



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 03rd August 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
Description of the assignment : Lead Project Development Consultant

Estimated Period of assignment/services (if applicable): 60 working days

Estimated Contract Commencement Date : **01st September 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 **20th August 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

UNDP is commencing a project preparation phase, expected to last for 18 months, to develop a detailed project design for the full-sized project titled *Strengthening Capacity for International Cooperation in the Ecosystem-based Management of the Antarctic Large Marine Ecosystem* (PIMS 4473 Antarctic LME). The project will be implemented through the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR, based in Tasmania). Project member countries are Chile, India, Namibia, South Africa and Ukraine. At the end of the preparation phase, UNDP will submit a CEO Endorsement Request and a full project document with all required annexes in the required template to GEF Secretariat.

The Atlantic LME project aims to strengthen multilateral cooperation in ecosystem-based management of the Antarctic Large Marine Ecosystem (ALME) through supporting national-level institutional strengthening and building the capacity of GEF-eligible countries to meet their marine resource management commitments and obligations under the intergovernmental Convention for the Conservation of Antarctic Marine Living Resources, (CCAMLR) to help ensure sustainable ALME fisheries in the context of climate variability and change.

The project will have the following 4 main components:

Component 1. Enhanced Multi-national cooperation in the ecosystem-based management and monitoring of the Antarctic LME (ALME) through multinational cooperation, multi-sectoral coordination and partnership.

Component 2. Building technical and analytical capacity to support ecosystem-based management of the ALME.

Component 3. Demonstrations for the adaptive management of the ALME.

Component 4. Knowledge management, communications of best practices and lessons learnt.

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

UNDP is seeking to recruit the Lead Consultant to develop a UNDP-GEF Project Document, Request for GEF CEO Endorsement, and all other required documents in the template required by UNDP and/or GEF, ready for submission to UNDP and GEF approval.

Duties and Responsibilities

The UNDP-South Africa Country Office is seeking to recruit the Lead Project Development Consultant to perform the following tasks:

1. Under the guidance of UNDP and CCAMLR Secretariat, work with National Coordinators, a Polar and CCAMLR Expert and Gender Expert(s) to ensure the timely drafting of the required documents for submission to the GEF, strictly adhering to the agreed deadlines and ensuring quality control. Finalize all the required documents in the required template.
2. Coordinate closely with the Polar and CCAMLR Expert in guiding the national coordinators who coordinate national consultation processes at their respective countries to ensure the stakeholder engagement at the national level in the project design.
3. Collaborate with the Polar and CCAMLR Expert to develop the details of the project interventions.
4. Conduct the Environmental and Social Screening as per the relevant UNDP Procedures and Guidelines.
5. Collaborate with the Gender Expert(s) to ensure gender-responsive project design, taking into account the findings and recommendations from the Gender Analysis and any other inputs from the Gender Expert(s)

6. Identify co-financing activities and work closely with the Polar and CCAMLR Expert in securing co-financing letters
7. Complete GEF IW Tracking Tool
8. Develop the project results framework, the multi-year work plan and budget for the project, M&E plan, sustainability plan, the project management arrangement.
9. Develop a clear incremental reasoning for the proposed outcomes and activities, and ensure that the project approach is the most cost-effective according to GEF guidelines.
10. Address all comments on the project design by the Scientific and Technical Advisory Panel (STAP) and in the GEF review sheet.
11. Facilitate consultations with all relevant stakeholders upon developing and finalizing the proposed project interventions, including detailed budget, M&E Plan, Sustainability Plan, Project Management Arrangement, TORs for key project staff, and a detailed activity and work plan, in order to ensure the sense of ownership and buy-in from the participating countries and CCAMLR.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- At least *15 years* of practical working experience in international waters or natural resources management related field (*10 points*);
- Demonstrated experience and proven track record of working with governments on marine ecosystems, in particular, the joint management of large marine ecosystems, is highly desirable. (*10 points*);
- Project development experience using the Logframe approach is essential; Experience in developing projects financed by GEF International Waters Focal Area is highly desirable. (*10 points*);
- Good understanding and experience in Results-Based Management. Proven knowledge of the project management cycle and M&E requirements of UNDP-GEF projects (*10 points*);
- Up-to-date knowledge of GEF eligibility criteria under GEF-6 with emphasis on International Waters Focal Area is desirable. (*10 points*);
- Demonstrated experience in working with or supporting often complex and highly sensitive negotiation processes of intergovernmental conventions and/or organizations (*10 points*);
- Demonstrated experience in working on policy and programmatic issues with national and local governments, and civil society organizations including community organizations (*10 points*);
- Proven record of donor and partner coordination and facilitation skills (*10 points*);

Education:

- Master's degree with specialization in relevant field(s) related to the assignment (e.g. marine science, marine biology, oceanography, ecology, civil or environmental engineering, environmental management, NRM economics, or closely related field) (*10 points*)

Language:

- Fluency in English, both oral and written, is required. (*5 points*);
- Excellent analytical, writing, advocacy, presentation, and communications skills are required (*5 points*).

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/ P11 form 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 unless indicated otherwise. 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 proposal that attained the highest combined score of both technical and financial proposals

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**