

## Request for Proposals (RFP)

### The provision of support services in the Implementation of the Incubator Programme of the Climate Technology Centre and Network (CTCN) for the CSIR

**RFP No. 805/10/11/2017**

Date of Issue	Friday, 27 October 2017	
Closing Date	Friday, 10 November 2017	
Place	Tender box, CSIR Main Reception, Gate 3 ( North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

## TABLE OF CONTENTS

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>3</b>
<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 BACKGROUND</b>	<b>3</b>
<b>3 INVITATION FOR PROPOSAL</b>	<b>4</b>
<b>4 PROPOSAL SPECIFICATION</b>	<b>4</b>
<b>5 FUNCTIONAL EVALUATION CRITERIA</b>	<b>7</b>
<b>6 ELIMINATION CRITERIA</b>	<b>8</b>
<b>7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION</b>	<b>8</b>
<b>SECTION B – TERMS AND CONDITIONS</b>	<b>8</b>
<b>8 VENUE FOR PROPOSAL SUBMISSION</b>	<b>8</b>
<b>9 TENDER PROGRAMME</b>	<b>8</b>
<b>10 SUBMISSION OF PROPOSALS</b>	<b>9</b>
<b>11 DEADLINE FOR SUBMISSION</b>	<b>9</b>
<b>12 AWARDING OF TENDERS</b>	<b>9</b>
<b>13 EVALUATION PROCESS</b>	<b>9</b>
<b>14 PRICING PROPOSAL</b>	<b>10</b>
<b>15 VALIDITY PERIOD OF PROPOSAL</b>	<b>11</b>
<b>16 APPOINTMENT OF SERVICE PROVIDER</b>	<b>11</b>
<b>17 ENQUIRIES AND CONTACT WITH THE CSIR</b>	<b>11</b>
<b>18 MEDIUM OF COMMUNICATION</b>	<b>11</b>
<b>19 COST OF PROPOSAL</b>	<b>12</b>
<b>20 CORRECTNESS OF RESPONSES</b>	<b>12</b>
<b>21 VERIFICATION OF DOCUMENTS</b>	<b>12</b>
<b>22 SUB-CONTRACTING</b>	<b>13</b>
<b>23 ENGAGEMENT OF CONSULTANTS</b>	<b>13</b>
<b>24 TRAVEL EXPENSES</b>	<b>13</b>
<b>25 ADDITIONAL TERMS AND CONDITIONS</b>	<b>14</b>
<b>26 CSIR RESERVES THE RIGHT TO</b>	<b>14</b>
<b>27 DISCLAIMER</b>	<b>15</b>
<b>28 DECLARATION BY TENDERER</b>	<b>16</b>
<b>29 ANNEXURE A FUNCTIONALITY EVALUATION SCORE SHEET</b>	<b>17</b>

## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

### **2 BACKGROUND**

The CTCN provides technology solutions, capacity building and advice on policy, legal and regulatory framework tailored to the needs of individual developing countries and the CSIR is one of three CTCN consortium partners in Africa. The CTCN is the operational arm of the UNFCCC Technology Mechanism and is hosted by the United Nations Environment Programme (UNEP) together with the United Nations Industrial Development Organization (UNIDO).

The CTCN facilitates the transfer of technologies through three core services:

- Providing technical assistance at the request of developing countries to accelerate the transfer of climate technologies;
- Creating access to information and knowledge on climate technologies; and
- Fostering collaboration among climate technology stakeholders from academia, the private and public sector and also research institutions.

The CSIR is seeking a national consultant from Malawi to support the Energy and Climate Branch on behalf of the CTCN at UN Environment Economy Division in Paris in implementing the Incubator Programme of the CTCN, a capacity-building programme aimed at facilitating the implementation of Malawi's Nationally Determined Contributions (NDCs) through the identification and support for technology interventions. An expert is required for forty (40) days of work over a period of 6 months (with possible contract renewal).

The Incubator Programme provides support to Least Developed Countries (LDCs) to increase and strengthen institutional capacities for NDC implementation. The Programme

helps LDCs bring together key national stakeholders around the NDE to identify and prioritise specific technology actions for NDC implementation through the development of a technology roadmap

A prospective service provider with the required skills, expertise and track record will be appointed by the CSIR to support the CTCN Incubator Programme in Malawi to identify priority sectors and technologies for NDC implementation.

### **3 INVITATION FOR PROPOSAL**

Proposals are hereby invited from suitably qualified service providers for the provision of support services in the implementation of the Incubator Programme of the Climate Technology Centre and Network (CTCN) for the CSIR.

### **4 PROPOSAL SPECIFICATION**

All proposals are to be submitted in a format specified in this RFP (if applicable). However, service providers are welcome to submit additional / alternative proposals over and above the originally specified format. A full proposal with CVs of principal researcher/s is required

#### **SCOPE OF WORK**

Scope of work will include the following activities for the duration of the project;

##### **4.1 Work plan:**

- 4.1.1 Objectives, output expectations and performance indicators
- 4.1.2 Final list of priority climate technologies
- 4.1.3 Final list of climate change stakeholders
- 4.1.4 Final agenda and participants list for national consultations
- 4.1.5 Final briefs on priority climate technologies
- 4.1.6 Final presentation including summary of each climate technology brief
- 4.1.7 Final report of national consultations
- 4.1.8 Inputs and feedback on technology roadmap

## 4.2 Activities:

Analyse Malawi's NDCs to identify priority sectors and technologies for adaptation and mitigation.

Cross-check priority sectors included in NDC with other planning documents:

- Climate change and climate technology related policies
- Development plans and strategies having a climate change/ climate technology component/focus, and/or an impact on climate technology activities (agriculture, water, energy, disaster management, land management, transport, industry, etc.)
- National plans and strategies under development
- International/multilateral/bilateral strategies and frameworks (such as Country Partnership Strategies with development financial institutions, United Nations Development Action Framework (UNDAF), and partnership strategies/frameworks with donors)
- TNA, NAMA, NAPA, national climate change strategy, etc.

4.3 Map climate technology stakeholders that are related to climate technologies, and generate a list of climate technology stakeholders from various sectors and types of institutions, that have strong relevance and can positively impact the deployment of climate technologies.

4.4 Organise national meeting/workshop to prioritise one technology to focus the technology roadmap on, taking into considerations potential or current ideas for submission to the GCF.

- Prior to national meetings, facilitate a meeting between the NDE and the GCF NDA
- Invite:
  - ✓ Governmental entities: representatives of various sectoral ministries and government departments at national and sub-national/local level in sectors included in NDC as well as key ministries such as ministry of finance, economy and trade, foreign affairs, etc.
  - ✓ Other climate change / UNFCCC focal points: GCF, UNFCCC, Adaptation fund, GEF, TNA, NAMA, NAPA, National Communication to the UNFCCC, etc. as well as key person in charge of climate change issues and climate change coordination in the country.
  - ✓ Private sector: industries and industry associations, businesses, and distributors that are operating in sectors with high GHG emission impact or that are vulnerable to climate change impacts; technology users and/or suppliers who could play a key local role in developing/adapting technologies in the country; entities involved in manufacturing, import, sales, and promotion of technologies for mitigation or adaptation; representative of businesses such as Chamber of Commerce.

- ✓ Research community: organizations involved in the research and development of technologies for mitigation or adaptation; institutions that provide technical support to both government and industry, universities, etc.
- ✓ Finance community, which could provide the capital required for technology project development and implementation, including investors, banks, etc.
- ✓ Communities, small businesses and farmers associations that are or will be using the technologies and who would experience the effects of climate change.
- ✓ Representatives of international organizations, cooperation agencies, and donors, including UN organizations, international and regional development banks, international funds (GCF, GEF, Adaptation Fund, etc.)
- ✓ Non-Governmental Organizations and civil society groups involved with the promotion of environmental and social objectives.
- ✓ Other climate change / UNFCCC focal points: GCF, UNFCCC, Adaptation fund, GEF, etc.
- ✓ Media and other entities that could give visibility to the NDE and CTCN

4.5 The objective of this activity is to support the work of the technology expert (selected by UN Environment) leading to the development of a technology roadmap. The technology expert will develop a technology roadmap for technologies selected during activity.

