



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27th December 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 : Service Provider To Compile Request For Proposal Specification Support The Procurement Process For Appointment Of Fund Manager

Estimated Period of assignment/services (if applicable): 1 month

Estimated Contract Commencement Date : **January 2019**

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 **14th January 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

Under the remit of the UNDP-GEF 5 Project, *Improving Management Effectiveness of the Protected Area Network* that is currently being implemented by the South African National Parks (SANParks), we seek to identify and pursue forms of technical assistance to address the financial sustainability of protected areas. Of concern in South Africa's protected areas is the need for capacity building of land claimants and post-settlement beneficiation support. A case in point is the Kruger National Park (KNP) where almost quarter of the total park, through restitution of land rights programme has been claimed successfully.

In December 2008, Cabinet approved equitable redress as the means of settling land claims within the Kruger National Park. This decision was based on the following principles;

That a beneficiation scheme must form part of the equitable redress model in order to ensure fair and equitable compensation for the claimant communities,

Beneficiation should be tangible, realistic and optimal,

Settlement should uphold the principles of economic viability, financial sustainability and holistic management of protected areas (conservation),

Post settlement phase should be compatible with conservation and protected areas legislation; and

Broad Based Black Economic Empowerment is essential

In 2016, the Kruger National Park settlement agreements signed with the land claimants comprised of 1) financial compensation and 2) beneficiation scheme aimed at creating economic development opportunities for the claimants and stimulating much needed economic activities in the affected municipal areas where they reside. **The development fund which is part of the financial compensation and the main targeted amount for the services of Asset/Fund Manager has already been paid to the beneficiaries.**

The UNDP is requiring the assistance of a suitably qualified and experienced service provider to support the UNDP South Africa on behalf of the Kruger National Park land claims beneficiaries in developing, issuing, recommending and awarding the contract for Asset/Fund Management. The Procurement Consulting firm is expected to develop a tender document including governance, process and technical specification for the Fund Management tender. It is expected that the firm will work closely with the identified team and ensure that the governance process is in line with the institution's procurement policy. This process will be implemented through the Kruger Project Management Unit (PMU) which is responsible for the day to day running of the program.

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

The UNDP is requiring the assistance of a suitably qualified and experienced service provider to support the UNDP South Africa on behalf of the Kruger National Park land claims beneficiaries in developing, issuing, recommending and awarding the contract for Asset/Fund Management. The Procurement Consulting firm is expected to develop a tender document including governance, process and technical specification for the Fund Management tender. It is expected that the firm will work closely with the identified team and ensure that the governance process is in line with the institution's procurement policy. This process will be implemented through the Kruger Project Management Unit (PMU) which is responsible for the day to day running of the program.

1. SCOPE AND EXTENT OF WORK

Consultant shall perform activities under the following areas of focus:

- a) Review the current Procurement Policy and South Africa's relevant procurement regulation including on socio-economic development and transformation laws and regulation;
- b) Develop tender governance document;
- c) Develop technical specification;
- d) Develop pre-qualification, evaluation and award criteria;
- e) Recommend and advice on the constitution of different committees required; and
- f) Advice UNDP and PMU as and when required.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. A relevant university qualification in Procurement Management, B. Com (Law), LLB, MBA, Economics or any other related or similar qualification.
- II. Be a member of Procurement Professional Body (Procurement and Legal) will be an advantage;
- III. Minimum of 5 years of progressively relevant experience in related fields of public sector procurement;
- IV. A candidate with legal background must be an admitted Attorney with minimum experience of 5 years in drafting specifications and commercial terms and conditions;
- V. One candidate must have fund management experience of at least 5 years;
- VI. Good knowledge of latest development in international best practices related to the assignment.

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**