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| Invitation to Tender |
| **Project Name:** Planning for climate-induced temperature rises in the Metropolitan Area of San Salvador**Date:** 30th October 2015**CDKN Project Reference:** AALA-0013 |
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# Background

About CDKN

The Climate and Development Knowledge Network (CDKN) is a seven-year initiative funded by the UK Department for International Development (DFID)and the Dutch Ministry of Foreign Affairs (DGIS). It started in 2010, to assist developing countries respond to the challenges posed by climate change. It does this by providing research and technical assistance, and channelling the best available knowledge on climate change and development to support policy processes at the country level.

A key feature of the CDKN is that it is demand led – we respond to gaps and needs identified on the ground as we roll out our country engagement strategy.

CDKN is a North South alliance that brings together a wide range of expertise and experience: PricewaterhouseCoopers (PwC), the Overseas Development Institute (ODI), LEAD Pakistan, Fundación Futuro Latinoamericano, and SouthSouthNorth. CDKN also benefited from the contributions of LEAD International, which was part of the Alliance until April 2015. Our team includes climate scientists, researchers, economists, consultants and project managers, along with specialists in communication, knowledge management and partnership building.

Project Background

1. **Background information about El Salvador**

El Salvador is the smallest and most densely populated country in Central America, with 69% of its 6 million people living in cities. Although it is considered a lower middle income country by the World Bank, 26% of its urban households live in poverty[[1]](#footnote-1), and 10% of its rural households live in extreme poverty[[2]](#footnote-2). Natural resources are being degraded from rapid urbanisation and agricultural productivity is being adversely affected as a result, making El Salvador increasingly food-insecure. It is also highly vulnerable to climate change effects, which further exacerbates the county’s ability to produce food for its people. Critically reduced vegetation cover leads to unmanageable run-off from unprecedented [rainfall](http://cdkn.org/glossary/item?uri=http://reegle.info/glossary/4074), and according to a UNDAC assessment[[3]](#footnote-3), 90% of the territory is located in areas of high risk to natural disasters. The economy is, therefore, extremely vulnerable to external shocks that are made worse by the increased occurrence of [extreme weather events](http://cdkn.org/glossary/item?uri=http://reegle.info/glossary/1447) that have been observed over recent years.

In June 2012 and June 2013, El Salvador launched its National Environmental Policy and its National Environmental Strategy, respectively. The last one is integrated by four strategies: climate change; biodiversity; hydro resources and environmental sanitation. And, in June 2015, the first National Climate Change Plan (NCCP) was officially presented, which consists of a series of priority and strategic actions for territorial and sectorial plans that will be translated into adaptation, mitigation, and loss and damage reduction measures according to specific local and sectorial needs and conditions.

The NCCP stipulates the creation of the Sustainability Cabinet as the ministerial body in charge of the coordination and implementation of this Plan. At present, the Sustainability Cabinet, coordinated by Lina Pohl, Minister of Environment, is composed by: the Secretary for Vulnerability Affairs and Director of Civil Protection; the Minister of the Interior and Territorial Development; the Vice Minister of National Defence; the Minister of Agriculture; the Minister of Tourism; the Minister of Public Works; the President of the Hydroelectric Executive Commission; the President of the National Administration of Aqueducts and Sewage; the Vice Minister of Development Cooperation; and the Adviser of the Vice Presidency[[4]](#footnote-4).

This project will be developed in the Metropolitan Area of San Salvador (AMSS - acronym in Spanish), which is composed by 14 Municipalities. The metropolitan area extends over an area of approximately 600 square kilometres, with about 1.5 million people, representing 27% of the country’s total population.

Urban development in San Salvador is managed by four institutions:

* **Metropolitan Development Council (CODEMET** using its acronym in Spanish): is the political body with coordination and management functions for the urban development and territorial planning of the Metropolitan Area of San Salvador.
* **Council of Mayors (COAMSS** using its acronyms in Spanish): created by the Municipalities of the AMSS and the surrounding Municipalities and mandated by the Municipal Code.
* **Planning Office (OPAMSS** using its acronym in Spanish): is the technical and operational entity that acts as Executive Secretary of the Council of Mayors.
* **Planning Committee (COPLAMSS** using its acronym in Spanish): is the technical advisory body for the Metropolitan Development Council.

CODEMET had a period of inactivity, but it was recently reactivated by the Mayor of San Salvador and would be the subnational body (jointly with the Sustainability Cabinet) with which the project should work and coordinate activities (as explained within the “Scope of Work” section detailed below).

1. **Background on the need for this project**

El Salvador is one of the countries that is most vulnerable to and most affected by climate change. Since the 1950s average temperatures have risen 1.3 degrees centigrade compared to a world average of only half a degree centigrade[[5]](#footnote-5).

According to the Initiative “Economy of Climate Change in Central America” (ECCCA - acronym in Spanish), which uses the IPCC methodology, for the year 2100, it is estimated a likely temperature increase of 2.6 centigrade under a B2 scenario, and a likely temperature increase of even 4.7 centigrade under an A2 scenario. In both scenarios, for 2030, the increase would be close to one centigrade.

It is expected that these temperature increases will have an impact at all levels: economic, social and environmental. In urban areas, consequences could be even worsened by the lack of adequate development, environmental and social planning.

It is anticipated that high temperatures in urban areas will have impacts in different sectors: in health, for instance, more frequent and extreme heat wave events carry health risks and could cause a proliferation of diseases and vectors; in the economy, the labour productivity will be diminished; in energy, a greater energy demand will be experienced because of the installation of air conditioning and cooling. For example, in April this year, due to very hot temperatures, there was a day in which the country experienced a significant increase on the daily demand for electric power, 5% more than the national normal demand at that time in that day. The identification of sustainable urban development alternatives is then required to minimise these impacts.

In the light of this, CDKN seeks to commission this project in order to analyse historical data to determine trends, occurrences, projections and scenarios of gradual temperature increases and extreme heat events in the Metropolitan Area of El Salvador, and assess the economic and social impacts. Such information will be useful for MARN to increase awareness and engage national and subnational decision-makers (Ministries and Municipalities) in undertaking actions to reduce the identified impacts in the framework of their urban development and planning processes in San Salvador, as well as in the framework of the objectives and main strategic lines of the NCCP.

The project is relatively aligned with the NCCP since it will touch 3 main components of the Plan:

* + Component 1: Incorporation of climate change and disaster risk management in development plans and public policies.
	+ Component 7: Promotion of low carbon and climate resilient urban and coastal development.
	+ Component 8: Creation of national conditions and capacities to tackle climate change.
1. **Strategy for this project**

El Salvador’s high vulnerability to climate events, combined with its extreme poverty and population density levels, along with the current commitment shown by the Ministry of Environment and Natural Resources (MARN), places it as an important country for CDKN support.

In response to demand from MARN, CDKN is continuing its support to strengthen national and subnational institutions in El Salvador with the aim of mainstreaming climate change in their agendas. CDKN also aims to contribute to the creation of an enabling environment for policy implementation and risk management.

As such, CDKN is seeking a supplier/consortium of suppliers to develop and implement the project *“Planning for climate-induced temperature rises in the Metropolitan Area of San Salvador”.*

The project will have both a research component as well as a technical assistance component and will comprise the following steps (see details in “Scope of Work” section):

1. **Develop a technical climate study, a socio-economic assessment and other related analyses as follows:**
	1. Based on historical data of temperature averages, variability and past extreme heat events, and existing regional climate models, conduct a technical climate study of likely temperature and heat wave trends at city level in the Metropolitan Area of San Salvador.
	2. With the results of the historical heat event and climate analysis, develop a socio-economic assessment of the current and future impacts of increased temperature and extreme heat for prioritised economic sectors of the city taking into consideration how different groups (men, women, children, etc.) are affected differently by temperature rises.
	3. Conduct desk-based research about actions and experiences from other cities and countries in tackling urban temperature rises and extreme heat events, and make some recommendations for the prioritised sectors on adaptation and/or mitigation actions that decision-makers could implement to tackle them.
	4. Develop a cost-benefit analysis for four prioritised actions for the prioritised economic sectors in order to provide decision-makers with the information on which ones are feasible and what resources are required.
2. **Support and strengthen an intergovernmental dialogue process (MARN, Sustainability Cabinet, Metropolitan Development Council), in order to:**
	1. Share and discuss findings and recommendations of the technical climate study and the socio-economic assessment.
	2. Based on the cost-benefit analysis (above), prioritise mitigation and/or adaptation actions for the prioritised economic sectors, to tackle the impacts of high temperatures.
	3. Formulate a concrete action plan, with a gender sensitive climate compatible development (CCD) approach, to be incorporated into urban development plans.

CDKN has previously supported an extreme heat project in India called “Climate change: addressing heat-health vulnerability in rapidly urbanising regions of Western India”, from which this project can learn from. The supplier is encouraged to use the information, results and lessons learned of this project in India, for the benefit of the project in San Salvador. CDKN can support with providing this information.

# Project Objectives

The **overall purpose** of the project is to support decision-makers in San Salvador to prioritise actions for tackling economic and social impacts of urban temperature rises in the most affected economic sectors, using a gender sensitive CCD approach, with the aim of supporting a more sustainable, equitable and climate resilient urban development.

For that, the project seeks to achieve the following **objectives**:

1. MARN and other national and subnational government stakeholders (Ministries and Municipalities) have increased awareness and improved understanding about the differentiated socio-economic impacts of temperature rises and extreme heat on relevant economic sectors in the Metropolitan Area of San Salvador, as well as the potential measures and associated costs required to tackle those impacts.
2. MARN and other national and subnational government stakeholders (Ministries and Municipalities) have agreed on the actions and decision-making processes required to tackle the impacts of high temperatures in San Salvador.

# Scope of work

The supplier should propose the most appropriate methodologies and approaches to achieve the objectives above. CDKN recommends including the following steps and activities:

1. **PROJECT INCEPTION:**

**Activities:**

* Contact with MARN, the Sustainability Cabinet, the Metropolitan Development Council and other relevant government stakeholders to present the project, align expectations, establish working relationships and gather initial information for the stakeholder mapping.
* Confirmation of the work plan and methodology for the implementation of the project.

**Outputs:** Inception Report and CDKN Objectives Form

1. **PROJECT IMPLEMENTATION:**

**Outcome 1:** A set of technical, social and economic studies has been developed to increase awareness and improve understanding in MARN and other relevant Ministries/Municipalities about the differentiated socio-economic impacts of temperature rises and extreme heat on relevant economic sectors in the Metropolitan Area of San Salvador.

**Activities:**

* 1. Based on historical data of temperature averages, variability and past extreme heat events, and existing regional climate models, conduct a technical climate study of likely temperature and heat wave trends at city level in the Metropolitan Area of San Salvador.
	2. With the results of the technical climate study, develop a socio-economic assessment (which considers a gender sensitive approach) of the current and future impacts of increased temperature and extreme heat for the prioritised sectors of the city. This involves the following sub-activities:
		1. Jointly with MARN, select and prioritise the socio-economic sectors to be included in the socio-economic assessment (around 5 or 6). Some of the more relevant ones for MARN could be health, transport, energy, housing, infrastructure, etc.
		2. Develop a mapping of actors, organisations and/or groups for defining the sample or source of information for the socio-economic assessment.
		3. Develop the assessment on the social and economic impacts that temperature rises and extreme heat have in the prioritised sectors, taking into consideration how different groups (men, women, children, etc.) are affected differently by temperature rises.
		4. Return to the consulted actors, organisations and/or groups to socialise the results and findings of the socio-economic assessment.
	3. Prepare a policy brief with main findings and conclusions of the technical climate study and the socio-economic assessment to be shared and presented at the intergovernmental dialogue (below).
	4. Prepare a set of recommendations for tackling urban temperature rises in San Salvador based on the information of the two previous studies and discuss them at the intergovernmental dialogue (below). This includes:
		1. Conduct a desk-based research about actions and experiences from other cities and countries in tackling urban temperature rises and extreme heat events, and make some recommendations for two economic sectors (selected and prioritised at the intergovernmental dialogue) on adaptation and/or mitigation actions that decision-makers could implement to tackle them.
		2. Complement the previous desk-based research by collecting proposals or views from experts within the public and private sector (directly or indirectly involved with the project) on actions that can be carried out in San Salvador.
	5. Based on discussions and recommendations at the intergovernmental dialogue, develop a cost-benefit analysis for at least four prioritised actions (for the two economic selected sectors) in order to provide decision-makers with the key socio-economic information.

**Outputs:**

* Technical climate study
* Socio-economic impact assessment
* Cost-benefit analyses

**Outcome 2:** An inter-governmental/inter-sectorial dialogue process, led by MARN and with the participation of the Sustainability Cabinet and the Metropolitan Development Council Representatives, has been undertaken to promote coordination of actions and decision-making between national and subnational government stakeholders to tackle impacts of high temperatures towards a climate compatible urban development.

**Activities:**

* 1. Based on the composition of the Sustainability Cabinet and the Metropolitan Development Council and other relevant stakeholders identified during the project inception, carry out a governmental stakeholder mapping to clearly identify actors, roles, relationships, working areas, etc. and define the participants of the inter-governmental and inter-sectorial dialogue.
	2. Design and agree with MARN on the most suitable methodological proposal with a gender equity perspective to sustain the dialogue process, and on the rules of engagement and participation for its members.
	3. Organise at least 6 meetings in the framework of the intergovernmental dialogue to present findings and conclusions of the technical climate study and the socio-economic assessments, as well as to support process for identification of recommendations and prioritisation of actions to tackle high temperature impacts. This involves the following:
		1. Facilitate the presentation of main findings and conclusions of the technical climate study.
		2. Based on the results of the differentiated socio-economic impact assessment, facilitate decision-making to prioritise two economic sectors for the development of recommendations and further cost-benefit analysis.
		3. Facilitate the presentation of recommendations (mitigation or adaptation actions to tackle the impacts of high temperatures) for the two prioritised sectors, and prioritise four actions for conducting the cost-benefit analysis for each.
		4. Facilitate the presentation of the results and conclusions of the cost-benefit analyses of the prioritised actions and identify the ones that could be implemented in San Salvador (at least 2).
		5. Facilitate the generation of inputs for the formulation of an Action Plan, with a gender sensitive CCD approach, that leads to the implementation of the prioritised actions to tackle high temperatures in San Salvador (related to activity 3.1 below).
		6. Facilitate the presentation of the final Action Plan and the identification of the steps for ensuring commitment for its implementation.

**Outputs:**

* Plan and methodology for the intergovernmental dialogue process.
* Results of the workshops, meetings and other activities undertaken as part of the dialogue process.

**Outcome 3:** An action plan, with a gender sensitive CCD approach, for implementing prioritised actions to tackle identified socio-economic impacts of high temperatures in San Salvador, has been formulated and agreed by national and subnational government stakeholders (involved in the dialogue process) under the framework of their own urban development agendas.

**Activities:**

* 1. Based on the prioritisation process and the inputs provided by the intergovernmental dialogue on the actions that could be implemented in San Salvador (see activity 2.3.5), formulate a concrete action plan, including activities, roles and responsibilities, deadlines, resources, etc., and present it at the intergovernmental dialogue (see activity 2.3.6).

**Outputs:**

* Action Plan
* Communication and knowledge products according to CDKN’s requirements.

**Project duration**

Proposed start date of the project: **January 2016**

Proposed end date of the project: **January 2017**

**Project Deliverables**

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| No. | Deliverables | Proposed Due Date | Responsible |
| 1 | Inception Report and CDKN Objectives Form | February 2016 | Supplier |
| 2 | Technical Climate Study and Socio-Economic Assessment | June 2016 | Supplier |
| 3 | Policy brief  | June 2016 | Supplier |
| 4 | Plan and Methodology for the dialogue process | July 2016 | Supplier |
| 5 | Report of dialogue process results (within the next week after each meeting/workshop) | July – December 2016 | Supplier |
| 6 | Cost-benefit analyses | October 2016 | Supplier |
| 7 | Action Plan document | January 2017 | Supplier |
| 8 | Communication and knowledge products | July – December 2016 | Supplier |
| 9 | Supplier Monthly Progress Reports | Each month | Supplier |
| 10 | Final Supplier Report | January 2017 | Supplier |
| 11 | Final CDKN M&E documents | January 2017 | Supplier |

# Requirements

CDKN expects bidders to suggest a programme of activities that meets the objectives above and delivers the components below but which also builds on their experience and expertise in the field, to develop a programme that will have the biggest impact on decision makers in San Salvador. Bidders are encouraged to propose innovative approaches that will meet the objectives and outcomes of the project.

**Expertise required:**

The supplier must demonstrate the following:

* At least five years of experience in conducting robust research analysis in temperature studies in urban areas;
* At least five years of experience in conducting socio-economic studies and cost-benefit analysis on environmental or climate issues;
* At least five years of experience in building, in a participatory manner, action plans, implementation strategies or other policy instruments for the implementation of actions on the ground.
* Experience in linking findings of research studies and practical policy advice will be highly valued;
* Proven experience and skills in training and facilitation in at least the past two years.
* Good knowledge of the El Salvadorian political, social and environmental landscape.
* Good experience in stakeholder relationship management, including relations with government authorities, ideally in El Salvador, or other similar countries in the region.
* The provision of high-class research and policy written outputs in English and Spanish.
* At a minimum the project manager must be fluent in Spanish.

