REQUEST FOR PROPOSAL
TO CONVERT THE TIPS MANUAL JUST TRANSITION PROJECT EVALUATION TOOL INTO A REAL TIME, ON- LINE DIGITAL TOOL

TIPS is a not for profit economic research institution working in the fields of industrial policy, inclusive growth and the green economy.

INTRODUCTION

In the past decade the call to address climate change has reached new levels of urgency. Many countries, including South Africa have signed Nationally Determined Contributions which identify a country's commitment to decrease their carbon emissions. Emissions reduction over years should move countries towards the goal of achieving net zero by 2050. In recent years there has been increasing concern that in the drive to achieve net zero some workers and communities may be unfairly negatively impacted. This has led to the call for a just transition which seeks to ensure that as the economy moves to net zero no one is left behind.

South Africa is at the forefront of global thinking about the just transition. In a framework developed by the Presidential Climate Commission, the South African just transition is understood to include three dimensions: distributive, restorative and procedural justice. While these concepts have been useful in articulating the complex and interrelated dimensions of what a just transition entails – the conceptualization has created a challenge in determining what counts as a just transition project or investment. This issue has become increasingly important as South Africa has received grant and concessionary finance which may be applied to just transition projects, programmes and investments.

TIPS has been working on developing a framework which determines whether a project qualifies as being a just transition project or not. This determination is crucially important in influencing whether a project is eligible for grant/concessionary finance or not.

PURPOSE

TIPS is seeking a service provider to automate the existing framework evaluation process using a real time, online digital tool. The aim of the project is that anyone can input their project's details online and receive a real time answer of whether their project qualifies as a just transition project or not. Evaluation will be entirely automated with no manual evaluation required. Users will include amongst others: large corporations, SMME's, municipalities, community organisations, non-governmental organisations, donor organisations, philanthropies and individual entrepreneurs.
TIPS is also seeking to collect data from inputted projects to facilitate future just transition research.

CELEBRATING
25
YEARS OF SUPPORTING POLICY DEVELOPMENT THROUGH RESEARCH AND DIALOGUE

SCOPE OF WORK

The tool will need to translate the existing framework into a digital version. This will include inter alia articulating simple input questions and information gathering fields to guide different types of projects through the requisite steps to accumulate the relevant information. The tool will then need to apply the framework's criteria, and parameters and do the calculations/processing necessary to evaluate projects. Finally, the tool will need to provide a designation for each project. There will be three possible designations: yes, the project is a just transition project; no the project is not a just transition project or yes the project is a just transition plus project.

Delivering clear evaluation outcomes for the tool's users is the most important external outcome for the tool. TIPS also requires an internal outcome in the form of a searchable, usable database of inputted project information.

The tool will also need to be designed and coded in such a manner that it will be easily updateable as the underlying framework is improved over time. Finally, the front end of the tool will need to be re-skinnable so that it can potentially be used and branded by different organisations. TIPS will be the sole owner of the back end of the tool and its' database.

POSSIBLE PHASING AND ACTIVITIES

PHASE	ACTIVITIES
Requirement Gathering and Planning	- Define user input questions - Identify key features and functionality - Define database analytics - Define the criteria and algorithms for evaluating projects
Design Phase (UI and UX)	- Design user interface wireframes and mock-ups - Create user experience flows to guide users through the evaluation process - Iterate on designs based on feedback from stakeholders - Finalise UI/UX design for development
Back End and API Development	- Determine backend technologies - Develop server-side logic and API's for processing user inputs and evaluating projects - Implement algorithms - Set up databases and data storage mechanisms
Front End Development	- Develop frontend components and interfaces - Implement user input forms and validation mechanisms - Integrate UI/UX design into frontend development

Integration and Testing	• Integrate frontend and backend components to create a functional system
	• Do testing and fix bugs and issues
	• Perform usability testing with real users to validate the effectiveness of the evaluation process
	• Refine the tool based on feedback from testing
Deployment and Initial Feedback Loop	• Prepare the tool for deployment to production environment
	• Set up hosting infrastructure
	• Deploy the tool to production environment
	• Launch the tool to users and acquire feedback

DELIVERABLES

1. Progress reports as requested
2. A fully functional live, easy to use site which reliably and consistently evaluates inputted project data in real time and designates projects as either: just transition, not just transition or just transition plus.
3. A searchable and easy to use database of inputted project information and data.
4. All design documentation, coding and access for the back end and front end.

TIMEFRAME

A fully functional live site will need to be operational and accessible by the public no later than the 15th of March 2025.

REQUIREMENTS OF SUCCESSFUL SERVICE PROVIDER

- Demonstrated familiarity with UI development, UX design and database design and access solutions
- Proven track record of successful delivery of equivalent projects
- Ability to work with non-IT clients
- Ability to mobilise a senior team
- Ability to meet deadlines

GOVERNANCE STRUCTURE

TIPS will appoint a steering committee to oversee the programme of work. The steering Committee will comprise: the Just Transition Finance Project Team Leader, the Executive Director of TIPS and (one or more) external IT advisor/s to TIPS.

EVALUATION OF BIDS

TIPS will establish an evaluation panel, including but not limited to the steering committee. The panel will score bids according to the following criteria matrix.

CRITERIA	WEIGHT	Score
Service Provider's Relevant Experience	20	
Experience, Skills and Qualifications of the key personnel	20	
Interpretation of the ToRs	10	
Bidder's Proposed Methodology and Project Plan	10	
Ability to complete the project within the timeframe	10	
Price	20	
B-BBEE	10	
TOTAL	**100**	

Presentations (If required)

If required, shortlisted bidders will be invited for presentations to the evaluating Panel.

Bidders will be required to present on amongst other things but not limited to the following:

- Bidder's relevant experience and track record

- Experience, skills and qualifications of the key personnel

- Interpretation of the ToRs

- Proposed project plan and methodology

BRIEFING FOR BIDDERS

A voluntary briefing on the Just Transition Evaluation Framework will be held on line on the 1st August 2024. To register for the briefing Please click here to register.

BIDDING DOCUMENTATION

The Bid Submission must include:
1. The Bid
2. CVs of Team
3. Tax clearance certificate
4.BEE certificate
5.Company Registration
6. Contact details of two previous clients who could be contacted to provide a reference

CLOSING DATE

- Bids must be sent to bids@tips.org.za
- Closing Date is 4.00pm on August 20th 2024.
- If required short listed bidders will need to be available to present (online) during the week of August 25th.
- The successful bidder will be appointed no later than the 9th of September 2024 and will need to begin work soon thereafter.

For any inquiries please contact Sandy Lowitt on slowitt@icon.co.za