

Analyses of conditions for climate-related participation of civil society and specific examples of participatory policy making in Kazakhstan

(ID: KAZAKHSTAN_2022_1)

1 Letter of Invitation

Berlin, 26 July 2022

Dear Madam or Sir,

the project “**Strengthen Civil Society for the implementation of national climate policy**” analyses the legal framework, existing structures as well as concrete opportunities and processes that enable civil society organizations (CSOs) to participate in national climate policy, especially with regard to the revision processes of the Nationally Determined Contributions (NDCs). It aims at strengthening the involvement of CSOs in climate policy making to finally raise ambitions in climate change mitigation and adaptation. In the first period, the project focused on Georgia, Ukraine and Colombia. In the second phase until mid-2024, the analyses and activities will be extended to further countries in Latin America (Chile, Argentina, Costa Rica) and Eastern Europe and Central Asia – EECA (Kazakhstan, Republic of Moldova). The international project is led by BUND, the German Section of Friends of the Earth, Berlin, Germany, and is conducted in close cooperation with the Independent Institute for Environmental Issues (UfU), Berlin, Germany and CENSAT Agua Viva (Friends of the Earth Colombia), Center for Environmental Initiatives Ecoaction, Ukraine and Greens Movement of Georgia / Friends of the Earth, Georgia.

UfU hereby invites potential service providers to submit a proposal for the following research:

Analyses of civic space and opportunities of public participation in climate matters in Kazakhstan.

1. This Request for Proposal (RFP) includes the following documents:

Section 1 – This Letter of Invitation

Section 2 – Instructions to Proposers

Section 3 – Terms of Reference (TOR)

Section 4 – Technical Proposal Form

Section 5 – Financial Proposal Form (as separate attachment)

Appendix 1 – Evaluation Scheme

Appendix 2 – Structure of the Report

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2. Your offer comprising of a Technical and Financial Proposal (see templates in sections 4 and 5) should be submitted in accordance with the instructions to proposers.

Proposed methodology and approach should meet all the requirements of the Terms of Reference including project costing. The project plan should be linked to the implementation phase requirements. A detailed methodology approach is developed in line with implementation phase requirements and expected outcomes and deliverables.

3. You are kindly requested to submit an acknowledgement letter and the proposal to UfU via the following e-mail anne.nemack@ufu.de with reference to the title and ID of this RFP in the subject line of your email.

Deadline for submission: 3 October 2022

Should you need further clarification, kindly communicate with anne.nemack@ufu.de duly assigned to handle all queries for this RFP.

We look forward to your proposal and thank you in advance for your interest in our project and a cooperation with us.

Yours sincerely,

Dr. Michael Zschiesche

Director UfU

2 Instructions to Proposers

2.1 Contents of proposal

Bidders are required to complete, sign and submit the following documents (one or several pdfs + an excel sheet):

1. Proposal submission covering letter
2. Documents establishing the qualifications of the project team assigned to this project (persons in your project team & list or references, max. 3 pages long)
3. Technical proposal
4. Financial proposal
5. Any attachments and/or appendices to the proposal

2.2 Clarifications and amendments to proposal

Bidders may request a clarification of any of the RFP documents no later than 3 working days before the proposal submission date. Any request for clarification must be sent in writing or by electronic means to the email address anne.nemack@ufu.de

At any time prior to the deadline for submission of proposals, UfU may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of supplemental information to the RFP. All proposers who have provided confirmation of their intention to submit a proposal will be notified in writing of all amendments to the RFP with reasonable time to consider the amendments to the RFP.

2.3 Language of proposal

The proposal, as well as all related correspondence submitted by the bidder and UfU, shall be written in English or Russian language. Any printed literature furnished by the proposer written in a language other than English or Russian must be accompanied by a translation into English or Russian.

2.4 Technical and financial proposal

The bidder shall submit the proposal submission forms furnished in section 4 and 5 of the RFP.

