. (FAO PROJECT ID: 619123)
2. Explain the structured vulnerability assessment methods that are used to identify the most vulnerable small-scale fisheries, communities and national fisheries.
3. Describe the assessment methods that are used to analyze the small and large scale fisheries following the Intergovernmental Panel on Climate Change (IPCC) principles with an expanded
section on ecological vulnerability as the interface between ecological and social vulnerabilities.
4. Include the contributions of and threats/stressors to fisheries and mariculture that should be included in overall national and regional development and climate change policies and actions.
5. Explain how the actions required to reduce vulnerability through adaptation strategies and alternative livelihoods will be identified and planned making use of the information obtained from the VAs and consultations with communities.
6. Describe the use of stakeholder mapping and support from NGO’s, local, provincial and national governments to ensure sustainable development within the community.
7. Show how adaptation plans will encourage participatory management. Given the uncertainty surrounding future climate change impacts and likely social and economic trends in each country, the approach will be to consider optimal approaches under different future scenarios, which will allow for adaptability in implementation. Scenario planning could be a useful tool in this regard.
8. Illustrate how the investments in designing locally adaptive management plans and strategies and furthering the regional and national implementation of the ecosystems approach to fisheries will lead to more sustainable resource management as well as increased climate change resilience within the BCLME.
9. Making use of the pilot studies within Namibia, South Africa and Angola as case studies in the module.
10. Liaise with consultants on the project as well as the regional and national project coordinators.

3. DELIVERABLES AND PROPOSED TIMEFRAME
The main outputs and their corresponding consultancy days are listed in the Table below:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeframe</th>
<th># of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Signing of the contract</td>
<td>15 December 2020</td>
<td></td>
</tr>
<tr>
<td>b) Develop an Outline for the module</td>
<td>15 February 2020</td>
<td>20</td>
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<tr>
<td>c) Compile draft module</td>
<td>15 April 2020</td>
<td>30</td>
</tr>
<tr>
<td>d) Revise and finalise draft based on comments received</td>
<td>15 May 2020</td>
<td>5</td>
</tr>
<tr>
<td>e) 2X Presentation of module</td>
<td>15 June</td>
<td>5</td>
</tr>
<tr>
<td>Total number of days</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

4. COMPETENCY AND SKILLS REQUIRED
The ideal Consultant must have a background related to training and training module development. The Consultant should have experience in developing training modules that are aimed at upskilling local community members, viz. government official, NGO members and students. Preference will be given to a firm / consortia registered in any of the BCC member state.

The Consultant will have the overall responsibility for the delivery of the outputs. He/she will coordinate activities with the Namibian national project coordinator to ensure consistency, alignment and quality.
The Minimal Requirements for the Training specialist:
1. A University/College degree or an equivalent qualification.
2. Registered/Accredited Training expert
3. A minimum of three years’ experience in module/course development and training;
4. Ability to train and communicate across all literacy levels;
5. Ability to take initiatives and to work with minimum supervision.

5. TIMEFRAME
The assignment is expected to run from 15 December 2020 until 30 June 2021.

6. WORK STATION
This is a home based assignment. The BCC will cover the costs of travel within the BCC countries but such travel requires prior authorization by the Executive Secretary.

7. ADDITIONAL INFORMATION

7.1 Evaluation of tenders
a) The contract will be awarded to the qualifying tenders as per the following criteria:
   i. Responsive/compliant/acceptable, and
   ii. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the tender proposal. In this regard, the respective weight of the proposals are as follows:
   a. Technical Criteria weight is 70%
   b. Financial Criteria weight is 30%

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Competence (based on CV, Proposal and interview (if required))</td>
<td>70%</td>
<td>100</td>
</tr>
<tr>
<td>Proven experience in development of teaching material</td>
<td>20%</td>
<td></td>
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<tr>
<td>Author of at least two peer reviewed publications</td>
<td>15%</td>
<td></td>
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<tr>
<td>Proven experience in teaching across all literacy levels</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Response to the ToR and comprehensiveness of the methodology/approach</td>
<td>10%</td>
<td></td>
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<tr>
<td>Previously disadvantaged individual/ entities</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Financial (Lower Offer/Offer*100)</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>Total score</td>
<td></td>
<td></td>
</tr>
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</table>

   Technical score * 70% + Financial score * 30%

7.2. Modification of terms
The BCC Secretariat reserves the right to add, modify or omit certain portions of the tender scope at any time at its sole discretion. This includes the right to cancel this tender at any time prior to entering into a contract with the successful bidder.
CC/2020/05

7.3 Tender award

The contract will be awarded to a successful bidder within ten (10) days of closing of this tender and the successful bidder will commence work within four (2) weeks from the date of signature, by all parties.

