



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14th February 2018

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 : Facilitation of 2018 UNDP South Africa retreat
Estimated Period of assignment/services (if applicable): 6 working days within a 2 weeks period
Estimated Contract Commencement Date : 26th February 2018

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 **21st February 2018.**

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 UN System in South Africa is committed to supporting the country in meeting its development objectives in alignment with the national development priorities and within the context of the Millennium Development Goals (MDGs). In response to this UNDP South Africa will focus its partnership with the Government on achieving demonstrable and sustainable development results in the pursuit of its development goals and in delivery of and access to quality services particularly for marginalized and vulnerable groups. In this way UNDP SA will contribute to strengthening institutions and processes of democratic governance in South Africa.

The country programme is firmly anchored in the UN's *Strategic Cooperation Framework 2013-2017*(UNSCF), whose over-arching aim is to consolidate the UN's response to South Africa's national development priorities and outcomes through four main priority areas: (i) Inclusive growth and decent work; (ii) sustainable development; (iii) Enhancing human capabilities; and (iv) Governance and participation. The UNSCF has since been extended up to June 2019 in order to align it to the government planning cycle. The Country Programme Document (CPD) and the Country Programme Action Plan (CPAP) outline the four priority areas of the SA Country office work, namely:

Priority Area 1: Enhancing Inclusive Growth

Priority Area 2: Climate Change and Greening South Africa's Economy

Priority Area 3: Strengthening Democratic Governance

Priority Area 4: Support to South Africa's Regional and Global Engagement

Gender and HIV are cross-cutting areas, although they programmatically and operationally, priority Area 3: Strengthening Democratic Governance.

The CPD was evaluated in 2017 and its life-time and also been extended to June 2019 in order to align it to the SCF and the government planning cycle

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

UNDP seeks to contract a consultant to facilitate the retreat on the following expected results:

Deliverables/Planned Results

- Facilitate the 2.5 day retreat
- Ensure robust discussions on the subject matters
- Draw the linkage between the sessions to achieve the objectives of the discussions
- Provide an overall summary and takeaways at the end of the discussions
- Facilitate the process of developing an Outcome Statement on the 2018 priorities
- Prepare and produce a report including summary of discussion and recommendations.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Master's degree or equivalent in Behavioral sciences, Leadership Development, gender/women's studies, Human Resources Development or a related field.
- Minimum 5 years' relevant experience in Leadership Development, Executive Coaching or related work.
- Experience and ability to work with multiple stakeholders, including UN agencies
- Experience in workshop facilitation; excellent writing and presentation skills.
- Fluency in English, i.e. oral and written proficiency is required

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**