



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 October 2018

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

Project name: Standards & Labelling

Number of positions	: 2 (1 International & National Consultants)
Contract Type	: Individual Contracts
Description of the assignment	: UNDP-GEF Midterm Review: South Africa Wind Energy project (SAWEP) Phase 2
Estimated Period of assignment/services (if applicable)	: 4 months
Location	: South Africa
Estimated Contract Commencement Date	: 10 th January 2018

Proposal should be submitted by email to procurement.za@undp.org no later than 22 November 2018 11:59 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent by standard electronic communication to procurement.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

This is the Terms of Reference (ToR) for the UNDP-GEF Midterm Review (MTR) of the full-sized project titled South African Wind Energy Project (SAWEP Phase 2) (PIMS 5256) implemented through the Department of Energy and the South African Energy Development Institute (SANEDI), which is to be undertaken in Q1 2019. The project started on 18 December 2015 and is in its third year of implementation. In line with the UNDP-GEF Guidance on MTRs, this MTR process was initiated before the submission of the second Project Implementation Report (PIR). This ToR sets out the expectations for this MTR. The MTR process must follow the guidance outlined in the document *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* (<http://web.undp.org/evaluation/guidance.shtml#gef>).

With a GEF-5 allocation of USD 3,554, 250, SAWEP Phase 2 was designed to overcome barriers to the successful attainment of South Africa's 2010 Integrated Resource Plan target of 3,320 MW of wind power generation online by 2018/19. In order to achieve this, the project has been divided into four main components: Component 1: Monitoring and Evaluation of the implementation of local content requirements, Component 2: Resource-mapping and wind corridor development support for policy-makers, Component 3: Support for the development of small-scale wind sector and Component 4: Training and human capital development for the wind energy sector.

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

The MTR will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document, and assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results. The MTR will also review the project's strategy, its risks to sustainability.

The MTR must provide evidence based information that is credible, reliable and useful. The MTR team will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Environmental & Social Safeguard Policy, the Project Document, project reports including Annual Project Review/PIRs, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based review). The MTR team will review the baseline GEF focal area Tracking Tool submitted to the GEF at CEO endorsement, and the midterm GEF focal area Tracking Tool that must be completed before the MTR field mission begins.

The MTR team is expected to follow a collaborative and participatory approach¹ ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), the UNDP Country Office(s), UNDP-GEF Regional Technical Advisers, and other key stakeholders.

¹ For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see [UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results](#), 05 Nov 2013.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Recent experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to UNDP/GEF Projects;
- Experience working with the GEF or GEF-evaluations;
- Experience working in South Africa, and knowledge of the policy landscape;
- Work experience in relevant technical areas for at least 10 years (experience in small-scale wind energy and mini-grids, as well as wind skills capacity building will be an added advantage);
- Demonstrated understanding of issues related to gender and experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;
- A Master's degree in (Engineering, Energy, Finance, Economics, Physics, Environment or Development Studies), or other closely related field.

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

i. Lowest price and technically compliant offer

The award of a contract should 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.

EVALUATION CRITERIA:

- Work experience in relevant technical areas for at least 10 years (experience in small-scale wind energy and mini-grids, as well as wind skills capacity building will be an added advantage); 30 POINTS
- Experience working with the GEF or GEF-evaluations; 25 POINTS
- Competence in adaptive management, as applied to UNDP/GEF Projects; 10 POINTS
- Recent experience with result-based management evaluation methodologies; 10 POINTS
- Experience applying SMART indicators and reconstructing or validating baseline scenarios; 5 POINTS
- Experience working in South Africa, and knowledge of the policy landscape; 10 POINTS
- Project evaluation/review experiences within United Nations system will be considered an asset; 5 POINTS
- Demonstrated understanding of issues related to gender and experience in gender sensitive evaluation and analysis; 5 POINTS
- A Master’s degree in (Engineering, Energy, Finance, Economics, Physics, Environment or Development Studies), or other closely related field. 10 POINTS
- Excellent communication skills; 5 POINTS
- Demonstrable analytical skills; 5 POINTS

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS