**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

 Date 20th September 2019

**Number of consultancies : 1**

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

**Country : South Afrcia**

**Description of the assignment : Research On Gender Representation, The Challenges Women Experience And Opportunities Available In Public Finance Management Roles In Selected Provinces**

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

**Estimated Contract Commencement Date : 15th October 2019**

Proposal should be submitted by email to bids.pretoria@undp.org no later than 30th 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. 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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| The 2016 United Nations Development Programme (UNDP) Africa Human Development report evaluates the efforts African countries have made to accelerate women’s empowerment through all spheres of society. According to the report, the rationale for increased representation of women in the public sector is that when the composition of the public sector reflects the composition of the society it serves, the government will be more responsive and effective. Women’s equal participation in public administration and decision making is a necessary condition for women’s interests to be taken fully into account and properly addressed. It is argued that equality in the public service ensures inclusive development and democratic governance and assists in restoring trust and confidence in public institutions in addition to enhancing sustainability and responsiveness of public policies. The report states that women’s equal participation in the public service can have a significant impact on women’s economic empowerment. The UNDP’s 2011 Human Development Report on Sustainability and Equity analysis shows how power imbalances and gender inequalities at the national level are linked to unequal access to clean water and better sanitation, impacts on land degradation and other environmental concerns.Empowering women in the key public finance roles will improve governance, stimulate the rejuvenation of the country’s sustainable economic development and social progress and contribute to the achievement of the National Development Plan priorities and Sustainable Development Goals and targets. Equally, both men and women in public finance roles can be empowered to be champions of GRPBMEA.  **PROJECT PURPOSE**To appoint an individual national consultant to conduct research on gender representation, the challenges women experience and available opportunities in public finance management roles in selected provinces and explore entry points for gender responsive budgeting  |

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| **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**  |
| **The consultant is expected to conduct research on:*** Gender representation in Public Financial Management and Budget and Treasury Offices structures in selected national and provincial government departments and municipalities for which the list of selected national and provincial government departments and municipalities will be made available to the service provider after consultations.
* The financial management, project management, programme management, outputs, outcomes,

 impacts and credibility of projects headed by women; challenges faced by women in public finance at the selected government departments and municipalities* Opportunities available for the advancement of women in public finance management roles within government departments and municipalities;
* Assess the status of current awareness and knowledge on GRPBMEA, if it is being applied and what needs to be done to strengthen its implementation.
* Based on the findings, provide relevant recommendations for the advancement of women in public finance and entry points for GRPBMEA.
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**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| * 1. **Education**
* Post graduate university qualification in finance or economics or gender and development. Additional qualification in gender analysis, development studies and statistics will be an advantage
	1. **Experience**
* Minimum five (5) years’ experience in quantitative and qualitative research, data analysis and report writing;
* Knowledge and experience of South African public finance management and operations.
* Proven knowledge and experience in providing advisory and/or consultancy services;
* Proven knowledge and experience in conducting gender analysis and reporting on gender issues. Recommendations from previous clients for services rendered will be required; Evidence of similar work – listed with links where possible
	1. **Language**
* Excellent knowledge of English, including writing and oral skills
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**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.
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**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 offerThe 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.)

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| **Criteria** | **Weight** | **Max. Point** |
| **Technical Competence (based on CV) for 3 consultants**  | **70%** | 100 |
| **Qualification:** A recognized Post graduate university qualification in financial management, economics or gender and development. Additional qualification in gender analysis, development studies and statistics.  |  | 20 |
| Demonstrate an understanding of the scope of work per the TOR as reflected in the project approach, methodology and outputs to be delivered. Evidence of similar work listed with links where possible.  |  | 30 |
| Knowledge and experience of South African public finance management and operations. |  | 20 |

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**ATTACHEMENTS TO THIS NOTICE:**

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