The financial proposal shall be prepared using the attached standard form. It shall list all major cost components associated with the activities (including all taxes). All outputs and activities described in the Technical Proposal must be priced separately. Any output and activity described in the technical proposal but not priced in the financial proposal shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

The costs must be stated in Euro net prices (no local VAT applicable if bidder resides outside Germany).

The bidder indicates in the covering letter that he will abide by the proposal for eight weeks.

2.5 Joint venture, consortium or association

If the bidder is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to UfU for the fulfilment of the provisions of the contract and shall designate one party to act as a leader with authority to legally bind the joint venture, consortium or association. The leader or lead entity, and/or the composition or the constitution of the joint venture, consortium or association shall not be altered without the prior consent of UfU.

The description of the organization of the joint venture, consortium or association must be clearly defined in the course of establishing the eligibility of the proposer, by defining the expected role of each of its components/member firms in the course of performing the research defined in the ToR.

3 Terms of References

The Terms of References (ToR) describe the tasks and contributions as contractor in the project “**Strengthen Civil Society for the implementation of national climate policy**”. These Terms of Reference form the basis for a service contract to be concluded with the Independent Institute for Environmental Issues Studies e.V. (UfU) as a project partner.

3.1 Background, project description and objectives

Environmental organizations have an important task in the implementation of the Paris Agreement on the national and local level: In their role as advocate of nature and future generations, they often demand more ambitious climate protection. Their expert knowledge makes them predestined for critically accompany the development and implementation of their country’s climate plans. Particularly their rooting in civil society helps them to also include social aspects, local particularities and aspects of equity into climate mitigation and adaptation measures.

In many countries, the climate-related civil society has only limited resources to accompany climate policies from national and subnational government successfully. Within the project described above, each partner organization in Colombia, Georgia and Ukraine developed a set of actions to support the civil society movement in climate matters within the past three years and will continue these activities within the next two years. While BUND strengthens in close cooperation with the partner organizations their climate-political profiles and activities, UfU gives scientific support to the project, e.g. by taking a closer look to questions related to civil society participation in climate policies. After the first period of the project, a study on the status quo and good practices of civil society participation was published. Within the next two years, the analyses will be extended to five more countries, as mentioned above.

The scope of this request for proposals is the analysis of framework conditions and recent participation opportunities of civil society organizations related to climate issues in Kazakhstan.

The results of the analysis will serve as input for policy makers and other stakeholders on how to better implement participative processes regarding climate related policies and plans.

3.2 Scope of work and Methodology

In 2022 UfU published the study „Civic space for participation in climate policies in Colombia, Georgia and Ukraine”. The purpose of the study was to investigate the environment and conditions for climate-related participation, such as the legal framework for participation, as well as concrete practices of participatory policy making in Colombia, Georgia and Ukraine. The analysis explores how national civil society is being involved in political processes related to the Paris Agreement. The focus thereby lies on organised groups, rather than individuals and the public. Are civil society organisations involved in the development of climate-relevant national plans, strategies and other document? Are there good examples or good approaches of participation that enable civil society actors to effectively influence national political processes and raise ambition in climate matters? The study also identifies concrete country-specific barriers that hamper or avoid meaningful, effective and long-term participation, and gives advice for overcoming these barriers. In the context of the study, the research team of the Independent Institute for Environmental Issues (UfU), supported with feedback from the project partners in the countries investigated, developed a **standardised evaluation scheme** to analyse and assess the general conditions for participation as well as concrete opportunities and practices in different countries. Based on international literature on civil society participation and civic space, and the findings and conclusions of the case studies, five evaluation criteria were defined. Afterwards, a set of four to eight indicators was determined for each criterion. In total, 25 indicators (with specific questions) were defined. Each indicator has an associated scoring system as presented in Appendix 1. The scoring options are not the same for every indicator. Depending on the question, a graduated answer or a clear yes or no may be required. With regard to complex topics, such as stability and conflicts, corruption, or the security of citizens, we suggest to use existing indices, such as for instance the Corruption Perception Index (CPI), to assess the respective indicators.

