



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 03rd December 2019

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| Number of consultancies | : 1 |
| Contract Type | : Individual Contract/Reimbursement Loan Agreement |
| Country | : South Africa |
| Description of the assignment | : Consultant to facilitate a workshop and to update the Vhembe Biosphere Reserve Grant-Making Strategy |
| Estimated Period of assignment/services (if applicable): 9 days | |
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| Estimated Contract Commencement/End Date | : 15th January 2020 – End of February 2020 |

Proposal should be submitted by email to bid.pretoria@undp.org no later than 13th December 2019 12h00 midday, South Africa time.

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 Global Environment Facility (GEF) Small Grants Programme (SGP) provides civil society and community-based organizations (CSOs/CBOs) in developing countries with grants to enable them to tackle global environmental challenges¹ while addressing local sustainable development needs. SGP is a GEF corporate programme, implemented by the United Nations Development Programme (UNDP) and executed by UN Office for Project Services (UNOPS). SGP South Africa started financing projects in 2001 and since then, it has succeeded in funding close to 120 grant projects.

A key element of SGP's implementation in the 7th Operational Phase of the GEF (OP7) covering period 2019 – 2022, will be the development of landscape/seascape approaches within countries to better focus grant-making and promote strategic programming and clustering of small grant projects, with the aim to achieve greater impact and lead to synergies and opportunities for scaling up. In South Africa the Vhembe Biosphere Reserve (VBR) located in Limpopo Province was selected as SGP's priority landscape for the 6th Operational Phase of the GEF (OP6) and became the focus of the OP6 Strategy. The OP6 Strategy for the VBR was not fully implemented due to unforeseen circumstances. Six (6) community projects were funded during OP6.

In OP7, SGP South Africa intends to continue its support to the VBR to consolidate its grant-making initiatives in the landscape.

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

The objective of this assignment is to engage a consultant to facilitate a workshop in Vhembe as well as review and update the VBR Strategy. The updating of the strategy must also take cognizance of the OP7 global priorities as well as with provincial and district priorities.

Tasks of the facilitator

- a. In consultation with the GEF SGP National Coordinator, design the programme of a 1day workshop, including its process and methodology, and detailed guidelines for inputs from workshop participants.
- b. Bear the responsibility of facilitating the 1day workshop, ensuring that it achieves its objective of gathering information necessary for the updating of the strategy.
- c. Encourage constructive debates, maximum participatory dialogue during the workshop
- d. Lead and provide expert input during the workshop.
- e. Integrate indigenous knowledge systems (IKS) in environmental management which is key in the Vhembe landscape
- f. Assist in mobilising relevant stakeholders to attend the workshop
- g. Collect and review relevant documents from stakeholders
- h. Submit an updated grant-making strategy for VBR

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- a. A graduate degree in Natural Resource Management or related field
- b. Proven track record of having worked with environmental NGOs or community based organisations
- c. Minimum of 3 years' experience in developing strategies and facilitating strategy development workshops. To provide list of clients serviced
- d. Experience in conducting community workshops in a participatory manner
- e. Fluency in English and Tshivenda and /or Xitsonga as an added advantage
- f. Excellent writing and presentation skills

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

Applications will be evaluated based on a cumulative analysis taking into consideration the lowest priced technically qualified applicant. Only financial proposals of the technically qualified scores of a minimum of 70% will be reviewed.

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

- g. A graduate degree in Natural Resource Management or related field (10%)
- h. Proven track record of having worked with environmental NGOs or community based organisations (20%)
- i. Minimum of 3 years' experience in developing strategies and facilitating strategy development workshops. To provide list of clients serviced (20%)
- j. Experience in conducting community workshops in a participatory manner (20%)
- k. Fluency in English and Tshivenda and /or Xitsonga as an added advantage (15%)
- l. Excellent writing and presentation skills (15%)

ATTACHEMENTS TO THIS NOTICE:

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