



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 08th February 2019

Number of consultancies	: 1
Contract Type	: Individual Contract/Reimbursement Loan Agreement
Country	: South Africa
Description of the assignment	: National Consultant: To develop an online communication plan, logo and a website relevant to the BioProducts Advancement Network South Africa (BioPANZA)

Estimated Period of assignment/services (if applicable) : 60 days within a period of months

Estimated Contract Commencement Date : 01st March 2019

Proposal should be submitted by email to procurement.za@undp.org no later than 24th February 2019 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 Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS), a supplementary agreement to the Convention on Biological Diversity, was adopted on 29 October 2010 in Nagoya (Japan) and entered into force on 12 October 2014, it provides a transparent legal framework for the effective implementation of the 3rd objective of the Convention on Biological Diversity (CBD). The Nagoya Protocol applies to genetic resources that are covered by the CBD and to the benefits arising from their utilization, it also covers traditional knowledge (TK) associated with genetic resources held by indigenous and local communities. Contracting parties to the Nagoya Protocol need to fulfill core obligations to take measures in relation to access to genetic resources, benefit-sharing and compliance.

The UNDP-GEF Global ABS Project “*Strengthening human resources, legal frameworks, and institutional capacities to implement the Nagoya Protocol*” is a 3-year project that specifically aims at assisting 24 countries in the development and strengthening of their national ABS legal frameworks, human resources, and administrative capabilities to implement the Nagoya Protocol. The project seeks to achieve this through its 4 components namely:

- Component 1: Strengthening the legal, policy and institutional capacity to develop national ABS legal frameworks;
- Component 2: Building trust between users and providers of genetic resources to facilitate the identification of bio-discovery efforts; and
- Component 3: Strengthening the capacity of indigenous and local communities to contribute to the implementation of the Nagoya Protocol.
- Component 4: Implementing a Community of Practice and South-South Cooperation Framework on ABS.

The implementation of the basic measures of the Nagoya Protocol in South Africa similarly to the other participating countries will unleash a wide range of monetary and non-monetary benefits for providers of genetic resources. Some of these benefits should be reinvested in the conservation and sustainable use of the biological resources from where the genetic resources were obtained. This will fulfill the three objectives of the CBD.

As per the approved Annual Work Plan for the year 2019 for South Africa, the body of work will require a national consultant to design and develop a user-friendly and well-illustrated website for the BioProducts Advancement Network South Africa (BioPANZA), which will aim to facilitate coordination within the different clusters of the bioprospecting/biotrade sub-sector.

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

The Consultant(s) is expected to use electronic information provided by the Department of Environmental Affairs to design and develop an interactive and user-friendly website for the Bio Products Advancement Network South Africa (BioPANZA). The services required by the consultant are to develop an online communication plan relevant to the BioPANZA, and to develop and design a logo and a website.

The consultant will be responsible for the provision of the following services:

- a) A brief but comprehensive analysis should be conducted to determine the online/social media needs for BioPANZA, including the development of a website
- b) The consultant should conduct a one day workshop with the BioPANZA team to finalise: the design specifications of the website and a BioPANZA logo, and the packaging of information on the website
- c) Source and package information from the BioPANZA network in a manner useful and accessible to stakeholders in the bioprospecting/biotrade sector and emerging entrepreneurs
- d) Regardless of the results from point (a) and (b) above, the BioPANZA website must primarily respond to the following specifications:

- Home page: this page should be designed to display and showcase information that is most recently uploaded onto the website. The BioPANZA logo should be displayed on each page/tab and when selected should revert to the Home page.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

6. Competencies:

- Knowledge of website design and graphic design
- Website coding and developing: back end and front end
- Knowledge and use of Drupal and other website building software
- Programming in HTML, ASP.Net or Java (and testing) CSS language and Javascript
- SQL Server 2012 and above or Oracle 12 C database design and development
- Search Engine Optimization capabilities
- Project management
- Online/Social Media strategies

7. Qualifications

7.1 Academic Qualifications/Education:

- Minimum Undergraduate degree in Computer related sciences, Communication, Graphic Design.
- A postgraduate qualification will serve as an advantage

7.2 Experience:

- Proven track record of website designing and development
- At least 5 years of experience in website development
- Hands-on experience with modern front-end frameworks - Foundation, Bootstrap or equivalent
- Familiarity with JavaScript web frameworks - react, angular.js, backbone
- Familiarity with modern web user interface design patterns
- Experience with creating layout packages for CMS implementation
- Knowledge of web accessibility standards
- Development of online/social media plans
- Knowledge of SEO systems and strategies
- Working experience in an international organization or knowledge of UN policies, procedures and practices is an asset

7.3 Language skills:

Excellent 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. Award - Highest combined scores of both technically and financial 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,
("responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.)

Evaluation criteria:

Technical Criteria - 70% of total evaluation – max. 70 points:

- **Criteria A** - Relevant education background (10)
- **Criteria B** – 5 years of professional work in developing websites, web applications for governments, private sectors entities, international cooperation organizations or projects, preferably with open-source platform solutions (15)
- **Criteria C** – Experience in web development (coding), website design and graphic design (10)
- **Criteria D** – Record of a minimum 3 fully-functional websites and/or web applications developed (10)
- **Criteria E** – Project Management (10)
- **Criteria F** – Development of online/social media plans (10)
- **Criteria G** – Previous work experience with UNDP or other related organizations and familiarity with their websites and knowledge management requirements (5)

Financial Criteria - 30% of total evaluation – max. 30 points

ATTACHEMENTS TO THIS NOTICE:

- **TERMS OF REFERENCES (TOR)**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**