4.6 The technology roadmap serves as a coherent basis for specific technology development and transfer activities, providing a common (preferably quantifiable) objective, time-specific milestones and a consistent set of concrete actions; developed jointly with relevant stakeholders, who commit to their roles in the TRM implementation.”

4.7 In particular, the consultant will make available relevant information to the national expert to facilitate the development of the technology roadmap. It will also facilitate contacts between the technology expert and relevant national stakeholders.

4.8 Performance Indicators:

All deliverables to be submitted by deadline and to the satisfaction of UNEP. All deliverables shall be submitted electronically.

Refer to **Annexure “B”** for more information on the Incubator NDC implementation overview

## 5 FUNCTIONAL EVALUATION CRITERIA

5.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

Description	Weighting in Functional Evaluation
<p>1. Service provider previous experience and track record</p> <ul style="list-style-type: none"> <li>• At least 10 years of experience in the environment, public policy, climate change sphere;</li> <li>• Proven experience working on technologies that can be used to mitigate or adapt to climate change.</li> <li>• Proven experience working in Malawi (preference given to Malawian service providers)</li> <li>• Expertise and experience working with national stakeholders</li> </ul>	15%
<p>2. Previous successfully implemented projects</p> <ul style="list-style-type: none"> <li>• Proven track record in research and analysis related to the environmental sector, in particular strong climate change expertise; Service providers to submit list of previous successfully implemented projects</li> <li>• Knowledge of climate change policy and planning issues at national and international levels</li> </ul>	15%
<p>3. Project team composition</p> <ul style="list-style-type: none"> <li>• The team must have advanced university degree (Master's degree or equivalent), preferably in climate change, environmental sciences, environmental engineering, or related studies and demonstrate proven track record in related research.</li> </ul>	50%
<p>4. Detailed project plan</p> <ul style="list-style-type: none"> <li>• A detailed project implementation plan outlined together with time-lines to undertake the project to completion including or linked to the proposed budget</li> </ul>	20%
<b>Total</b>	<b>100%</b>

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation.

5.3 Refer to **Annexure “A”** for the scoring sheet that will be used to evaluate functionality.

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location

## 7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

### SECTION B – TERMS AND CONDITIONS

## 8 VENUE FOR PROPOSAL SUBMISSION

Proposals may be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address  
Council for Scientific and Industrial Research (CSIR)  
Meiring Naudé Road  
Brummeria  
Pretoria
- Alternatively, soft copies (proposals) may be submitted via email to: [tender@csir.co.za](mailto:tender@csir.co.za)

## 9 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: Friday, 27 October 2017
- Closing / submission Date: Friday, 10 November 2017
- Estimated contract duration (in months) Six (6) Months



## 10 SUBMISSION OF PROPOSALS

- 10.1 All proposals are to be sealed. No open proposals will be accepted.
- 10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

**PART 1:** Technical Proposal: RFP No.: **805/10/11/2017**.

**PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: **805/10/11/2017**.

- 10.3 Proposals submitted by companies must be signed by a person or persons duly authorised.
- 10.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

## 11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 10 November 2017** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

## 12 AWARDING OF TENDERS

- 12.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

## 13 EVALUATION PROCESS

### 13.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**,
- The second phase includes the evaluation of **price** and **B-BBEE** status.
- B-BBEE not applicable to Foreign Service Providers

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

### 13.2 Preference points system

The **80/20** preference point system will be used where **80** points will be dedicated to price and **20** points to B-BBEE status.

## 14 PRICING PROPOSAL

14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

14.4 Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

*\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding*

*on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

*\*\*Non-firm price is all prices other than “firm” prices.*

14.5 Payment will be according to the CSIR Payment Terms and Conditions.

## **15 VALIDITY PERIOD OF PROPOSAL**

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

## **16 APPOINTMENT OF SERVICE PROVIDER**

16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

16.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.

16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

## **17 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with **“RFP No 805/10/11/2017 – The provision of support services in the implementation of the Incubator Programme of the Climate Technology Centre and Network (CTCN) for the CSIR”** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

## **18 MEDIUM OF COMMUNICATION**

All documentation submitted in response to this RFP must be in English.

