



# Request for Proposal

## Developing a Training Course on Urban Climate Change Adaptation and Resilience

### ADAPT Asia-Pacific RFP # 2013-01

RFP Issue Date: Wednesday, March 20, 2013

Proposal submission deadline: Wednesday, April 10, 2013

Deadline for submission of questions pertaining to this RFP: Monday, March 25, 2013

Please send your questions about this solicitation to [info@adapt-asia.org](mailto:info@adapt-asia.org). Answers to all questions will be posted on the ADAPT Asia-Pacific website at [www.adaptasiapacific.org](http://www.adaptasiapacific.org) on Friday, March 29, 2013.

#### 1) INTRODUCTION

ADAPT Asia-Pacific, a program funded by USAID and implemented by AECOOM, invites proposals for “Developing a Training Course on Urban Climate Change Adaptation and Resilience” from outside independent organizations interested in providing the services listed below. The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by ADAPT Asia-Pacific.

#### 2) ADAPT ASIA-PACIFIC

Under ADAPT Asia-Pacific, AECOM International Development is addressing the ability of governments in the region to access climate change adaptation finance. The project provides services in five key areas: (i) sustainable regional knowledge sharing platform; (ii) annual forum to bring adaptation funds and project proponents together; (iii) climate change adaptation project capacity building program; (iv) technical assistance in preparing funding proposals; and (v) overarching program management and coordination for the aforementioned four technical tasks. As cross-cutting themes, ADAPT Asia-Pacific promotes among others, regional networking and gender considerations.<sup>1</sup>

To implement these tasks, ADAPT Asia-Pacific works with regional, international and US partners to provide technical support to strengthen regional networks, to leverage technical and financial resources and to share and replicate best practices among national and local stakeholders. A key principle of the capacity building program is to ensure sustainability of project activities by teaming up with capable institutions in the region that can continue to deliver ADAPT Asia-Pacific supported outputs after project completion.

Eligible countries in Asia include Bangladesh, Cambodia, India, Indonesia, Lao PDR, Maldives, Mongolia, Nepal, Philippines, Sri Lanka, Thailand, Timor-Leste and Vietnam. Eligible Pacific Island Countries include Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall

Islands, Nauru, Niue, Palau, New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

### **3) BACKGROUND**

In 2012, ADAPT Asia-Pacific undertook a desk study to assess regional capacity building needs within the context of the project's goals and objectives. The study identified three major areas in which ADAPT Asia-Pacific might make an important contribution regionally to addressing capacity gaps in the region. These included the economics of climate change adaptation, climate proofing infrastructure and climate change adaptation in the context of urban management and planning. Subsequently, a more detailed assessment of capacity building activities concerning climate change adaptation in an urban setting confirmed the overall findings of the assessment, but it also found that a number of urban/climate change adaptation activities are occurring in the region. Consequently, it is necessary to ensure we have a clear and comprehensive understanding of what has been done and is being done or proposed in this field, and based on that, to identify the niche that ADAPT Asia-Pacific can fill before going on to design the proposed course on urban and climate change adaptation.

### **4) PRIMARY OBJECTIVES OF THE ASSIGNMENT**

ADAPT Asia-Pacific intends to develop a training course dealing with climate change adaptation (CCA) in an urban context. It will focus on Asia, but will also consider the Pacific as appropriate. The work done under this SOW will provide ADAPT Asia-Pacific with (i) an identification of major gaps in training programs available to government staff in the region that address urban CCA; (ii) a description of a training course that would help to address the identified gaps; (iii) a clear understanding of the main target(s) for the training, both in terms of course participants and learning institutions that would be best placed to deliver the course; and (iv) a detailed draft course outline, work program and timeline for completion of the course design.

### **5) DETAILED TASKS**

#### Phase 1

- (i) Compile from the internet and other existing sources the urban adaptation training and related capacity building programs that have been delivered in the recent past, are already underway or are being proposed. Focus on the region, but also include major programs that may be offered globally, e.g., from Europe or the US. Provide a summary description of the urban adaptation training landscape based on this work, including the programs and the institutions that offer them. Identify gaps that need to be addressed.
- (ii) Consult with a broad cross-section of urban administrators, planners and other practitioners, universities, think tanks and other experts in the region on their perceptions of priority training needs and target group(s) for a course on urban adaptation.
- (iii) Based on results from the tasks described above, provide an analysis of and identify the priority training needs and training participants for the proposed urban and CCA training course. Also describe institutions, preferably within the region, with which ADAPT Asia-Pacific could partner to deliver the training over the long term. Give

priority to institutions that can offer university credits to participants. ADAPT Asia-Pacific will enter into an agreement with the institution(s) from this list which it judges as best placed to serve as a long-term home for the course.

- (iv) Prepare a detailed draft outline of the proposed training course, and incorporate revisions that may be requested by ADAPT Asia-Pacific following a review.
- (v) Prepare a detailed scope of work and budget for completing the design of the proposed training course.

## Phase 2

- (i) Build on the course outline from Phase 1 by preparing a detailed design of the course.
- (ii) Prepare associated course materials, e.g., case studies, instructor's guide, etc.
- (iii) Undertake these tasks in consultation with the institution with which ADAPT Asia-Pacific has entered into agreement to deliver the course.

## **6) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

Phase 1 is expected to begin on or about April 25, 2013 and be completed June 20, 2013. The home office will be the duty station. Two round trips between the home office and Bangkok, Thailand are expected. Phase 2 is expected to begin about June 30, 2013 and be completed approximately September 30, 2013.

## **7) DELIVERABLES**

### Phase 1

- (i) A report providing a summary description of the urban adaptation training landscape and a description of key individuals or institutions in the region with whom the Specialists may collaborate.
- (ii) Summary conclusions arrived at from the consultation with experts and other primary stakeholders.
- (iii) A final report that (a) provides an analysis of the information gathered; (b) identifies priority training needs and training participants for the proposed urban and CCA training course; (c) describes institutions that could best deliver the course over the long term; (d) presents a detailed outline of the proposed training course; and (e) presents a detailed scope of work for completing the design of the proposed training course.

### Phase 2

- (i) Fully designed post-graduate training course.
- (ii) Training materials associated with the course.

## **SOLICITATION**



Interested parties should submit a 10 page proposal that outlines their approach and briefly details their organizational capabilities, including CVs of key experts proposed to work on this activity. The proposals should have the following structure:

1. Executive Summary (max 1 page)
2. Technical Approach and Methodology (max 4 pages)
3. Organizational Capacity (max 2 pages)
4. Past Performance (max 1 page)
5. Project and Client Management Team ( max 1 page)
6. Project Personnel (max 1 page).
7. Annexes (CVs of key experts, company/organization brochures, etc)

Interested parties should also submit a detailed cost proposal (in US dollars) in an excel file with detailed breakdown of activities.

ADAPT Asia-Pacific will evaluate proposals according to following criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
Technical Approach	35 Points
Personnel Capability	20 Points
Organizational Capacity	20 Points
Past Performance	5 Points
Cost Appropriateness	20 points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>

ADAPT Asia-Pacific maintains the right not to award any contract under this solicitation.

Proposals are due to [info@adapt-asia.org](mailto:info@adapt-asia.org) by **April 10, 2013**. Only electronic submissions will be accepted. ADAPT Asia-Pacific is planning to make the award by April 15, 2013. All non-successful applicants will be informed about the results of the bid by April 30, 2013.