



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23<sup>rd</sup> November 2018

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

<b>Number of positions</b>	<b>: 1</b>
<b>Contract Type</b>	<b>: Individual Contract (National Consultant)</b>
<b>Country</b>	<b>: South Africa</b>
<b>Description of the assignment</b>	<b>: Undertake a Situational Analysis on South African enterprises within the Bioprospecting/ Biotrade Sector, implementing Access and Benefit-Sharing (ABS), in order to understand how the sector applies ABS in their business model (s)</b>
<b>Estimated Period of assignment/services</b>	<b>: 60 days</b>
<b>Estimated Contract Commencement Date</b>	<b>: 07<sup>th</sup> December 2019</b>

Proposal should be submitted by email to [procurement.za@undp.org](mailto:procurement.za@undp.org) no later than 03<sup>rd</sup> December 2018 11:59 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent in writing, or by standard electronic communication to [procurement.enquiries@undp.org](mailto:procurement.enquiries@undp.org). UNDP will respond in writing or by standard electronic mail and will send responses, including an explanation of the query without identifying the source of inquiry, to all consultants.

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## 1. BACKGROUND

South Africa is a Party to the Nagoya Protocol since its entry into force on October 12, 2014. South Africa has a well-developed and progressive policy framework for biodiversity management. The country is one of the few countries to put in place national legislation that gives effect to Articles 15 and 8(j) of the CBD, which recognize the importance of regulated access to genetic resources as well as their associated TK by requiring the users of these resources to obtain PIC and negotiate mutually agreed terms to share the benefits derived from commercial or non-commercial exploitation of such resources in a fair and equitable manner with the provider of such resources and knowledge, including ILCs. The framework legislation to regulate ABS issues is the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004). This legislation was built on the basis of the White Paper on Environmental Management Policy of 1998, the National Environmental Management Act, 1998 (Act No. 108 of 1998), the CBD, and the Bonn Guidelines on ABS.

The objectives of the Biodiversity Act are to provide for: a) the management and conservation of biological diversity within the country; b) the use of indigenous biological resources in a sustainable manner; c) the fair and equitable sharing among stakeholders of benefits arising from bioprospecting involving indigenous biological resources; and d) to give effect to ratified international agreements relating to biodiversity which are binding on the Republic. ABS aspects of the Biodiversity Act are being implemented through the Bioprospecting, Access, and Benefit-Sharing (BABS) Amendment Regulations. These regulations provide for: a) the notification process for the discovery phase of bioprospecting involving any indigenous genetic and biological resources; b) a permitting system for bioprospecting and biotrade activities involving any indigenous genetic and biological resources or export from the Republic of any indigenous genetic and biological resources for the purposes of bioprospecting, biotrade or any other kind of research; c) form and content of and requirements and criteria for benefit-sharing and material transfer agreements; and d) establishing the administrative process of the Bioprospecting Trust Fund. South Africa published its NBSAP in 2005 and a revised and updated NBSAP is aligned with the Aichi Biodiversity Targets. Along with the National Biodiversity Assessment (2011), these documents serve as the basis for the National Biodiversity Framework (NBF), which is updated every five years, as required by the Biodiversity Act. The Department of Environmental Affairs is the designated institution where the Nagoya Protocol on ABS focal point is hosted.

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

The national consultant's (based in South Africa) primary objective is to conduct and develop a report on a Situational Analysis on South African enterprises within the Bioprospecting/ Biotrade Sector, implementing Access and Benefit- Sharing (ABS), in order to understand how the sector applies ABS in their business models.

The objectives of the assignment are as follows:

- To determine an enterprise spectrum, at a sector level, based on the bioprospecting/ biotrade sector funding scope (for profit, not for profit, both);
- To determine scope and extent of business activities related to biodiversity;
- To determine ABS applications in biodiversity-based businesses; and
- To identify and recommend best practices on the implementation of ABS in biodiversity-based businesses.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Knowledge of how the natural product business environment functions/Entrepreneurship/Social Entrepreneurship;
- Knowledge on economic valuation of biodiversity/genetic resources;
- Knowledge on business plan analysis;
- Knowledge on biodiversity based value chain creation and analysis;
- Ability to provide domestic guidance on implementation of the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilisation (ABS);
- Knowledge of cooperative governance principles and policies and ability to apply strategic and/or practical approaches;
- Ability to work with multiple stakeholders across a wide range of disciplines.
- Ability to apply development theory to the specific country context to identify creative, practical approaches to overcome challenging situations.
- Seeks and applies knowledge, information, and best practices from within and outside of UNDP.
- Maintains relationships with clients, focuses on impact and result for the client and responds positively to feedback;

#### 1. Qualifications

##### **4.1 Academic Qualifications/Education:**

- Minimum Master's degree in environmental/business/environmental finance or any other related field.

##### **4.2 Experience:**

- At least 5 years of experience in working with key South African industries (cosmetics, personal care, health and food) using biological or genetic resource/associated traditional knowledge;
- Good knowledge and understanding of SMMEs, and value chain development, especially in South Africa;
- Knowledgeable of South Africa's National Development Plan-Vision 2030 and the linked National Biodiversity Economy Strategy;
- Good knowledge of South Africa's Broad-Based Black Economic Empowerment (BBBEE) policies and requirements;
- previous work experience in South Africa or in the Africa region related to Access to Biological/Genetic Resources and Benefit-Sharing;
- Experience in gender mainstreaming;
- Working experience in an international organization or knowledge of UN policies, procedures and practices is an asset.

##### **4.3 Language skills:**

Excellent writing, including report writing, editing, and oral communication skills in English.

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Applicants are required to submit the following:

- i. A Technical Proposal: (i) Letter of Interest, stating why you consider your service suitable for the assignment; and (ii) a brief methodology on the approach and implementation of the assignment, including broad time-frame (phases), and well-defined deliverables in relation to the scope of work, the costs per deliverable(s);
- ii. Evidence and examples of similar work done;
- iii. Personal CVs highlighting qualifications and experience in similar projects;
- iv. Work references - contact details (e-mail addresses) of referees (organization for whom you’ve produced similar assignments);
- v. All-inclusive financial proposal indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all travel costs 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 (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. 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.

CRITERIA	WEIGHTED SCORE
<ul style="list-style-type: none"> <li>• Relevant education background</li> </ul>	10
<ul style="list-style-type: none"> <li>• At least 5 years of experience in working with key industries (cosmetics, personal care, health and food) using biological or genetic resource/associated traditional knowledge and ability to provide domestic guidance on implementation of the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilisation (ABS);</li> </ul>	20

<ul style="list-style-type: none"> <li>Working experience on biodiversity based value chain creation and development; business plan development and analysis</li> </ul>	10
<ul style="list-style-type: none"> <li>Working experience with international organisations or knowledge of UN policies, procedures and practices</li> </ul>	5
<ul style="list-style-type: none"> <li>Previous work experience in the region on business issues related to Access to Genetic Resources and Benefit-Sharing</li> </ul>	15
<ul style="list-style-type: none"> <li>Excellent writing, editing, and oral communication skills in English</li> </ul>	5
<ul style="list-style-type: none"> <li>Good understanding of stakeholders in the South African bioprospecting/biotrade sector</li> </ul>	5

**ATTACHEMENTS TO THIS NOTICE:**

- **TERMS OF REFERENCES (TOR)**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**