## 19 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

## 20 CORRECTNESS OF RESPONSES

- 20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## 21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2 *One hard copy and one electronic copy (CD or USB memory key)* of each proposal must be submitted unless the submission is via e-mail. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal. B-BBEE credentials are only relevant to SA service providers, not applicable to foreign providers
- 21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

## **22 SUB-CONTRACTING**

- 22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 22.2 A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

## **23 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

- 23.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 23.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 23.3 Prescribed by the body - regulating the profession of the consultant.

## **24 TRAVEL EXPENSES**

- 24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursing, must be in line with the CSIR's travel policy. The following will apply:
- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

## **25 ADDITIONAL TERMS AND CONDITIONS**

- 25.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 25.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
  - The original or certified copy of the B-BBEE certificate of the joint venture;
  - The Tax Clearance Certificate of each joint venture member;
  - Proof of ownership/shareholder certificates/copies; and
  - Company registration certificates.
- 25.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **26 CSIR RESERVES THE RIGHT TO**

- 26.1 Extend the closing date;
- 26.2 Verify any information contained in a proposal;
- 26.3 Request documentary proof regarding any tendering issue;
- 26.4 Give preference to locally manufactured goods;
- 26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6 Award this RFP as a whole or in part;
- 26.7 Cancel or withdraw this RFP as a whole or in part.

## **27 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

**28 DECLARATION BY TENDERER**

**Only tenderers who completed the declaration below will be considered for evaluation.**

**RFP No: 805/10/11/2017.**

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP No. **805/10/11/2017** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....  
CAPACITY .....  
SIGNATURE .....  
NAME OF FIRM .....  
DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	



## 29 ANNEXURE A FUNCTIONALITY EVALUATION SCORE SHEET

No	Description	Weight	3	7	8	10
1	Previous experience/track record	(15%)	The service provider has at least 2-3 years of experience in the environment, public policy, climate change sphere.	The service provider has at least 4-5 years of experience in the environment, public policy, climate change sphere and also on working on technologies that can be used to mitigate climate change.  Experience working in Malawi and has expertise working with national stakeholders	The service provider has at least 6-7 years of experience in the environment, public policy, climate change sphere and also on working on technologies that can be used to mitigate or adapt to climate change.  Experience working in Malawi and has expertise working with national stakeholders	The service provider has at least 8-10 years of experience in the environment, public policy, climate change sphere and also on working on technologies that can be used to mitigate or adapt to climate change.  Experience working in Malawi and has expertise working with national stakeholders
2	Previous successfully implemented projects	(15%)	The service provider has less than 3 years track record in research and analysis related to the environmental sector  The service provider submitted only 2 lists of previous successfully implemented related projects	The service provider has less than 5 years proven track record in research and analysis related to the environmental sector. Has less than 5 years climate change expertise. The service provider submitted 3 lists of previous successfully implemented related projects	The service provider has 6-7 years proven track record in research and analysis related to the environmental sector and has climate change expertise.  The service provider submitted 5 lists of previous successfully implemented related projects	The service provider has more than 8 years proven track record in research and analysis related to the environmental sector, in particular strong climate change expertise.  The service provider submitted more than 5 lists of previous successfully implemented related projects The service provider has Knowledge of climate change policy and planning issues at national and international levels
3	Project team composition	(50%)	The team has university degree in climate change and further related studies  Proven track record in related research work in Malawi submitted	The team has university degree in climate change and environmental sciences.  Proven track record in related research work in Malawi submitted	The team has advanced university degree, Master's degree in climate change and environmental sciences  Proven track record in related research work in Malawi submitted	The team has advanced university degree, Master's degree in climate change, environmental sciences, environmental engineering and further related studies.  Proven track record in related research work in Malawi submitted
4	Detailed project plan	(20%)	A brief summary project implementation plan outlined	A summary project implementation plan outlined together with time-lines	A detailed project implementation plan outlined and submitted together with time-lines to undertake the project to completion.	A detailed project implementation plan outlined together with time-lines to undertake the project to completion including the proposed budget