



## 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 ( National)  
Country : South Africa  
Description of the assignment : Gender Specialist on Energy Efficiency

Estimated Period of assignment/services (if applicable): 30 working days

Estimated Contract Commencement Date : **23<sup>rd</sup> March 2017**

Applications should be submitted by email to the following address: -  
[procurement.za@undp.org](mailto:procurement.za@undp.org)

The **deadline** for submission of applications is by close of business on **15<sup>th</sup> 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.

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## 1. BACKGROUND

The GEF Council has recently approved the Project Identification Form (PIF) for the Full-Sized Project titled “Leapfrogging South Africa’s Markets to High-Efficiency LED Lighting and High Efficiency Distribution Transformers” (PIMS 5728) implemented through the Department of Energy of South Africa. The GEF Implementation Agencies, UNDP and DBSA, are now commencing a detailed project preparation phase between April-December 2017. At the end of the preparation phase, UNDP and DBSA will finalize a GEF CEO Endorsement Request and respective Project Documents for approval/endorsement by the GEF CEO.

The project is being designed to accelerate South Africa’s efforts to transition the economy to energy-efficient products, through the following:

- Developing the country’s market for Light-Emitting Diode (LED) lighting on the electricity demand-side; and
- Developing the market for high-efficiency distribution transformers on the electricity supply-side, ultimately resulting in climate change mitigation, stable power supply and therefore economic development and improved energy access.

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

UNDP is seeking to recruit a Gender Specialist National Consultant to perform the following tasks:

1. Carry out a participatory gender analysis to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project’s context, and appropriate measures taken to address these and promote gender equality; collect gender-responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries.
2. Assist in organizing and carrying out gender-responsive stakeholder consultation sessions in order to solicit inputs and ensure both male and female stakeholder involvement and buy-in to the project. Guide the project development team in using participatory techniques that involve both women and men in assessments and discussions.
3. Ensure that all aspects of the project documents are gender-responsive: work with the project development team to devise the project results framework and theory of change: develop gender-responsive outcomes, baselines, targets and indicators for the project results framework and ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity; ensure that gender considerations are integrated into the project’s theory of change, including in the discussion of impact, assumptions, evidence and risks.
4. Develop a Gender Action Plan for the project with annual outputs to facilitate implementation of activities that promote gender equality and women’s empowerment.
5. Provide inputs to the UNDP Social and Environmental Screening Procedure, including assessing potential negative impacts of the project on gender equality and specific activities to mitigate and/or minimize them.
6. Assist the project development team in identifying and developing partnerships with gender equality/women’s governmental institutions, local women’s NGOs/CSOs and relevant national stakeholders.
7. As requested by the project development team, assist with capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed into the project document.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Demonstrated understanding of issues related to gender and sustainable development; at least 7 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development [20]
- Experience carrying out participatory gender analysis; experience collecting and formulating gender-responsive indicators and sex-disaggregated data and preparing gender-responsive project analysis; developing gender action plans [20]
- Proven experience in analysis of gender issues in South Africa [20]
- Demonstrated understanding of the links between sustainable development, social and gender issues;
- Demonstrated experience working on policy and programmatic issues with national and local governments and other stakeholders including community organizations [10].
- Experience in facilitating gender-responsive stakeholder meetings is highly desired [10];
- Experience with project development and results-based management methodologies is highly desired [10];
- Excellent analytical, writing, advocacy, presentation, and communications skills are required [10].

#### Education:

- Master's degree in gender studies, gender and development, environment, energy, sustainable development or closely related area.

#### Language:

- English

### 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**