

**MINUTES FOR THE NON-COMPULSORY INFORMATION SESSION  
FOR**

**DFFE-B001 (25-26): R THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP A NATIONAL STRATEGY AND ACTION PLAN AIMED AT REDUCING EMISSIONS FROM DEFORESTATION AND FOREST DEGRADATION (REDD) FOR CONSERVATION OF FORESTS, SUSTAINABLE MANAGEMENT OF FORESTS, AND ENHANCEMENT OF FOREST CARBON STOCKS (+) IN SOUTH AFRICA FOR A PERIOD OF EIGHTEEN (18) MONTHS**

**DATE:** 16 April 2025

**VENUE:** Microsoft Teams

**TIME:** 10:00 – 11:00

**CHAIRPERSON:**  
Ms. Hlobisile Jabulile Sithole

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	<b>OPENING AND WELCOME</b>	The chairperson, Ms. Hlobisile Jabulile Sithole, officially opened the meeting and welcomed all those in attendance. She further introduced the officials from the Department of Forestry, Fisheries and the Environment and allowed the prospective bidders to introduce themselves as well.	Noted	None
2.	<b>ATTENDANCE</b>	<p>The following DFFE officials were in attendance:</p> <ul style="list-style-type: none"> <li>Ms. Hlobisile Jabulile Sithole– Chairperson</li> <li>Dr Andile Churchill Mkwalo – Project Manager</li> <li>Mr. Xhanti Mdledle– SCM Support</li> </ul> <p>All prospective bidders who were in attendance were requested to provide their information in the Microsoft Teams chat panel as a form of registration.</p>	Noted	None



# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<ul style="list-style-type: none"> <li>No apologies tendered.</li> </ul>		
3.	PURPOSE OF THE MEETING	<p>Ms. Hlobisile Jabulile Sithole indicated that “the purpose of this of this meeting is to provide clarity in so far as the scope and extent of work conducted by prospective bidders as it relates to the appointment of a professional service provider to develop a National Strategy And Action Plan aimed at Reducing Emissions from Deforestation and Forest Degradation (REDD) for conservation of Forests, Sustainable Management of Forests, and Enhancement Of Forest Carbon Stocks (+) in South Africa for a period of eighteen (18) months.</p> <p>She further confirmed that this was a Non-Compulsory Briefing Session therefore, prospective bidders are to note as indicated in the Bid Document that this is a Non-Compulsory Briefing Session. This means that bidders who failed to attend this briefing session will not be disqualified, and their proposals will be considered.</p>	Noted	None
4.	TECHNICAL PRESENTATION OF THE PROJECT	<p>Dr Andile Churchill Mkwalo gave a brief overview of the project and emphasis was made on the following:</p> <ul style="list-style-type: none"> <li><b>PURPOSE</b></li> <li>To appoint a Professional Service Provider to develop a National Strategy and Action Plan aimed at Reducing</li> </ul>	Noted	None



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<p>Emissions from Deforestation and Forest Degradation (REDD) for Conservation of Forests, Sustainable Management of Forests and Enhancement of Carbon Stocks (+) in South Africa for a period of eighteen (18) months.</p> <ul style="list-style-type: none"><li>• <b>INTRODUCTION AND BACKGROUND</b></li><li>• The role of forests in mitigating climate change was first recognised under the Kyoto Protocol (Article 3), through land use, land-use change, and forestry under the Clean Development Mechanism (CDM). However, the concept of reducing carbon emissions through the reduction of deforestation and forest degradation first came about at the 11th Conference of the Parties (COP11) in Montreal in 2005 (Document FCCC/CP/2005/5, Agenda item 6) and was adopted as an official item of the conference. It was only later at the Conference of Parties 13 in Indonesia, 2007 (UNFCCC decision 2/CP.13), that it was formally decided to consider Reducing Emissions from Deforestation and Forest Degradation (REDD) as a way of mitigating climate change, and at COP15 it became one of the most important agenda items (Document FCCC/CP/2009/11, agenda item 7(E); UNFCCC decision 4/CP.15). Later it evolved to being REDD+, to include conservation of forests, sustainable management of forests, and enhancement of forest carbon stocks.</li></ul>		



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<ul style="list-style-type: none"><li>• The simple idea of REDD+ is for developing countries to reduce emissions (or increase removals) by reducing deforestation and forest degradation and conserving and sustainably managing forests, with the financial assistance of developed countries. In return, developing countries obtain REDD+ credits, which can be included in their own climate change mitigation efforts and which countries can be incentivised for. However, it is important to emphasise that REDD+ is not an offset mechanism.</li><li>• South Africa has taken a progressive approach in its response to climate change. Following the early ratification of the Kyoto Protocol, the country published a National Climate Change Response White Paper in 2011 and has gradually developed a substantial foundation on which to base future policy and measures. A particular opportunity that has been identified is the implementation of a national program aimed at reducing emissions from deforestation and forest degradation (REDD+).</li><li>• Based on the initial analysis in the National Terrestrial Carbon Sink Assessment (DEA 2013), an interim Interdepartmental REDD+ Consultative Task Team (IRCTT) was established between the then Department of Agriculture, Forestry and Fisheries (DAFF) and the Department of Environmental Affairs (DEA), who commissioned an initial REDD+ Readiness Assessment Study (DAFF 2017). The outcomes of the study and subsequent expert consultative</li></ul>		



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<p>workshop identified the clear need to progress with the development of several key elements (Figure 1) as well as pilot areas, to be able to move towards the development and implementation of a national program in an effective, pragmatic, and efficient manner.</p> <ul style="list-style-type: none"><li>• <b>OBJECTIVES</b></li><li>• The main objective is to develop a national strategy and action plan aimed at reducing emissions from deforestation and forest degradation (REDD) for the conservation of forests, sustainable management of forests, and enhancement of forest carbon stocks (+) in South Africa for a period of eighteen (18) months.</li><li>• <b>SCOPE AND EXTENT OF WORK</b></li><li>• The appointed service provider will assist DFFE in developing a national strategy and action plan aimed at reducing emissions from deforestation and forest degradation (REDD) for conservation of forests, sustainable management of forests, and enhancement of forest carbon stocks (+), as guided by the framework attached in Annexure C of this TOR.</li><li>• <b>EXPECTED DELIVERABLES / OUTCOMES</b></li></ul>		



# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<ul style="list-style-type: none"> <li>On commencement, during the execution, and upon completion of the assignment, the following deliverables are expected from the preferred service provider:</li> <li><b>PROJECT INCEPTION</b></li> <li>The objective of this task is for the entire project team to participate in a project inception meeting to agree on project tasks, deliverables, and timelines.</li> <li>OUTPUT: An inception report submitted by the appointed service provider two (2) weeks after the purchase order issued and inception meeting with the Project Steering Committee.</li> <li><b>LITERATURE REVIEW</b></li> <li>The objective of this task is to undertake a literature review of REDD+ by providing the origin of the concept (including the evolution of REDD+, the regional and international experience); REDD+ in South Africa's context, South Africa's Journey towards REDD+; and what process will be followed to formulate National REDD+ Strategy and Action Plan for South Africa.</li> <li>OUTPUT: Literature Review report documenting REDD+ originality, relevance, and formulation process of it in South Africa.</li> </ul>		



# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<ul style="list-style-type: none"> <li>• <b>GUIDING FEATURES OF SOUTH AFRICA'S NATIONAL REDD+ STRATEGY AND ACTION PLAN</b></li> <li>• The objective of this task is to provide the strategic direction (i.e., vision, mission, principles, and implementation approach); overview of the financing mechanism, Forest Reference Emission Level (FREL)/ Forest Reference (FRL), Forest Carbon Trust Fund, and existing policy and institutional arrangements, amongst others, in the context of REDD+.</li> <li>• OUTPUT: Guideline report indicating features of South Africa's National REDD+ Strategy and Action Plan.</li> <li>• <b>REVIEW OF LAND USE CHANGE AND KEY DRIVERS OF DEFORESTATION AND FOREST DEGRADATION</b></li> <li>• The objective of this task is to critically review the existing study reports to assess land use change, land use change drivers, and major drivers of deforestation and forest degradation in all ecological zones of South Africa such as Afro-temperate /Afromontane, inland, high mountains, coastal zones, amongst others.</li> <li>• OUTPUT: Review report documenting land use change and major drivers of deforestation, and forest degradation in South Africa</li> </ul>		



# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<ul style="list-style-type: none"> <li>• <b>STRATEGIC OPTIONS AND KEY INTERVENTIONS</b></li> <li>• The objective of this task is to prioritize the drivers in all physiographic zones and propose strategy options and key interventions that will address the drivers of deforestation, and forest degradation, and enhance sink potentiality through sustainable management of forests (SMF), conservation of forests, and enhancement of forest carbon stocks (REDD+).</li> <li>• OUTPUT: Strategic options and key interventions guide for REDD+ in South Africa.</li> <li>• <b>COST-BENEFIT ANALYSIS</b></li> <li>• The objective of this task is to conduct a trade-off analysis of REDD+ strategy options, including opportunity, investment, transaction, and abatement including estimating the unit cost of avoiding deforestation and forest degradation.</li> <li>• OUTPUT: Cost Benefit Analysis report identifying opportunities of having REDD+ strategy and unit cost of avoiding deforestation and forest degradation in South Africa.</li> <li>• <b>MONITORING AND EVALUATION FRAMEWORK</b></li> </ul>		





# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<ul style="list-style-type: none"> <li>The objective of this task is to develop a comprehensive and cost-efficient MRV system that is suited for the South African context that takes into account the scope, parameters, monitoring intervals, local biophysical, socio-economic, land-tenure and legal contexts as well as existing datasets, standards and processes. The developed MRV system must consider a National Forest Monitoring System, Safeguards, and non-carbon benefits.</li> <li>OUTPUT: Develop a Monitoring and Evaluation Framework for both the National Forest Monitoring System (NFMS) and the Safeguard Information System (SIS).</li> <li><b>REDD+ RELATED POLICIES AND MEASURES</b></li> <li>There are national policies that could be aligned with the decisions of the UNFCCC for REDD+; therefore, it will be very important to review and assess these measures more thoroughly and identify gaps that exist and those that may arise from emerging policies. Secondly, review and assess the United Nations Conventions such as the United Nations Framework Convention on Climate Change (UNFCCC), United Nations Convention on Biological Diversity (UNCBD), United Nations Convention to Combat Desertification (UNCCD), and United Nations Forum on Forests (UNFF) alignment relating to forests, the environment, in general, and natural resource management that are considered for REDD+ policies.</li> </ul>		



# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<ul style="list-style-type: none"> <li>• OUTPUT: REDD+ Related Policies and Measures Review Report.</li> <li>• <b>FINANCE AND FUNDING FOR REDD+</b></li> <li>• The objective of this task is to identify sources of funding and financing for the REDD+ programme ex-ante, during, and ex-post funding that could be sourced from the government and multilateral funder(s).</li> <li>• OUTPUT: Potential Financing and Funding Requirements and Assessment Report for REDD+ in South Africa.</li> <li>• <b>CLOSE OUT REPORT AND FINAL REDD+ STRATEGY AND ACTION PLAN UPON COMPLETION OF THE PROJECT</b></li> <li>• The objective of this task is to request a close-out report and final REDD+ strategy and action plan upon completion of the project from the chosen service provider.</li> <li>• OUTPUT: Detailed Close Out Report and Final REDD+ Strategy and Action Plan upon completion of the project.</li> <li>• Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations: (As per the TOR)</li> </ul>		



# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<p>He further outlined the functionality criteria (phase 02) evaluation that will be followed for this tender.</p> <p>Upon conclusion of the technical process of the project, prospective bidders were given an opportunity to ask questions.</p>		
5.	<b>PRESENTATION OF THE BID EVALUATION PROCESS</b>	<p>The Supply Chain Management official, Mr. Xhanti Mdledle, gave a brief overview of the process as follows:</p> <ul style="list-style-type: none"> <li>• Emphasis was made on the closing date and time, the delivery address, and that bidders are to ensure that the bid submission register is signed when submitting their proposals into the tender box.</li> <li>• Only physical bid proposals will be accepted (no emailed or faxed proposals).</li> <li>• Late bids will not be accepted; as such, bid proposals must be in the bid box at 11h00.</li> <li>• All queries of the tender document post the briefing session should still be sent to Tenders@dfre.gov.za at least seven (07) calendar days before the stipulated closing date.</li> <li>• Outlined the three (03) evaluation phases that will be followed for this tender</li> <li>• Phase 1: Pre-compliance</li> <li>• All SCM Administrative documents are to be duly completed and signed.</li> <li>• The information and amounts on SBD 3.3 and Annexure A – Pricing Schedule should correlate.</li> <li>• In a case of Consortia/ Joint Venture, bidders must submit an agreement that is signed by all parties involved.</li> </ul>	Noted	None



# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<ul style="list-style-type: none"> <li>Phase 2: Functionality Criteria</li> <li>Bidders will be evaluated according to the criteria stipulated in the Terms of Reference and must score a minimum of 70 out of 100 in order to be evaluated further.</li> <li>Phase 3: Price and Specific Goals</li> <li>The Preference Point System applicable for this bid is 80/20 - where 80 is the maximum points allocated to the lowest acceptable tender for price, and 20 is the maximum points for the specific goals as per the table below.</li> <li>Bidders must meet any of the three (03) specific goals, provide proof of such and duly complete SBD 6.1 to claim in order to be allocated the preference points.</li> </ul> <p>Upon conclusion of the technical and evaluation process of the project, prospective bidders were given an opportunity to ask questions.</p>		
6.	QUESTIONS & ANSWERS (Q & A)	<p><b>Q: The information/ experience required its based on the number of projects the company completed or based on the completed projects by the Project Team Leader?</b></p> <p><b>A: Its both work that has been done by the company, where the BID requires a proof of a duly signed positive reference letters of the work that has been done by the company. Also the experience of the Project Team Leader in the work that its related to mitigation or adaptation to the effects of climate change.</b></p> <p><b>Q;Will the Department facilitate access to data and information neccessary for developing the strategy?</b></p> <p><b>A:The department will assist in accessing necessary data and information for the successful bidder</b></p>	None	None



# forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<p><b>Q:</b>What are the specific Qualifications required for the project team leader in the REDD + Project?</p> <p><b>A:</b>The project team leader must provide proof of qualifications, such as certificates, to validate their claims.</p> <p><b>Q:</b>What proof is required for the project managers experience in the tender submissions, will it be enough to indicate qualifications in the CV only?</p> <p><b>A:</b>The project manager must provide proof of qualifications, such as certificates, to validate their claims.</p> <p><b>Q:</b> when talking about forest assessment, does the Project Manager refers to forests only natural / indigenous forests on state land or forests on both private and communal land as well?</p> <p><b>A:</b> It includes all types of forests in South Africa as defined by National Forest Act ( i.e. Natural/ Indigenous forests, woodlands and plantations) whether *its in state land/ communal/ private land.</p> <p><b>Q:</b> Is it 16 or 6 elements that the Project Manager is referring into in figure 1 of the Tender document?</p> <p><b>A:</b> Its 16 Elements but the diagram shows key important areas that REDD+ strategy and action plan should consider.</p>		
7.	<b>CLOSURE</b>	<p>The chairperson thanked all attendees for their time and attendance.</p> <p>The meeting was adjourned.</p>	Meeting was adjourned	None