



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14th August 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 : Coordinator, Supplier Development Programme

Period of assignment/services (if applicable) : 25 working days
Estimated Contract Commencement Date : 24th August 2015
Estimated Contract End Date : 25th September 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 Friday, 21st August 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

Persons with disabilities constitute at least 7,5% of the South African population according to Census 2011. Empowerment, equality, poverty reduction can optimally be achieved when inclusion of persons with disabilities are mainstreamed into all levels of planning, implementation and reporting. A strong society takes care of its most vulnerable citizens by empowering them to act independently in protection and enjoyment of their own rights.

The South African Government is aware of the importance of disability-disaggregated appropriate information, including statistical and research data, in formulation of policies to give effect to the UN Convention on the Rights of Persons with Disabilities, and the particular challenge posed by lack of a standard definition of disability in all national legislation and sectors.

Disability is a complex concept. There is no one-size fits all definition. It is important that disability is measured within the context of the purpose for which data is being collected.

It is widely acknowledged that the monitoring and evaluation system of government is evolving and maturing in response to the needs of South Africans but also towards a more ethical, transparent and accountable tracking and reporting system. It is with this in mind that we should leave no one behind, including persons with disabilities.

The Department of Social Development (DSD) is committed to ensure that disability is mainstreamed across the full scope of its services, including early childhood development; care and services to families; social relief; services to older persons and victim empowerment services.

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

To develop a manual based on the DSD's Non-Financial Data Performance Indicators that will be utilised by the social sector to monitor the inclusion of persons with disabilities in social development programmes and services.

The manual should be used to:

Strengthen the capacity of monitoring officials and statisticians on disability questionnaire design, data collection and analysis;

Build the capacity of the social sector to mainstream disability in planning, budgeting, improving service delivery and reporting;

Strengthen the capacity of the DSD and the social sector in general to implement the UN Convention on the Rights of Persons with Disabilities;

Promote information sharing of local and international best practices and lessons learned

The consultant shall undertake to keep all information regarding the manual and the content thereof confidential.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualification:-

- A post-graduate qualification in Social Sciences / Statistics / Human Rights / Disability Studies/ Monitoring and Evaluation.
- Published Research on Disability / Human Rights
- International knowledge and experience on disability measurement, indicators, tools, statistics and reporting.
- Knowledge and experience of questionnaire design, data collection and analysis
- Experience in writing of training manuals.
- Knowledge and experience in international disability mainstreaming best practices.

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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 most technically compliant proposal with the least costly price offer.

- Some of the criteria to be used for evaluation will be:--
 - Relevance of Education/ Degree
 - **Years of Relevant Experience**
 - **Adequacy of Competencies for the Assignment**
 - **Others / Special Skills, Language, etc.**

ANNEX**ANNEX 1- TERMS OF REFERENCES (TOR)****ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS****ANNEX 3 - Confirmation of Interest and Submission of Financial Proposal**