7.4 Prime contractor relationship

The BCC Secretariat will enter into a contract with only one successful bidder.

7.5 Confidentiality

i. Tenders submitted will not be revealed to any other bidders.

ii. The BCC Secretariat reserves the right to seek clarification or verification of any information contained in the tenders.

iii. All information pertaining to BCC obtained by the bidder as a result of participation in this tender is confidential and must not be disclosed without written authorisation from the Executive Secretary of BCC.

7.6 Ownership of data

All tenders, including any supporting documents and or training materials or any other documentation with reference to this tender, submitted to the BCC Secretariat becomes the property of BCC.

Any data of whatever nature resulting from the provision of the Products and Services shall be the property of BCC and may be used by BCC without restriction. All data or information that may be shared with the successful bidder during the provision of the Products and Services shall upon termination of the contract, be returned to the BCC Secretariat.

8. SUBMISSION OF PROPOSALS/BIDS

The deadline for the submission of tenders is 15 November 2020 at 16h00.

The Proposal shall comprise the following documents in both hard copy and electronic copies (flash disk in rich text format):

a) Technical Component (six copies)
b) Financial Component (six copies)

Technical and Financial components must each be in separate envelopes. The Proposal shall be sealed in one outer and two inner envelopes, as detailed below:

The outer envelope shall be addressed and posted or couriered to:

Executive Secretary
Benguela Current Convention
1 Strand Street, Swakopmund
Private Bag 5031, Swakopmund
Benguela Current Convention Secretariat, Swakopmund
Both inside envelopes shall indicate your firm’s name and address. The first inner envelope shall be marked Technical Proposal and contain the Technical Component of your proposal (both hard copy and electronic versions). The second inner envelope shall be marked Financial Component and include your financial proposal (both hard copy and electronic versions). Alternatively, the proposal (technical and financial) may be submitted electronically (by email) to Ms. Laimy Brown, laimy@benguelacc.org.

The Financial Proposal should remain valid for 30 (thirty) days from the tender closing date. The BCC may decide to reserve the right to annul the tendering process and not award the contracts.

APPENDIX A - TECHNICAL PROPOSAL
Bidders must address all the issues and requirements which appear in this Appendix A.

1. UNDERSTANDING OF THE ASSIGNMENT

A detailed proposal indicating a clear understanding of the Terms of Reference and the methodology to be applied will be required.

2. TECHNICAL REQUIREMENTS

i. A one-page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the bidder to statements made in the proposal.

ii. Complete CV, certified qualifications and other documentation in support of the CV.

iii. Proof of technical knowledge or qualifications or experience of staff that will carry out the work as specified in the deliverables


v. All bidders are required to clearly state the name of the Primary Party with whom the BCC Secretariat will enter into an Agreement. In the event of a consortium, or group of companies jointly delivering a response, full details are required of each of the legal entities involved.

vi. Description of role or element of the proposal to be fulfilled by any third-party and the full contact details of any third-parties involved in the proposal (if applicable).

3. REFERENCES

i. A record of previous similar assignments undertaken by the bidder.

ii. Bidders must provide a minimum of three (3) clients (names, addresses and telephone numbers) who may be contacted for references in connection with the scope of work.

iii. The references should be current, stipulate the nature of work undertaken, the financial value of the Services offered and where the work was executed.

iv. The BCC Secretariat reserves the right to undertake a full background check on all references submitted prior to awarding the contract.
APPENDIX B - FINANCIAL PROPOSAL

Bidders must address all the issues and requirements which appear in this Appendix B.

1. SCHEDULE OF COSTS/FINANCIAL PROPOSAL

The schedule must take the following format:

i. All costs must be quoted in Namibian Dollars (NAD).

ii. The total cost of the proposal (best and final offer).

iii. All prices must be quoted including VAT, where applicable.

iv. The BCC shall cover all workshops, travel and subsistence costs.

v. A breakdown of the pricing and cost components for Services set out in this invitation to tender should be in line with the given timelines.

2. GENERAL INFORMATION

i. Bidders are solely responsible for their own costs in preparing the tender.

ii. Payments for all products and services (professional fees and reimbursements) covered by this project shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to BCC policies.

iii. The BCC shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the service provider’s equipment and supplies.

iv. The BCC may decide to reserve the right to add, modify or omit certain portions of the proposal.