**Critical Success Factors**

The methodology should be designed in a way that ensures the following:

* The applied methodologies should have a participatory and integrated approach involving key stakeholders and sectors at national and subnational level, with the aim to strengthen the articulation/coordination among them. It is essential to work with and through MARN to ensure convening power and ownership and uptake of results.
* The methodology should also aim at integrating diverse interests and different ways of cooperation, and should be based on principles of good governance, respect of human rights, social and gender equity. Bidders need to outline how they propose to integrate gender equity approach in the design and implementation of the project, and they should reflect the results of this approach in the project deliverables and reporting.
* The application of methodologies should be flexible enough to respond to varying needs and demands.
* The applied methodologies should ensure close coordination with MARN and an adequate transfer of data/capacities to their staff as to promote sustainability of the project outcomes. For example, if MARN deems appropriate and necessary, the supplier should include MARN technical staff in field studies, development and implementation of the methodology, gathering and analysis of information, development of results and formulation of recommendations.

Project Governance and Project Management

The project will be managed through the CDKN regional office in Quito, Ecuador. The supplier will work closely with the CDKN team in designing and planning activities, engaging with stakeholders and monitoring progress against objectives. This will require ongoing engagement with the CDKN Project Manager, El Salvador Country Engagement Lead (CEL) and Country Support Team in London.

The CDKN Project Manager will track the progress of the project implementation with the supplier, MARN (Ministry of Environment and Natural Resources from El Salvador) and the CEL based in El Salvador. The supplier will provide monthly reports, with an update of activities, impacts, risks and financial aspects of the project. There will be at least one monthly call between the supplier and the project manager to discuss the progress, the monthly report and any matters arising. In addition, there will be at a minimum bi-monthly meetings/calls between CDKN Project Manager, the supplier, the CDKN CEL and MARN to access the project progress and discuss any issues that might arise during delivery.

Payment for work done will be tied to key project deliverables and payment will be made on the basis of CDKN approval of the deliverables received.

All deliverables will be signed-off by CDKN and MARN, and should be presented in both English and Spanish. The supplier should indicate how the quality assurance of the project deliverables will be ensured. Additional measures may be put in place by CDKN.

Reporting to CDKN

The supplier will report to CDKN against an agreed activity plan and monitoring and evaluation (M&E) framework, agreed with the supplier at the beginning of the project.

The M&E process will help gather the necessary evidence and report on the objectives as defined in the CDKN Objectives Form and also capture any unexpected changes that may emerge – this should be captured in the supplier’s monthly progress reports. The project team, including the CDKN M&E Team, will advise as needed.

The supplier will be requested to submit a short inception report and monthly progress reports. Calls will be arranged to discuss progress when required.

The supplier should keep a “scrap book” with pictures, blogs, statements /quotes from key stakeholders that demonstrate the impact of the project.

CDKN aims to capture and share lessons learned in this project, therefore, the supplier will be asked to contribute with the CDKN Knowledge Management and Communications Team in the generation of dissemination products such as articles for the CDKN web page, or the participation in CDKN webinars to share learning and experiences of the project.

# Technical Proposal

Bidders must include the following:

A technical proposal that provides a view of the structure, content and methodology for delivering the project that meets the requirements. The technical proposal must not be longer in total than 20 A4 sides.

Expert CVs should be included separately in an appendix and should be no longer than **2 A4 sides each.**

In their proposals Bidders must include the following within this document:

**Background**

* Name and contact details of lead organisation, and sub-contractors
* Overview of the main services each organisation will provide
* Overview of prior working relationship between organisations included in this bid

**Project Methodology, Technical Approach and Plan**

* An overview of the project you plan to deliver. This should include:
	+ Proposed technical approach and methodology
	+ Rationale for the above and how the proposed content and methodology will meet the project’s objectives
	+ Expected benefits and deliverables
* A detailed work plan including timescales for the implementation of activities, proposed delivery dates for key outputs and any other key milestones.
* Details of how the project will be managed and how you propose to meet CDKN’s reporting and monitoring requirements.
* Details of the supplier’s quality assurance process.

**Experience**

* Please provide a brief description of the bidder’s relevant experience (including the required expertise detailed above).
* Two detailed case studies clearly demonstrating the required expertise, and articulating how this experience is relevant to or will benefit the project.

**Resourcing - Proposed Personnel/Project staffing/Resource Capacity**

* Please provide a breakdown of the personnel who will be conducting the work including allocation of work across team members.
* For each individual, please provide details of their roles and responsibilities for this project and indicative number of days, along with brief description of previous experience in this area.
* Please submit detailed CVs along with this document in an appendix. CVs should be no longer than **2 A4 sides each**.
* At a minimum the project manager must be fluent in Spanish.

