



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 06 October 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 : IEC Programme Officer

Estimated Period of assignment/services (if applicable) : 2.5 months
Estimated Contract Commencement Date : 19 October 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 Tuesday, 13th October 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

UNDP in partnership with the Electoral Commission of South Africa has developed a 5 year support programme to the Independent Electoral Commission of South Africa (IEC) for the UN to assist the Commission in a number of areas to consolidate and build further on the gains made from the democratic transition process in South Africa since the first multi-party democratic elections in 1994. With the upcoming local government elections in 2016, which will be a further test to SA's democratic consolidation, this has become more crucial.

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

The consultant will perform the follow specific tasks:

- Organise, facilitate and ensure smooth running of the project partners meeting scheduled for 21 October 2015
- Prepare and put together all the necessary submission and information for the presentation to the IEC Commissioners meeting scheduled for end of October 2015
- Identify key partners and define their roles and responsibilities
- Establish the project steering committee and define lines of accountability, roles and responsibilities of each member of the steering Committee
- Identify key personnel required for the project and develop terms of reference
- Analyze and identify any issue that requires the attention of the UNDP Country office and project partners and prepare succinct reports for Planning and Reporting
- Prepare work plans of the programme, in consultation with the project stakeholders (IEC, DBE), UNDP Country Office and Programme Manager
- Prepare quarterly progress report
- Identify and engage potential donors
- Produce programme proposal and other reports for UNDP, donors, and other stakeholders, as per programme requirements
- Based on the Monitoring & Evaluation framework in the programme document, help develop and refine indicators for the effective implementation of the programme going forward

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education and Experience:

- Master's degree (or equivalent) in political science, social science, law, development studies, management or related field.
- Minimum 5 years of professional experience in the field of programme management and administration, stakeholder management, monitoring and evaluation, electoral management or related fields
- Prior experience working with the Government of South Africa, regional and international organizations, and donors
- Knowledge about elections, electoral training, civic/democracy education and voter registration system
- Fluent in English.

Competencies:

- Displays cultural, gender, religion, race, and age sensitivity and adaptability
 - Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
 - Excellent communication and managerial skills
 - Advanced writing skills;
 - Ability to work and act under pressure and with discretion
- Demonstrated ability and experience in managing partnerships and relations with diverse stakeholders
- Ability to establish priorities and to plan, coordinate and monitor work of others and make timely decisions

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**
 - **Competencies – 30 points**

Additional documents attached to this Notice:-

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