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Resilient nations.*

## **TERMS OF REFERENCE (TORs)**

**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.**

### **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 advise 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. OBJECTIVE**

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).

### **3. PROJECT DURATION**

The project duration is 15 days within 1½ months' period, starting immediately.

### **4. SCOPE OF WORK**

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.

## 5. PROJECT WORKPLAN

Please attach a project workplan, highlighting the key project activities or milestones and their projected accomplishment dates. A budget breakdown per activity and the number of hours to be spent should be provided.

## 6. EXPERTISE AND COMPETENCIES REQUIRED

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.

## 7. PROJECT IMPLEMENTATION REPORTING

- The Technical Expert shall submit draft and final reports which clearly present work undertaken outlining activities and outputs thereof. Any proposed deviations from the original project implementation plan shall be explained to the UNDP in writing and be approved by the UNDP Senior Management.
- The project report (s) must be submitted in electronic formats. All such materials shall become the property of the UNDP and its development partner and no

document may be reproduced, copied or distributed without prior written consent from UNDP.

## **8. INSTITUTIONAL ARRANGEMENTS**

- The Technical Expert will be:
  - Working with a team of experts who are also working in Policy Research and Development assignments.
  - S/he will be briefed by Chief Director Policy Research & Development-DRDLR and UNDP Project Manager at the start of the assignments, and will henceforth report regularly to CD PR&D-DRDLR and UNDP Project Manager throughout the project duration.
  - Supervised by the Chief Director PR&D- DRDLR
  - UNDP Project Manager will administer the progress of the project
- Will report progress to the Chief Director PR&D and the UNDP Project Manager
- Project monitoring, control and evaluation will be jointly done by UNDP and the DRDLR.
- The Technical expert will be expected to observe the highest professional and ethical standards throughout project implementation.

## **9. RELEVANT INFORMATION/DOCUMENTATION**

- Information and related documents will be available on request from Chief Directorate: PR&D in the DRDLR and all relevant role players.
- The UNDP Senior Management will be available for consultation regarding related issues, progress briefings and any other matters related to smooth execution of the project and success thereof.

## **10. CONFIDENTIALITY**

Technical expert must regard all information, discussions, documents and reports that arise from this project as confidential. Only UNDP, or DRDLR shall have the right to make public the findings of this assignment.

## **11. APPLICATION REQUIREMENTS**

Interested experts are invited to submit proposals to provide the above-mentioned services. The proposal should focus on addressing the consultant's ability to provide the services outlined in the Scope of Work and Expected Outputs. Please include the following:

- Cover letter
- Detailed CV(s) indicating qualifications and relevant experience
- A proposal indicating a description of the proposed approach to the scope of work, preliminary work plan with timelines and detailed budget.

## **12. CONTACT PERSON AND DETAILS**

Please send all inquiries to procurement: [procurement.za@undp.org](mailto:procurement.za@undp.org) as per the advert requirements.