



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01 March 2017

Interested, qualified and experienced individual consultant(s) are hereby invited to forward their applications for the assignment as detailed below.

Number of positions : 1
Contract Type : Individual Consultant (International)
Country : South Africa
Description of the assignment : Develop the GEF CEO Endorsement Request and the DBSA and UNDP Project Documents

Estimated Period of assignment/services (if applicable): 90 working days

Estimated Contract Commencement Date : **23rd March 2017**

Applications should be submitted by email to the following address: -
procurement.za@undp.org

The **deadline** for submission of applications is by close of business on **15th March 2017.**

Any request for clarification must be sent by standard electronic communication to the e-mail address indicated above. UNDP will respond by standard electronic mail and MAY send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants who would have acknowledged receipt of this notice and thus confirmed that they shall be submitting their applications.

1. BACKGROUND

The Development Bank of Southern Africa (DBSA) and United Nations Development Programme (UNDP) are both implementing agencies of the Global Environment Facility (GEF). The GEF provides funding to developing countries to address environment and climate change issues. Countries that are eligible for funding from the GEF can access such financial resources through implementing agencies of the GEF, a role played by DBSA and UNDP in this project. Funding is available to projects that meet the following criteria:

- Alignment with the country's development priorities and programmes, and endorsement by the country's GEF Operational Focal Point (OPF);
- Consistency with the GEF strategy;
- Address one or more of the GEF Focal Areas (and cross-cutting issues and programmes), advancing the prospect of reducing risk to, or improving, the global environment;
- Seek GEF financing only for the incremental costs of measures to achieve global environmental benefits; and
- Co-finance: i.e. projects that are able to attract financing and leveraging of funds from other sources

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

DBSA and UNDP, with support from the South African Department of Energy, seek to engage an experienced international consultant with a strong background in GEF requirements for project development and implementation. The objective of the assignment is the development of the CEO Endorsement Request and associated documents (GEF Tracking Tool, project budget, etc.), and the Project Documents for UNDP and DBSA, for the South African GEF-financed climate change mitigation project, "Leapfrogging South Africa's markets to high-efficiency LED lighting and high efficiency distribution transformers". DBSA and UNDP, with support from the South African Department of Energy, seek to appoint an International Consultant to lead the project preparation process. The International Consultant will be responsible for supervising and coordinating a team of three National (South African) Consultants:

- A specialist in energy efficiency lighting;
- A specialist in transformers and electricity transmission/distribution; and
- A gender specialist

The International Consultant, in coordination with the three National Consultants, will design the GEF-financed project, including writing project documentation, design of the logical framework, stakeholder consultations and other related roles.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- A minimum of 10 years of professional experience in the energy efficiency sector (and associated technical and financial expertise) and in climate change mitigation, ideally with direct experience with energy efficient lighting, distribution transformers or related technology.
- Proven expertise in the design, formulation and development of GEF-financed climate change mitigation projects (CEO Endorsements and Project Documents).
- Master's degree in a field related to Energy and Climate Change Mitigation (e.g. Engineering, Physics, Environmental Science, Energy Economics, Carbon Finance Markets and Energy Sector Business Administration).
- Excellent English written and presentation skills (verifiable consultancy and publication track record desired).
- IT skills, notably solid experience with Microsoft Office.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. AWARD OF CONTRACT

The contract will be awarded to the lowest priced technically qualified proposal.
Where 70% is the minimum technical score of the following overall criteria:-

- Methodology
- Experience
- Qualification

Additional documents attached to this Notice: -

- **TERMS OF REFERENCES (TOR)**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**