



A CALL FOR PROPOSALS FOR DRAFTING OF THE STATE OF THE PROVINCE REPORT FOR KWAZULU-NATAL

TERMS OF REFERENCE

KwaZulu-Natal State of the Province Report Drafting Team

Title: KwaZulu-Natal State of the Province Report Drafting Team

Duration: August 2014 to December 2014 on intermittent basis, not exceeding 150 working days

Reporting: KwaZulu-Natal Provincial Government Focal Point and UNCT Focal Points on the development of the State of the Province Report

I. BACKGROUND

The South Africa-United Nations Strategic Cooperation Framework (UNSCF), 2013-17, is the founding document for the partnership between the Government of South Africa and the United Nations system. The UNSCF was developed in December 2012 through a participatory and consultative process, coordinated by the Government of South Africa and the UN Country Team.

The UNSCF is based on a common understanding of the strengths of the United Nations system and how the United Nations could be best placed to add value to Government's own Plan of Action in the pursuit of its objectives and priorities as reflected, inter alia, in the National Development Plan (NDP), New Growth Path (NGP), Government's Provincial Growth & Development Strategy Plan (PGDP): Vision for 2030 (a prosperous Province with a healthy,

secure and skilled population, acting as a gateway to Africa and the World), the Provincial Priorities the Medium Term Strategic Framework (MTSF) and the 2010 Millennium Development Goals Country Report. These have informed the identification of four pillars of UN cooperation, which are: inclusive growth and decent work; sustainable development; human capabilities; and governance and participation. The KwaZulu Natal Priority Areas (Job creation, Education, Health, Crime, and Rural Development) and the PGDP pillars (Job creation, Human Resource Development, Human and Community Development, Strategic Infrastructure, Environmental Sustainability and Spatial Equity, Governance and Policy) have provided the basis for the strategic agreement between KwaZulu Natal Provincial Government and the United Nations. The Provincial Government of KwaZulu-Natal and the United Nations in South Africa, commit to foster cooperation and coordination to enhance the performance and impact of development programmes to improve the lives of the people in KwaZulu-Natal.

The report will be used by Government Departments, Institutions of Higher Learning and other Stakeholders as a planning tool and a reference for the state of development in KwaZulu-Natal.

II. AIM

The aim of this consultancy is to prepare the State of the Province Report for KwaZulu-Natal. The State of the Province Report will include a general description of the provincial basic development characteristics and highlight issues relevant to the development and implementation of KwaZulu Natal Priority Areas such as Job creation, Education, Health, Crime, and Rural Development and the KwaZulu-Natal's Government's Provincial Growth & Development Strategy Plan (PGDP) pillars such as Job creation, Human Resource Development, Human and Community Development, Strategic Infrastructure, Environmental Sustainability and Spatial Equity, Governance and Policy.

III. SCOPE OF WORK

Under the direct supervision of the KwaZulu-Natal Provincial Government Report Coordinator, and in close cooperation with the UNCT Focal Points on the development of the State of the Province Report, the KwaZulu-Natal State of the Province Report Drafting Team will draft and produce a detailed development profile of KwaZulu-Natal (KZN), detailing trends at provincial and district council (DC) levels according to the latest available statistics. The team will explore development issues that are pertinent to the province, while providing evidence that can be used to trace progress towards meeting most of the targets of the Millennium Development Goals (MDGs). The KwaZulu-Natal Provincial Government Report Coordinator and the UNCT Focal Points on the development of the State of the Province Report will establish a steering committee, which will serve as a consultative and advisory forum for the duration of this project

IV. KEY FUNCTIONS/TASKS:

The tasks of the KwaZulu-Natal State of the Province Report Drafting Team include the following:

a. Provide substantive input into theoretical framework of the KwaZulu-Natal State of the Province Report 2014

- Identify dimensions of inclusive development as well as individual indicators to be included in the Report. This work will be done in close coordination with the KwaZulu-Natal Provincial Government Report Coordinator, and the UNCT Focal Points on the development of the State of the Province Report.
- Facilitate consultations on the content and structure of the Report.
- Carry out data analysis of development issues to be included in the Report.
- Lead small-scale survey on perceptions of development in KwaZulu-Natal, generating human stories for some of the chapters of the Report.

b. Draft the State of the Province Report Chapters

- Lead the drafting of the State of the Province Chapters
- Consolidate chapters into the draft State of the Province Chapters to ensure inter alia consistency, quality and feasibility of recommendations.

IV. DELIVERABLES

- ✓ Monthly Project Status Report;
- ✓ A fully updated KZN State of the Province Report in soft copy and two hard copies;
- ✓ Summary brochure and Power point presentation of the State of the Province Report;
- ✓ Presentation of the report to KZN Provincial Government and the UNCT

V. METHODOLOGY

In response to these TORs, the service provider will submit a proposal which will include a suitable methodology to carry out this exercise.

VI. TIME FRAME

The service provider will be required to complete the task within a period of **FOUR months** after the date of appointment.

VI. QUALIFICATION AND EXPERIENCE REQUIREMENTS

- At least a Master's Degree, but PhD is preferred, in development economics, development studies, social sciences and/or related field(s).
- Sound knowledge and understandings of Human Development concepts and approaches as experiences in applying these to policy questions as well as on HDR/NHDR processes.
- At least 10 years of relevant working experiences in conducting policy research, participating in/organising/quality controlling policy research and debates and conducting policy advocacy; experiences in preparing HDRs/NHDRs are assets.
- Sound skills and experiences in writing research papers/development reports/HDRs/NHDRs with proven ability in English editing and writing by provision of two writing reports.
- Good knowledge of the development/policy issues, especially the trends, issues and development implications related to the human development concept and Human Development Report theme.
- Sound experiences and knowledge of working with national statistical agencies and skills on data analyses and calculation of HD indexes.

VII. COMPETENCY AND EXPERTISE

- ✓ Knowledge and understanding of the development dynamics of the Province of the KwaZulu-Natal
- ✓ Demonstrated skills and expertise in use of census data and data analysis
- ✓ Demonstrated capacity (sufficient staff of required expertise) to work with all stakeholders; the assignment is to be led by a top international development professional with a minimum of a Doctorate in in development economics, development studies, social sciences and/or related field(s), who will ensure high quality deliverables
- ✓ Experience with working with government departments, donors and NGOs
- ✓ Knowledge of the government /donor/NGO context and sensitivity to relevant issues around funding, budgets and expenditure
- ✓ Proven track record of being able to work under pressure and deliver high quality outputs to tight deadlines
- ✓ Previous experience with facilitating interactions with senior government officials and other stakeholders
- ✓ Advanced computer skills and excellent verbal and written communication skills.
- ✓ Previous work with other international organizations would be an added advantage.

VIII. PROPOSALS

All prospective service providers must reflect the following in their project proposals:

- ✓ A brief description of their understanding of the background, methodology and rationale of the project. Any other information that conveys the Service Provider's

unique understanding of key issues and approach to the achievement of the results should be included.

- ✓ Evidence that the interested service provider will be able to provide an appropriate team to execute all components of the project, with curriculum vitae of the team and contactable referees
- ✓ Evidence of previous relevant /similar assignments
- ✓ A detailed budget which is reasonable and consistent with the project design and the schedule of proposed activities.

EVALUATION CRITERIA

Profile of the company and relevance to the Project	
Technical approach, methodology and level of understanding of the objectives of the project and resolving potential challenges	30%
Professional qualifications, skills, expertise and experience of the staff that will be employed on the project	50%
Previous experience of handling projects of this nature, and examples of previous relevant work with government departments and local government officials in development, data analysis, etc	20%

INTELLECTUAL PROPERTY

Upon the completion of this project, UNCT and the KZN Provincial Government shall be the sole proprietors of the products, their derivatives and all intellectual properties that directly evolve as a result of this project.

BUDGET

A work plan with a detailed and itemised budget must form part of the proposal. Proposals submitted without a detailed budget / quotation will not be considered.

TERMS OF PAYMENT

Payment for services rendered shall be effected in tranches agreed upon between UNCT and the successful service provider. These will be effected according to pre-determined milestones

and systematic submissions of deliverables within timelines to be agreed on between the UNCT and the successful service provider.

HOW TO APPLY

Interested applicants are requested to submit the following to procurement.za@undp.org :

- A detailed proposal responding to the TORs, along with a draft plan;
- Detailed CVs and competencies of the persons to undertake this exercise,
- A technical proposal indicating a fixed price, including VAT for the tasks as outlined (methodologies that are innovative and cost effective should be considered to accommodate limited financial resources)

Deadline for Application: 31 July 2014

COMMUNICATION WITH PROSPECTIVE SERVICE PROVIDERS

After the above-mentioned closing date, communication will only be limited to shortlisted service providers. Should you not hear from us after one month from the closing date, kindly accept that your application is unsuccessful.