



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 08<sup>th</sup> February 2019

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**Project name: SAWEP**

**Number of positions** : A team of 2 consultants  
(International and National)

**Contract Type** : Individual Contract(s)/Reimbursement Loan  
Agreement(s)

**Country** : South Africa

**Description of the assignment** : UNDP-GEF Midterm Review: South Africa  
Wind Energy project (SAWEP) Phase 2

**Estimated Period of assignment/services (if applicable)** : 21days within a period of 4 months

**Estimated Contract Commencement Date** : 11 March 2019

Proposal should be submitted by email to [procurement.za@undp.org](mailto:procurement.za@undp.org) no later than 28<sup>th</sup> 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](mailto: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.

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## 1. BACKGROUND

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. It 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 approach<sup>1</sup> 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.

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### EXPERIENCE:

- 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;

### EDUCATION:

- 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:

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)<sup>2</sup> provided by UNDP and completed for both team members;
- b) **CV and a Personal History Form** ([P11 form](#)<sup>3</sup>) **completed for both team members;**
- c) **Brief description of approach to work/technical proposal** of why the individuals consider themselves as the most suitable for the assignment, and proposed methodology on how they will approach and complete the assignment; (max 1 page)
- d) **Work plan that clearly indicate the work load sharing** and who will be responsible for what activities and deliverables
- e) **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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#### 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

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<sup>2</sup>

<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

<sup>3</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

## 6. EVALUATION

**Criteria for Evaluation of Proposal and Award of the contract:**

***Only those applications which are responsive and compliant will be evaluated.*** Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

**ATTACHEMENTS TO THIS NOTICE:**

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