# Commercial Proposal

Bidders must provide a detailed commercial proposal in GBP, exclusive of UK VAT but inclusive of all other applicable taxes. The commercial proposal will be evaluated on the extent to which it demonstrates value for money.

* The budget should be structured in line with delivering the Bidder’s workplan and include a breakdown of all component costs, including third party costs. **Bidders must use the budget template provided in Annex A** and rework the activities on the spreadsheet to suit your individual project.
* Fees should be broken down by individual, day rate and activity.
* Expenses should be estimated separately- logistics, travel, printing, venue hire etc. Bidders must ensure they refer to the CDKN Expenses Policy which is provided in **Annex B.**
* Overhead expenses can be included in the total cost of the project but should be incorporated into fee rates for staff members.
* Bidders should ensure that they state any assumptions that have been built into the costing provided.
* Bidders should briefly summarise how their proposal represents value for money.

# Risk Proposal

Bidders should produce a separate statement of the risks, assumptions, issues and challenges that you believe this programme will face during development, implementation and ongoing management, along with the recommended mitigating actions.

This statement must be no longer than **2 A4 sides.**

# Evaluation Criteria

The contract will be awarded on the following criteria:

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| **Criteria Breakdown** | **Weightings** |
| Technical proposal:Project Methodology Approach and PlanExperienceGender sensitive approachResourcing and CVs | 30%15%5% 20% |
| Commercial Proposal (Price) | 25% |
| Risk | 5% |

# Tendering Instructions and Conditions of Tender

Invitation to Tender - Instructions

CDKN is looking for a technical supplier/consortium of Bidders to develop the Project *“Planning for climate-induced temperature rises in the Metropolitan Area of San Salvador”.*

Bidders are invited to submit a proposal (including Non-disclosure agreement) electronically to the cdknetwork.procurement@uk.pwc.com detailing how they would deliver the programme of work as set out in this document.

Bidders are encouraged to propose innovative approaches that will meet the objectives and outcomes of the project.

Declaration of Intent to Tender

Bidders must email confirmation of their intent to tender to cdknetwork.procurement@uk.pwc.com

Tender Closing Date

Bidders must email their Tender submissions by the Closing Date of **15.00 (UK time) 27th November 2015.** Submissions received after this deadline will not be accepted**.**

Delivery of the Tender

The Tender must be marked “**Tender return in response to *“Planning for climate-induced temperature rises in the Metropolitan Area of San Salvador” – AALA-0013****”*and emailed to cdknetwork.procurement@uk.pwc.com

Tender Proposals must be submitted in electronic form using Microsoft Office 2000 compatible applications.

Timetable of Events

Note that this timetable is provided on a best information basis only. CDKN reserves the right to adjust dates and add further events if a programme requirement arises. CDKN undertakes to keep Bidders submitting tenders informed of any change.

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| --- | --- |
| **Event** | **Date** |
| Date Tender Advertised | 30th October 2015 |
| Closing date for questions to be submitted | 15.00 (UK time) 23rd November 2015 |
| Closing date for receipt of bid | **15.00 (UK time) 27th November 2015** |
| Target date for CDKN contract award decision | 21st December 2015 |

Communication during Tender period

All questions relating to the contents of this ITT are to be submitted (by e-mail) to the following address no later than 15.00 (UK time) on 23rd November 2015:

|  |  |  |
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| **Questions** | **Contact** | **Email Address** |
| Commercial **OR**Technical | CDKN Procurement Team | cdknetwork.procurement@uk.pwc.com |

PwC will respond to all reasonable requests for clarification as soon as reasonably possible. All questions must be sent by e-mail only. Responses will be published on the CDKN website during the Tender period. PwC reserves the right to issue the response to all Bidders.

If a Bidder wishes PwC to treat a request as confidential and not issue the response to all Bidders, it must state so at the time of request for clarification, stating the reasons for the desired confidentiality.

If, in the opinion of PwC, the content of a request is not considered to be confidential, PwC will inform the Bidder and it will have an opportunity to withdraw the request for clarification. If the request for clarification is not withdrawn within the timeframe specified by PwC, the response will be issued to all Bidders.

PwC may itself issue clarification requests to the Bidder. The Bidder is asked to provide a single point of contact (including telephone and e-mail details) in their organisation for the receipt of such requests.

PwC will expect the Bidder to provide a prompt response to all clarifications issued.

