



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28th September 2018

Interested, qualified and experienced individual consultant(s) are hereby invited to forward their applications for the assignment as detailed below.

OFFICE OF THE UN RESIDENT COORDINATOR

Number of positions	: 1
Contract Type	: Individual Contract/RLA
Country	: South Africa
Description of the assignment	: Communications platform design, Layout and Blogger for the United Nations joint innovative programme on Foresight for the UN's cooperation in South Africa
Estimated Period of assignment/services (if applicable)	: 3 months
Estimated Contract Commencement Date	: October 2018

Proposal should be submitted by email to procurement.za@undp.org no later than 07th October 2018 11:59 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent by standard electronic communication to procurement.enquiries.za@undp.org. UNDP will respond by standard electronic mail and will send responses, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The United Nations in South Africa is in the process of rolling-out an innovative programme on incorporating foresighting techniques to better respond to South Africa's political and socio-economic environment. In partnership with the Centre for Public Service Innovation (CPSI) the United Nations aims to build a sustainable culture around foresighting, anticipatory governance and innovation in policy, long term-planning and decision-making.

The overall objectives of the Foresighting programme are to:

- Break new ground to ensure transparency and accountability of UN investments in country
- Plan with the long term in mind: Looking 15-50 years into the future and supporting government partners to overcome short-termism
- Make it possible for citizens to use data to drive public accountability
- Model the UN's role in channelling new asset classes to support government's advance towards achieving the Sustainable Development Goals
- Design, delivering and monitoring forward-looking public service programmes drawing on the best minds in the country they serve; channelling collective intelligence.
- Support government to engage with new developments in public service innovation, transparency standards, new finance mechanisms and new data through risk management, privacy and ethics frameworks.

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

The CPSI and UN Country Team (UNCT) are seeking a new-media communications tool designer who will assist in creating an online presence for the programme, through website and blog design and use of new media to communicate about the programme.

The UNCT will expect the following deliverables from the selected service provider:

- Design of an innovative website linked to other communication tools and mobile applications
- Innovative blogs, one posted with the launch of the website, subsequent blogs on a bi-monthly basis on the progress of the programme, specific opinions of stakeholders, reflections, etc.
- Product launch to partners and the UN in South Africa on the use of the communications tools.
- Transfer of knowledge to UN staff for the maintenance of the web-platform

Specifications (TBC)

An interactive user-friendly website that allows users to interact, have dialogue and communicate across various identified platforms. This includes features such as;

- Active pages linked to the CPSI and UN in South Africa websites
- Interactive blog section
- live chat pop-up
- Help screen
- Active commentary section
- Active links to social media accounts
- Repository/ Searchable database of case studies, research and related documents on foresighting
- Link to selected foresighting initiatives

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The successful bidder must possess the following skills:

A bachelor degree/diploma in Information technology and Web-design

Individual consultant should have a minimum of five-year experience in the design, layout and online-media communications.

Experience in developing content management systems

Experience in working with tight schedules

Shown capacity of delivery on time

Prior experience in design and development of communications platforms for the UN preferable

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Applicants are required to submit the following:

- i. A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;
- ii. Personal CV highlighting qualifications and experience in similar projects;
- iii. Work references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar assignments);
- iv. All-inclusive financial proposal (fixed cost bid) indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all the costs of travel, accommodation, etc for the service provider to achieve the required deliverables.

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. 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. EVALUATION

Lowest priced and technically compliant offer

The award of a contract would be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
- b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

Criteria	Weight	Max. Point
Technical		
Bachelor Degree/Diploma in IT/Web-design	30 %	30
At least five years experience in design layout and online media communications	50%	50
Experience in the UN system programs and design in UN communications platform	20%	20
TOTAL	100%	100

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS