

Prospectus

Call for Expressions of Interest

Action Plan for the Implementation of the Kenya National Climate Change Response Strategy (NCCRS)

Kenya's Ministry of Environment and Mineral Resources (MEMR) have asked CDKN to support implementation of the above Action Plan, starting with managing a procurement process.

This Prospectus explains the context and seeks initial Expressions of Interest from organisations, institutions and individual experts who would like to tender for all or part(s) of this work.

Expressions of Interest are due by Friday 15 April 2011.

March 2011

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Annexes (each attached separately)

- A. 8 x draft Terms of Reference
- B. Coordination component
- C. Expression of Interest Selection Document (for completion)
- D. Non-Disclosure Agreement (NDA) form (for completion)

1 About CDKN

The Climate and Development Knowledge Network (CDKN) is an alliance of six private and not-for-profit organisations, launched in March 2010.

Led by PricewaterhouseCoopers LLP, the alliance also includes the Overseas Development Institute, LEAD International, INTRAC, SouthSouthNorth in Africa and Fundación Futuro Latinoamericano in Latin America and the Caribbean, bringing together a wide range of experience.

The purpose of CDKN is to support decision makers in developing countries to design and deliver climate compatible development. This is done by combining research, advisory services, knowledge management and capacity building processes in support of locally owned and managed policy processes.

CDKN is a £50 million programme, funded over an initial five-year period by the UK Department for International Development (DFID). The Dutch Government is now also contributing to the programme fund. CDKN is independent from DFID, although the programme works closely with DFID and other donor programmes wherever possible.

CDKN works across three regions - Africa, Asia and Latin America & the Caribbean. The regions are led by Regional Directors and are supported and coordinated through a central hub, based in London. The CDKN Africa Regional Director is Carl Wesselink.

CDKN works to a number of core principles:

- CDKN operates at the interface of climate change and development, and at the interface of research and policy-making.
- CDKN is demand led – the programme operates in response to developing country demand and works in full collaboration with service recipients, who are typically developing country governments, their supporting public, private voluntary sectors where appropriate, climate and development programmes or other related bodies.
- CDKN offers and funds a range of services, from rapid response work, responsive research, short and longer-term technical assistance, capacity building and knowledge-sharing tools. CDKN can work over time with countries to provide a tailored package of services from across this range. The CDKN Head of Technical Assistance is Alison Cambray.
- CDKN delivers these services by scoping up terms of reference and identifying, procuring, contracting and funding the best global and in-country experts and institutions to deliver the work; CDKN delivers very little project work itself. CDKN is also able to co-finance and partner with other organisations in a range of different ways.
- CDKN is more than a funding and procurement body; the CDKN team of climate and development experts can help scope and develop projects that have an integrated approach, bringing climate and development analysis together with policy process engagement.
- CDKN seeks opportunities to develop capacity with every organisation the programme works with and in every project developed. Where possible CDKN seeks to fund contracts with local experts to help develop local capacity.

- CDKN places a strong emphasis on transparency and knowledge sharing, seeking to generate opportunities to transfer north-south and south-south knowledge between institutions. CDKN ensures projects are undertaken in a consultative manner and prefers to develop stakeholder-rich processes so that project work has buy-in from decision makers and is more likely to lead to action.

Please visit the CDKN website www.cdkn.org for more background information.

2 Background to the development of the Action Plan

In April 2010 the Government of Kenya published the *National Climate Change Response Strategy*¹ (NCCRS). This was a thorough and comprehensive assessment of the issues and presented a detailed implementation and resource mobilisation plan, including the identification of adaptation and mitigation measures at an annual average cost of some US\$ 3bn over the next 20 years.

Reflecting further on the NCCRS the Government of Kenya has identified intermediate actions that are needed in order to make coordinated and practical progress.

George Wamukoya, climate change adviser at the Common Market for Eastern and Southern Africa (COMESA), has been working with the Ministry of Environment and Mineral Resources (MEMR) who lead coordination of action on climate change supported by an Inter-Ministerial Taskforce, and other key stakeholders in Kenya, to scope and define this Action Plan, including draft Terms of Reference.

CDKN, together with DFID, AFD and other potential donor programmes, has been approached to support and co-fund the development of this Action Plan. COMESA also continues to have an interest in supporting Kenya in this process, as a leading practice example that can be shared and replicated more widely across Eastern and Southern Africa.

To initiate proceedings, CDKN is managing a procurement process to identify potential suppliers who may be interested in delivering this exciting and challenging Action Plan with the Government of Kenya.

2.1 Overview of the proposed Action Plan

The Government of Kenya has identified 8 subcomponents that integrate together to provide a comprehensive and robust foundation for climate compatible development in Kenya. The Government of Kenya describes these subcomponents as follows:

- **Subcomponent 1: Long-term National Low Carbon Development Pathway.** This is designed to facilitate reflection and/or mainstreaming of climate change aspects in the country's Vision 2030 and its Medium Term Plans (MTP). It also seeks to identify key elements of the country's low-carbon and climate resilient growth.
- **Subcomponent 2: Enabling Policy and Regulatory Framework.** This aims to review international, regional and national policy and legislative instruments relating to climate change with a view of developing a policy and /or legislative framework that promotes coherence, coordination and cooperative governance of climate change issues at the national and county levels.

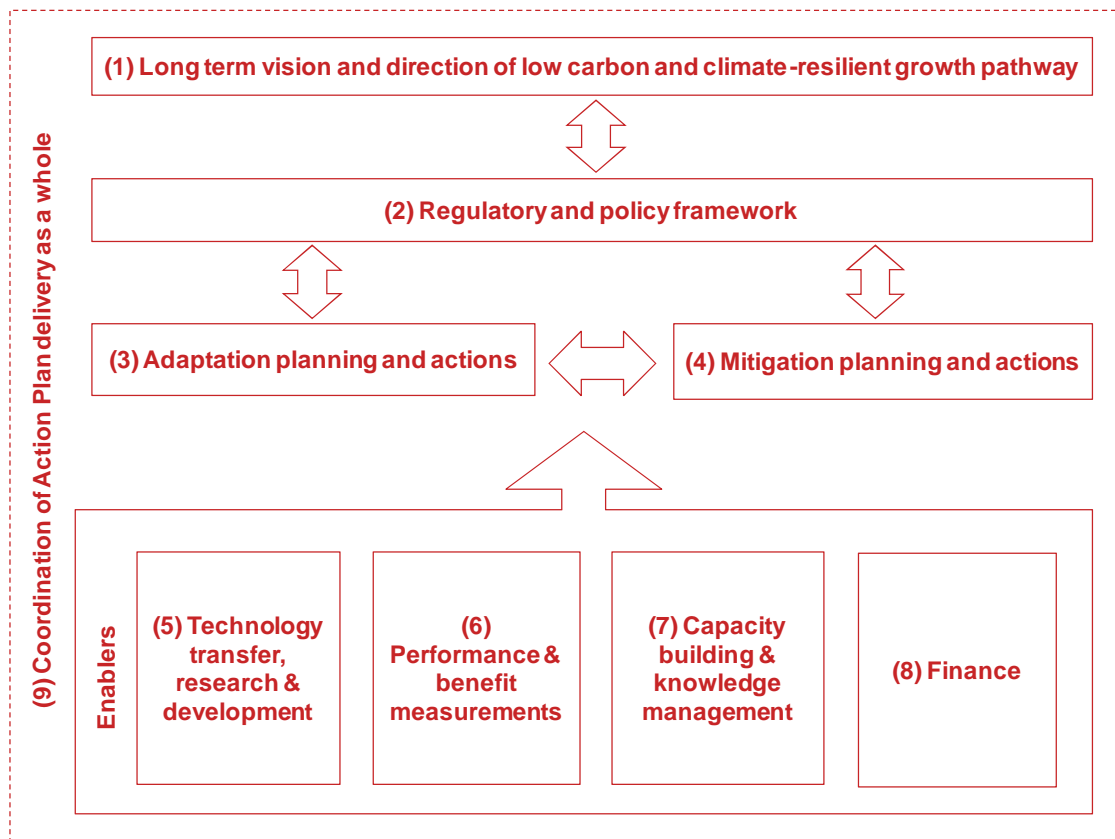
¹ Executive Summary available at <http://www.environment.go.ke/wp-content/documents/complete%20nccrs%20executive%20brief.pdf>. Full document at time of writing most readily accessible via <http://www.ambnairobi.um.dk/NR/ronlyres/426063EF-AF18-4AE0-A1D4-89F2F8179232/0/FINALNCCRS2010.pdf>

- **Subcomponent 3: National Adaptation Plan.** Recognizing that adaptation is a priority, this sub-component aims to identify priority immediate, medium and long-term adaptation actions in order to develop a National Adaptation Plan.
- **Subcomponent 4: Nationally Appropriate Mitigations Actions (NAMAs).** On the understanding that NAMAs are to be undertaken in the context of sustainable development, this sub-component is designed to identify and prioritize NAMAs that need to be internationally supported and enabled through technology development and transfer, financing and capacity building. In addition, the protection of forests is essential for reducing emissions from deforestation, this sub component will also address reduced emissions from deforestation and forest degradation – plus (REDD+) readiness activities as well as opportunities presented by compliance and voluntary markets.
- **Subcomponent 5: Research and Development and Technology Transfer.** It is widely recognized that technology development and transfer is essential to support adaptation and mitigation efforts. This subcomponent focuses on facilitating technology needs assessment with a view of developing a National Technology Plan that incorporates setting-up of technology innovation centres.
- **Subcomponent 6: National Performance and Benefit Measurement.** The target is to develop national climate change monitoring, reporting and verification guidelines and performance indicators.
- **Subcomponent 7: Knowledge Management and Capacity Development.** Information on climate is critical in informing the design of appropriate adaptation and mitigation actions, support planning and choice of strategies including assessment of risk and early warning systems. Capacity development of institutions involved in the planning and management of responses in vulnerable sectors is one of the most pressing climate change need in the country. This subcomponent will address issues relating to institutional and technical capacity strengths and needs of the various actors ranging from government, private sector, civil society and communities. It also encompasses education, training, public awareness and networking.
- **Subcomponent 8: Finance.** This subcomponent aims to position the country to access finance from various sources by developing an innovative financial mechanism that includes a climate fund, investment strategy/framework and carbon trading platform. Composed as a 2 phase process of scoping followed by design work, this subcomponent will also identify tools and incentives that would enhance private sector investments in opportunities associated with climate change.

Although to be the subject of further discussion, CDKN also proposes a **Subcomponent 9: Coordination** to coordinate the Action Plan as a whole.

The subcomponents, which are intrinsically integrated, are shown together overleaf.

The Government of Kenya has produced draft Terms of Reference for subcomponents 1 - 8, which are provided at **Annex A** as a basis for responses to this initial Expression of Interest. A draft Terms of Reference for subcomponent 9 has been prepared by CDKN and is also provided at **Annex B**.



2.2 Key considerations

In considering these Terms of Reference it is important to note:

- These are draft Terms of Reference that need further scoping and expert input prior to finalisation and delivery. CDKN and the Government of Kenya would like to engage the supplier market at an early stage in this process to seek views and proposals on the best way to develop and approach each subcomponent. This is a key question in the Expression of Interest Response Form and Selection Document.
- None of this work is taking place in isolation. There are already several bilateral and multilateral donor programmes and institutions, working with many different government Ministries and other parts of government and civil society, that are engaged in work aligned to each of these subcomponents in Kenya. It will be important for each subcomponent, and the Action Plan as a whole, to build on, coordinate and integrate with these initiatives, in order to maximise overall benefits for Kenya.
- At this stage, no decisions have been taken about costing and funding of each subcomponent. CDKN and other donors have available funding to contribute. The Government of Kenya is confident of sourcing the funding necessary. As a guide, it is plausible to suppose that the total cost of implementation of the work is somewhere in the region of £1 – 3m GBP, but this is only an initial estimate. The intention is to use the procurement process to develop further clarity on the work involved and the associated costs.
- At this stage, no decisions have been taken about the exact timetable for implementation of each subcomponent. The Government of Kenya requires some initial deliverables by June

2011, for which it is likely that one or more subcomponents may be fast-tracked into procurement after the Expression of Interest stage. Beyond that, the exact sequencing and delivery of outputs will become clearer as the procurement process progresses. As a guide, it is anticipated that all subcomponents will commence as soon as possible in 2011 and the Action Plan programme as a whole could last somewhere around 9 -18 months (depending on eventual breadth, depth and sequencing).

- At this stage, no decisions have been taken about how and when successful Bidders will eventually be contracted. The default position is that each will enter into a contract with PricewaterhouseCoopers LLP (PwC) on behalf of the CDKN. However, other options are possible and this will depend on the details of funding and coordination arrangements. No contracts will be entered into until funding is confirmed and secured for the relevant subcomponent.

3 Approach to procurement

CDKN envisages a procurement process as follows:

3.1 Phase 1: Expression of Interest

Interested bidders are requested to complete the Selection Document (attached at **Annex C**). This document sets out questions, the answers to which will be used to select the bidders that will be taken forward to the next stage of the procurement. The weighting and scoring attached to each question is provided in the document.

