



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 November 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

Country : South Africa

Description of the assignment : Technical Expert To Do A Series Of Research On Land Administration And Management Practices In South Africa And Evidence-Based Policy Making And Implementation Methods And Provide Advisories

Estimated Period of assignment/services (if applicable): 15 days within 1½ months

Estimated Contract Commencement Date : **22nd November 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 November 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 Chief Directorate: Policy Research and Development in the Department of Rural Development and Land Reform has been tasked with two assignments related to policy research. First one on the amendment Bill to the Deeds Registries Act of 1937 and the second one to re-introduce and develop a framework to sustain an evidence-based policy development practice to the department. There are also additional tasks related to policy advice and support that may arise. In relation to these advisory notes may be developed as per the agreement between the project management team and the consultant.

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

The objective of the assignment is to provide technical or research expertise in evidence-based policy and implementation methods, land administration and practice in South Africa, socio-economic impact assessments and provide range of deliverable products and services as agreed with the project management team (UNDP & DRDLR).

Granted the complexity and all challenges of land reform programme in South Africa, there is a need to undertake series of research, which should be completed in 15 days in 1½ months period. These will improve upon and update the data and information the DRDLR has already gathered. A research on evidence-based policy making and implementation methods and practices should be undertaken and provide advice on the most suitable methods that can respond to land reform programmes' planning and implementation. Another research is related to an amendment Bill to the Deeds Registries Act of 1937.

EXPECTED OUTPUTS

The specific tasks of the Project Coordinator will be the following:

- Policy Research report on Land Administration and Management practice in South Africa;
- Policy Research report supplementary to existing research on Regulation of Agricultural Land Bill and the other on amendment Bill to Deeds Registries Act;
- Policy Research report on evidence-based policy making and implementation methods;
- Advisory services and products as required and agreed.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Project Coordinator must fulfil the following selection criteria:

Education: Post Graduate Degree in Development Studies, Human/ Social Sciences, Agricultural Economics, Law or Policy Studies. PHD Degree will give an added advantage.

Research: Strong research background on issues of land policy, development economics, and agriculture

Working knowledge of the rural development and land reform programmes of South Africa will be an added advantage.

Experience: 8-10 years of consulting experience on the topic of rural development, land reform policy research and development.

Knowledge and Skills: Research, Report Writing, Policy Analysis and Project Management.

Extensive **intellectual contribution** to the discourse on land reform and development internationally.

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**