**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date 26th August 2019

**Project Title : UNDP support to the Independent**

**Electoral Commission**

**Number of consultancies : 1**

**Contract Type : Individual Contract/Reimbursement Loan**

**Agreement**

**Country : South Afrcia**

**Description of the assignment :** Support the UNDP South Africa in carrying the

key major activities with our project partners

and other stakeholders in the electoral

management space

**Estimated Period of assignment/services (if applicable) :** **3 months**

**Estimated Contract Commencement Date : 01st October 2019**

Proposal should be submitted by email to [procurement.za@undp.org](mailto:procurement.za@undp.org) no later than 10th September 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.

**1. BACKGROUND**

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| |  | | --- | | UNDP South Africa and the Independent Electoral Commission had been in discussions since 2015 to partner on a project to strengthen the capacity of the institution, and more recently, to ensure that the commission explores innovative ways in its electoral management processes. In 2015, a project document was developed in collaboration with UNDP HQ and UNDP South Africa which proposed support across five key result areas: *domestic electoral observation, civic education, enhancing their research capabilities, enhanced regional and international partnership, and gender mainstreaming throughout the electoral process.* A new UCount proposal was developed in late 2018, and we received $653,021 in TRAC2 funding, focusing on similar programmatic areas but prioritised the use of innovation throughout the electoral process and ‘pushing the boundaries’ in each. The project will also prioritise South-South cooperation and will utilise all opportunities to build the capacity of neighbouring countries and to strengthen South Africa’s role as a continent leader.  Since March 2019, UNDP has on several occasions iterated with senior management of the commission and provided support in the development of knowledge products as build-up to the 8 May 2019 elections, in areas of domestic observation and civic education. The long-term support will focus on the 2021 local government elections.  The short-term priorities are to finalise and sign off the project document, implement the 2019 agreed upon activities, viz. the support the Electoral Commission in collaborating with a youth led NGO to deliver a small grants scheme to youth across South Africa to develop a peer to peer learning civic education programme; the publication of a research report examining women’s political representation since democracy in the three tiers of government; and explore and provide exposure to the Commission on new technologies that can be adopted in the 2021 local government elections, as part of transitioning from a purely manual system to an electronic voter identification that is fool proof and cyber secure. | |
| **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**  UNDP requires the services of consultant who will be based at the country office for the duration of the assignment. The purpose of this short –term consultancy is to support the UNDP South Africa in carrying the key major activities with our project partners and other stakeholders in the electoral management space. |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| * Bachelor's degreein either Political sciences, social sciences, social policy, philosophy, human rights * Knowledge about electoral matters * Demonstrated interest and 5 years’ experience in social policy, government, human rights, democracy education, community development, political analysis. * Knowledge and experience working with government in South Africa at all levels, and with civil society and community-based organizations * Good writing and analytic skills * Demonstrated project management and coordination experience * Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment, with sensitivity and respect for diversity |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Applicants are required to submit the following:   1. 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); 2. Evidence and examples of similar work done; 3. Personal CVs highlighting qualifications and experience in similar projects; 4. Work references - contact details (e-mail addresses) of referees (organization for whom you’ve produced similar assignments); 5. 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**

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| * **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**

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| i. Award – Lowest priced technically qualified proposal  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:**   |  |  |  | | --- | --- | --- | | **CRITERIA** | **GUIDELINES FOR CRITERIA APPLICATION** | **WEIGHT** | | **COMPETENCE AND EXPERTISE** | Demonstrated interest and 5 experience in social policy, government, human rights, democracy education, community development, political analysis. | 30  20  30 | | Report writing skills and experience  Knowledge and experience working with government in South Africa at all levels, and with civil society and community-based organizations | | Knowledge about electoral matters | 20 | | **Total points** | | **100** | |

**ATTACHEMENTS TO THIS NOTICE:**

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