The exact number of Bidders that are taken forward to the Phase 2 will depend on the number and quality of responses received. However we anticipate that somewhere between 5 and 12 Bidders will progress to Phase 2 per subcomponent.

3.2 Phase 2: Bidders workshop(s)

After evaluation of the Selection Document, the shortlisted suppliers will be invited to attend a workshop event. It is proposed to hold these workshops in Kenya (with a possible option to participate via video-conferencing). Details of the workshops will be sent to shortlisted suppliers. At this stage, it is envisaged that Bidders will fund their own travel and accommodation costs for this event.

The objectives of the event will be:

- To bring together shortlisted suppliers, key personnel from the Government of Kenya, CDKN, DFID, AFD and other potential interested donors and parties to discuss and further develop the Terms of Reference for each subcomponent
- To provide an opportunity for Bidders to raise and discuss issues in-depth with the client.
- To provide the opportunity for competitive dialogue and interaction between Bidders, including the opportunity to form consortia and different options for delivery.
- To provide all parties the opportunity to input into the further development and revision of the Terms of Reference such that issues, constraints and opportunities are catered for within the final versions prior to Phase 3. It is hoped that this will provide the Government of Kenya with a high likelihood of final proposals in Phase 3 that meet their expectations and can deliver robust outputs and lasting impacts.

CDKN will make no further reduction in the shortlist of Bidders during Phase 2.

3.3 Phase 3: Invitation(s) to tender – Full proposals

Further to the workshop the shortlisted bidders will be invited to submit a full proposal, including a commercial tender. The structure of this will be communicated after the workshop stage.

3.4 Outline timetable

Please note this is an approximate timetable and subject to change. Please also note that one or more subcomponents may be fast-tracked to commence earlier (in particular subcomponent 1) as shown under Phase 2 (alternative) below.

Due date	Procurement Activity
Phase 1	
28 March 2011	Expressions of Interest requested. Selection Document issued
8 April 2011	Deadline for submitting queries
15 April 2011	Deadline for receiving Selection Document responses
27 April 2011	Evaluate Selection Document responses, select and inform shortlist
Phase 2	
3 May 2011	Send Workshop invitation to shortlisted suppliers
May 2011 (tbc)	Hold Bidder Workshop(s)
Phase 3	
23 May 2011	Shortlisted suppliers invited to develop full proposal. Final ITT Issued
3 June 2011	Deadline for proposals
10 June 2011	Evaluation, presentations by short-listed suppliers (if required)
	Supplier selected, final issues resolved
17 June 2011	Contract Award
30 June 2011	Mobilise development team, initial meetings, begin development phase
Phase 2 (alternative) For one or more fast-tracked component(s)	
3 May 2011	Shortlisted suppliers invited to develop full proposal. Final ITT issued
13 May 2011	Deadline for proposals
17 May 2011	Evaluation. Supplier selected, final issues resolved
20 May 2011	Contract Award
30 June 2011	Completion of first interim deliverable

3.5 Selection criteria

The selection criteria for the first stage of the tendering process are contained in the Selection Document.

The final selection criteria will be included with the final Invitation to Tender.

3.6 Selection team

The Selection Panel for Phase 1 will be led by CDKN Procurement. Panel members will be asked to score each Bidder using the stated criteria in the Selection Document, using a standard template. The Panel will convene via video / audio conference to discuss and aggregate scores.

Panel members we anticipate to include:

- Helen Baker, Project Manager, CDKN Technical Assistance (with input from Carl Wesselink, Africa Director and Ali Cambray, Head of Technical Assistance)
- 2 x representatives from GoK (one from MEMR, one other, tbc)
- Representatives from DFID, AFD or other donors
- George Wamukoya, COMESA

The Selection Panel for Phase 3 will be described in the final Invitation to Tender.

4 How to respond

Interested Bidders should follow the instructions in Annex C – the Expression of Interest Response Form and Selection Document. This provides full details of how to respond, including completion of Parts 1 – 4 of the document.

Expressions of Interest should be returned by Friday 15 April 2011 as described in Annex C.

5 Contacts

For queries about the procurement process, please contact the CDKN Procurement Team:

Alex Aguado - CDKN Procurement Team
Email: cdknetwork.procurement@uk.pwc.com

Please note that the deadline for enquiries with regard to this call for Expressions of Interest is the 8th of April 2011.

www.cdkn.org

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