



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 May 2015

Interested, qualified and experienced individual consultants are hereby invited to forward their applications for the assignment as detailed below.

Number of positions : 1
Contract Type : Individual Consultant
Country : South Africa
Description of the assignment : S&L Project Administrator

Period of assignment/services (if applicable) : 6 months
Estimated Contract Commencement Date : 01st June 2015
Estimated Contract End Date : 31st December 2015

Applications should be submitted by email to the following address :-
procurement.za@undp.org

The deadline for submission of applications is by close of business on Wednesday, 20th May 2015.

Any request for clarification must be sent by standard electronic communication to the e-mail address indicated above. UNDP will respond by standard electronic mail and MAY send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants who would have acknowledged receipt of this notice and thus confirmed that they shall be submitting their applications.

1. BACKGROUND

The project “Market Transformation through the introduction of Energy Standards and Labeling of Appliances in south Africa” (PIMS:3277) is implemented by the Department of Energy(DoE) through a Project Management Unit(PMU). The project started in November 2011 and is scheduled to end in October 2016.

The project is designed to address the policy, information, technology and financial barriers that are preventing the widespread introduction and uptake of efficient appliances. GEF funds are being used to provide assistance to the Government, national agencies and the private sector to introduce and implement a mandatory S&L programme successfully. At the same time, relevant capacity building activities are being implemented through training and technical assistance.

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

Under the overall guidance of the S&L Project Manager the Project Administrator ensures effective delivery of the Energy Efficiency Standards and Labelling Project by managing the Project Office and supporting the Project Manager in day to day project operations in a manner consistent with UNDP rules and regulations.

The Project Administrator will work in close collaboration with the staff from the Department of Energy and UNDP.

Summary of Key Functions:

- ☐ Organization of project activities
- ☐ Maintaining records of the project budget and expenditure
- ☐ Communication and reporting
- ☐ Support in tracking and monitoring of project activities
- ☐ Maintaining a professional and positive image of the Project Management Office

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualification:-

Secondary Education, preferably with specialized certification in Administration, Accounting or Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.

Experience:-

5 years of progressively responsible administrative or project management experience is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

Core Competencies:

- ☐ Demonstrating/safeguarding ethics and integrity
- ☐ Demonstrate corporate knowledge and sound judgment
- ☐ Self-development, initiative-taking
- ☐ Acting as a team player and facilitating team work
- ☐ Facilitating and encouraging open communication in the team, communicating effectively
- ☐ Creating synergies through self-control
- ☐ Managing conflict
- ☐ Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- ☐ Informed and transparent decision making

Language requirements:-

- Fluency in English and language of the duty station.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

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. AWARD OF CONTRACT

The contract will be awarded to the least costly technically qualified score of above **70 points (70%)** out of **100 points**.

- Criteria to be used for evaluation will be:--
 - **Rating Based on Qualifications and Experience – 50 points**
 - **Brief Description of Approach to Assignment– 20 points**
 - **Further Assessment by Interview – 30 points**

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS