



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 15th August 2019

Contract Type	: Individual Contract/Reimbursement Loan Agreement
Country	: South Africa
Description of the assignment	: UNDP-GEF Midterm Review (MTR) of the <i>full-sized project titled Securing multiple ecosystems benefit through SLM</i>

Estimated Period of assignment/services (if applicable) : *80 working days*

Estimated Contract Commencement Date : **09th September 2019**

Proposal should be submitted by email to procurement.za@undp.org no later than 23rd August 2019 11:59 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent by standard electronic communication to procurement.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

This is the Terms of Reference (ToR) for the UNDP-GEF Midterm Review (MTR) of the *full-sized* project titled *Securing multiple ecosystems benefit through SLM in the productive but degraded landscapes of South Africa* (PIMS 5054) implemented through the *Department of Environmental Affairs, Forestry and Fisheries (DEFF)*, which is to be undertaken in 2019. The project started on the 19 April 2017 and is in its *third* year of implementation. In line with the UNDP-GEF Guidance on MTRs, this MTR process was initiated before the submission of the second Project Implementation Report (PIR). This ToR sets out the expectations for this MTR. The MTR process must follow the guidance outlined in the document *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* ([insert hyperlink](#)).

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

The MTR must provide evidence-based information that is credible, reliable and useful. The MTR consultant 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 consultant considers useful for this evidence-based review). The consultant 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 consultant is expected to follow a collaborative and participatory approach¹ ensuring close engagement with the Project Consultant, government counterparts (the GEF Operational Focal Point), the UNDP Country Office(s), UNDP-GEF Regional Technical Advisers, and other key stakeholders.

Engagement of stakeholders is vital to a successful MTR.² Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to Project Management Unit staff, Responsible Parties, sub-contractors, stakeholders at national, provincial and local government level, executing agencies, senior officials and task consultant/ component leaders, key experts and consultants in the subject area, Project Board, project stakeholders, academia, local government and CSOs, etc. Additionally, the MTR consultant is expected to conduct field missions/site visits to the four project landscapes, including the following project sites Machubeni and Baviaanskloof in the Eastern Cape, Sekhukhuneland in Limpopo Province and Loxton in the Nama Karoo.

The final MTR report should describe the full MTR approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review.

¹ For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see [UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results](#), 05 Nov 2013.

² For more stakeholder engagement in the M&E process, see the [UNDP Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 3, pg. 93.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- 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 (GEF Strategic Objective and Program: Land Degradation Objective 3: Reduce pressures on natural resources by managing competing land uses in broader landscapes Program 4: Scaling-up sustainable land management through the Landscape approach
- Experience working with the GEF or GEF-evaluations
- Experience working in South Africa
- Work experience in relevant technical areas for at least 10 years
- Demonstrated understanding of issues related to gender and up-scaling sustainable land management and reducing pressures of land degradation 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
- A Master's degree in Environmental Studies, Biodiversity and Conservation, Development Studies, Environment Management, or other closely related field

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 – Loewst Price technically qualified 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:

- Recent experience with result-based management evaluation methodologies (10 points);
- Experience applying SMART indicators and reconstructing or validating baseline scenarios (5 points);
- Competence in adaptive management, as applied to (GEF Strategic Objective and Program: Land Degradation Objective 3: Reduce pressures on natural resources by managing competing land uses in broader landscapes Program 4: Scaling-up sustainable land management through the Landscape approach (15 points);
- Experience working with the GEF or GEF-evaluations (10 points);
- Experience working in South Africa (10 points);
- Work experience in relevant technical areas for at least 10 years (5 Points);
- Demonstrated understanding of issues related to gender and up-scaling sustainable land management and reducing pressures of land degradation experience in gender sensitive evaluation and analysis (5 points).
- Excellent communication skills (10 points);
- Demonstrable analytical skills (10 points);
- Project evaluation/review experiences within United Nations system will be considered an asset (10 points);
- A Master’s degree in Environmental Studies, Biodiversity and Conservation, Development Studies, Environment Management, or other closely related field (10 points).

ATTACHEMENTS TO THIS NOTICE:

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