The aim of the second phase of the project is to apply the evaluation scheme to further countries. Hence, the scope of this request includes the application of the evaluation scheme to assess the situation in Kazakhstan. In addition to this numerical evaluation, the contractor is requested to present the results of his research and evaluation in a **written report**. Based on the study of 2020, UfU has defined a structure for this country report (Appendix 2). The contractor is requested to use this structure and answer the guiding questions indicated in each section. After the finalisation of the report, UfU will commission a translation into Russian. The scope of this request also includes to proofread this translation and give written feedback to UfU.

The report should be written in a simple, non-technical language. With regard to the methodology, we propose desk research and interviews/consultations/(digital) roundtables with relevant stakeholders.

3.3 Workplan

The work plan should include but not necessarily be limited to the following activities:

- Short description of methodology (including literature and interviews)
- Review of relevant literature
- Work on the report and evaluation scheme
- Outlook: develop policy recommendations focusing on the policy framework and relevant institutions
- Preparation of reports.

On the basis of the proposed work plan and time schedule outlined, the contractor must provide a detailed work plan for the analyses.

3.4 Duration of the work and expected outputs

The duration of the analyses is from **15 October 2022 to 30 February 2023**, followed by proofreading of the translation. Expected milestones and outcomes:

- **End of October 2022:** Meeting and coordination with UfU and other contractors of BUND, which work on a study on the national and local implementation of the country's NDCs and related political processes.
- **15 December 2022:** draft report + filled evaluation scheme
- **30 February 2023:** Final report
- Within six months after submission of the report: Proofreading of the Russian translation

3.5 Expertise required

The proposed analyses shall be conducted by one or a team of experts, who should have the following profiles:

- at least 3 years of experience in conducting legal and/or political research.
- relevant experience regarding public participation procedures, the Aarhus Convention, Principle 10 of the Rio Declaration, Bali Guidelines and participation provisions in the Paris Agreement and the Katowice rulebook.
- Relevant expertise regarding climate protection legislation and climate related plans in Kazakhstan.
- An overview about civil society actors in Kazakhstan working on climate issues
- English or Russian will be the working language. The final report must be presented in English or Russian.

For each specialist proposed, a curriculum vitae must be provided of max. two pages setting out their relevant qualifications and experience.

3.6 Reporting and documentation

The report must be presented in the format given by UfU (Appendix 2). A digital draft version of the report and the filled evaluation scheme is to be presented to UfU for comments by **4 December 2022**. The service provider will take into account all comments received when preparing the final report. The final report in English or Russian is to be submitted by **30 February 2023**.

3.7 Copyright and right of use

In the contract to be signed following the acceptance of an offer it is set out that the Contractor will grant UfU the non-exclusive but unrestricted right of use of his/her own work results (including data, photographs, illustrations and graphs). The right of use particularly includes the types of use mentioned in § 15 of the German Copyright Act (UrhG) and also processing and redesigning.

4 Technical Proposal Form

Evaluation criterion 1: Expertise of Firm/Organization

- i. A brief description of bidder as an Entity: Provide a brief description of the organization/firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, research fields and/or types of activities, and approximate annual budget.
- ii. Track Record and Experiences: Provide the following information regarding research/corporate experience for at least five references which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity/status	Types of activities undertaken	References Contact details

Evaluation criterion 2: Approach and Implementation Plan

This section should show the proposer’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed, and demonstrating how the proposed methodology meets or exceeds the specifications.

- i. Approach to the work required: Please provide a detailed description of the methodology for how the organization will achieve the ToR of the study, keeping in mind the appropriateness of local conditions.

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- ii. Time schedule: Provide a clear time schedule that reflects the activities according to the work plan and expected outputs.
- iii. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

Evaluation criterion 3: Personnel

- i. Provide the CV(s) (each one no more than two page) for key personnel that will be provided to support the analyses. CVs should demonstrate qualifications in areas relevant to the scope of the study.
- ii. Staff time allocation: Please provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement.

The quality is given a weighting of 60% in the evaluation, the price is given a weighting of 40%.