



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30th November 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 Contract
Country	: South Africa
Description of the assignment	: Feasibility study to determine market potential and viability to establish a wind turbine refurbishment industry in South Africa
Estimated Period of assignment/services	: 100 working days within a period of 4 months
Estimated Contract Commencement Date	: Mid-December 2018

Proposal should be submitted by email to procurement.za@undp.org no later than 14th 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. 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.

1. BACKGROUND

The South African Wind Energy Project Phase 2 (SAWEP 2) is funded by the Global Environment Facility (GEF) with the Department of Energy (DoE) as the Executing Entity/Implementing Partner, and supported by the United Nations Development Program (UNDP) South Africa Country Office. The project objective is to overcome barriers to the 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 focusses on four 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*. Each component is associated with specific outputs and a set of activities.

This Terms of Reference (TOR) relates to the SAWEP 2 Component 3: *Support for the development of small-scale wind sector* and the gap that was identified between small scale wind turbines (WTs) typical up to 100kW and the REIPPPP typical 2 MW WTs and higher.

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

The consultant is required, but not limited, to focus on the following areas of assessment by making use of relevant documentation and conducting a desktop study. This study is to be supported through consultation with stakeholders and the recommendations should be based on strategic analysis (e.g. swot-, gap-, macro-economic, value chain analysis) of the findings.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Preferably a post Graduate Degree in Engineering, Science, Economics or other related field
- Professional hands-on experience and proven track record on report writing of projects of a similar nature and size
- Experience in professional communication and reporting at all levels.

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 AND CONTRACT AWARD

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	Max score
Documented experience and knowledge doing similar research projects	35
Proposed Methodology (A clear methodology. The methodology must outline how the Scope of Work will be carried out according to each deliverable with an understanding of the assignment).	25
Proposed Work Plan (Detailed work plan with milestones, timelines and resources and designated responsibilities of the consultant and any support members must be indicated in the proposal for achieving of the deliverables).	20
Professional, hands-on experience and proven track record on report writing of projects of a similar nature and size	5
Experience in professional communication at workshops and stakeholder consultations	5
Qualifications (consultant) M.Sc. and higher degree = 10 Hons = 6 B degree = 3	10

EVALUATION

ATTACHEMENTS TO THIS NOTICE:

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