Non-Disclosure Agreement (NDA) – Annex C

An NDA allows PwC and the bidder to have open discussions about the project in advance of the contract being signed. Please complete the first paragraph of the first page with your company details, then print and sign two hard copies and return them to me at the address below.

**Rachael Nicholl, CDKN Procurement, PwC, Waterfront Plaza, 8 Laganbank Road, Belfast, BT1 3LR**

Following this, CDKN Procurement will send you a copy of the NDA countersigned by the leading partner for your records upon request. **An electronic copy of the signed NDA must accompany the proposal and this must be followed up with hard copies.** Without receipt of your signed hard copy NDA we would be unable to award a contract to you.

Contract Value

The budget available for this project is **up to 147,000 GBP**. Bidders will have to provide a detailed budget against the proposed activities that includes all costs for technical human resources, travel and logistics, workshops, seminars, knowledge sharing, capacity building and publications.

**Bidders must use the budget template provided** (**Annex A)** and rework the activities on the spreadsheet to suit your individual project.

Contract Term

CDKN anticipates that this project will start on January 2016 and end on January 2017.

Conditions of Tender

####  **Terms and Conditions of Contract**

CDKN is an alliance of five organisations, led by PricewaterhouseCoopers LLP (PwC). Your contract will therefore be with PwC.

Terms and Conditions of Contract are attached with this ITT for reference, **Annex D.** CDKN does not anticipate making changes to our terms and conditions, many of which are a direct flow down from our own contract with DFID and are non-negotiable.

####  **Sub-Contractors and/or Consortium partners**

Where the Bidder relies on the capacities of other entities (e.g. proposed sub-contractors and/or consortium partners), they must make this clear in their tender submission where this is the case and explain their role.

####  **Openness and Transparency**

#### All responses should demonstrate openness, transparency, attention to detail and the ability to work in the spirit of collaborative working.

####  **Tender Documentation**

#### If the Bidder fails to provide the required information or fails to supply documentation referred to in their responses, PwC may make further requests to the Bidder for the required information. If this is not supplied in the given time, or is unsatisfactory, PwC may treat the response as a non-compliant response and it will therefore score zero and this will be taken into account during the evaluation process.

####  **Request for Additional Information**

#### PwC expressly reserves the right to require the Bidder to provide additional information supplementing or clarifying any of the information provided.

####  **Tender Submissions – Stipulations**

#### Where a length of response is stipulated, that response length relates to the number of A4 Pages or word count. Only the information within the set limit will be evaluated. Additional information will not be evaluated and therefore should not be supplied.

####  Text based information must be answered in English and be in minimum 11 point, Arial font, A4 paper. Text in diagrams must not be any smaller than 8 point font and must also be in Arial font.

####  **Marketing Material**

#### Under no circumstances should the Bidder provide general marketing and sales brochures or other materials.

####  **Consortium bid**

#### If a bid is submitted by a consortium, PwC will require any agreement(s) to be entered into by a lead single entity on behalf of the consortium. In addition, other consortium members may be required to enter into direct agreements with PwC in connection with their subcontracts and PwC will require a right of approval over subcontracts.

####  **Change in circumstance**

#### Bidder must inform PwC in writing of any change in control, composition or membership of a Bidder or its consortium members and of any other material change to the Bidder’s response to the Selection Document, if any, which has taken place subsequent to their expression of interest. PwC reserves the right to disqualify any Bidder subject to such changes from any further participation in the procurement process.

####  **Tender validity**

All details of the Tender, including discounted prices, are to remain valid for a period of 90 days after the Closing Date.

####  **Bidder costs**

####  PwC shall not, under any circumstances, be liable for any costs incurred by the Bidder in relation to their participation in this procurement process or otherwise.

####  **Copyright**

####  The copyright in this documentation and its related materials belongs to PwC. The Bidder should not reproduce any of the documentation or materials in any form (including photocopying or storing by electronic means) without the permission of PwC, other than the purposes of preparing their Response and/or responding to this tender.

####  **Law**

####  The Laws of England and Wales shall apply to this Procurement and in connection with any proceedings arising there from. Likewise, the English courts shall have exclusive jurisdiction in respect of any disputes arising out of or in relation to the Procurement.

####  **Publicity**

####  This ITT Response Document is only to be used in connection with the preparation and submission of Responses by Bidder in relation to this procurement. No publicity regarding the Project or the award of any contract will be permitted unless and until PwC have given express written consent to the relevant communication. For example, no statements may be made to the media or other similar organisations regarding the nature of any Response, its contents or any proposals relating thereto without the prior written consent of PwC.

####  **Conflict of interest**

####  Bidder is instructed to ensure that their potential appointment as the service provider to PwC for the project has not and will not create any conflict of interest or any situation that might compromise or prejudice PwC's duty to manage an open, fair, non-discriminatory and competitive procurement process. In the event of a conflict (or potential conflict) arising at any time during the Procurement, the affected Bidder shall be responsible for reporting the occurrence of potential or actual conflict and the means for resolving it to PwC forthwith. In the absence of any compelling reason acceptable to PwC, the assumption will be that the conflicted party shall have no further involvement in the Procurement.

####  **Discontinuance or Suspension**

####  PwC may elect to discontinue or suspend the Procurement at any time without accepting any response or entering into an agreement with the Preferred Supplier. PwC may discontinue or suspend without responsibility or liability to any Bidder including (without limitation) any liability for any costs or expenditure incurred by, or inconvenience caused to, any Bidder.

####  Should PwC decide to suspend the Procurement, PwC will issue instructions to the Bidder regarding the suspected duration of the suspension and any other relevant information.

####  **Revisions to the ITT an Associated Documentation**

####  PwC reserves the right to make revisions to the ITT and any associated documents at any time. No additional time in relation to submission deadlines will be granted following notification of any such revision unless the Bidder is expressly notified of any extension by PwC.

####  PwC may issue updates to the Bidder at any time containing details of any revisions to this ITT Response Document, together with any further information which may assist the Bidder in the preparation of their Responses. It is the Bidder' sole responsibility to ensure that they have understood PwC's requirements and all instructions and information issued under this ITT.

####  For the avoidance of doubt, PwC reserves the right to:

#### Waive the requirements of this ITT and the Terms of Reference;

#### Disqualify bids that do not comply with the instructions in this ITT Response;

#### Document, or does not submit a compliant Response in accordance with the instructions relevant to that Response;

#### Withdraw this ITT at any time or to re-invite Responses on the same or any alternative basis;

#### Not to award any contract as a result of the current procurement process; and

#### To make whatever changes it sees fit to the timetable, structure or content of the procurement process, dependent on approvals processes or for any other reason

Annex:

Annex A, Annex B, Annex C and Annex D are separate documents that can be found on the CDKN website.

Annex E - DECLARATION

The bidder must complete this Declaration and Checklist and include it with the proposal. Failure to include this declaration may result in the bid being disqualified.

**To: Chief Executive, CDKN**

**Date:**

1. I have completed and enclosed all information required for this ITT, the format and order required.
2. I declare that this is a bona fide response to your Invitation to Tender for the CDKN project **“Planning for climate-induced temperature rises in the Metropolitan Area of San Salvador, AALA-0013”**
3. I declare that the organisation will comply with the CDKN terms and conditions of contract and the CDKN Expenses Policy.
4. I declare that the organisation will provide a copy of the organisation’s Public Liability and Professional Indemnity Insurance.
5. I declare that the organisation is not aware of any connection with a member of the PricewaterhouseCoopers LLP or CDKN staff which could affect the outcome of this procurement process.

 Signed: .....................................................................................

 Date: .........................................................................................

 Name: .......................................................................................

 In the capacity of: .................................................................….

Duly authorised to sign on behalf of:

 Name of organisation: ...........................................…………….

 Contact Telephone Number (including country dialling code) …………………………………

**CHECKLIST FOR INFORMATION REQUIRED WITH TENDERS**

The bidder should tick the points to indicate the following items are enclosed with the completed Tender:-

* Completed ‘Declaration’ form
* Technical proposal
* Commercial Proposal
* Risk Proposal
* Copy of Insurance Cover Certificates

www.cdkn.org

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1. From this percentage, 5,7% live in extreme poverty and 20,5% in relative poverty. [↑](#footnote-ref-1)
2. <http://www.digestyc.gob.sv/index.php/temas/des/ehpm/publicaciones-ehpm.html>, Multiple Purpose Survey of Households, 2013, El Salvador. [↑](#footnote-ref-2)
3. UNDAC report, Assessment of the Capacity for Emergency Responses 2010 [↑](#footnote-ref-3)
4. http://www.marn.gob.sv/index.php?option=com\_content&view=article&id=3121:gabinete-de-sustentabilidad-ambiental-y-vulnerabilidad-le-apuesta-a-programas-emblematicos [↑](#footnote-ref-4)
5. Ministry of Environment and Natural Resources from El Salvador (MARN) – National Service for Territorial Studies (SNET). [↑](#footnote-ref-5)