



## 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 : Innovation Programme Assistant

Estimated Period of assignment/services (if applicable) : 2.5 months  
Estimated Contract Commencement Date : 19 October 2015  
Estimated Contract End Date : 31<sup>st</sup> December 2015

Applications should be submitted by email to the following address :-  
[procurement.za@undp.org](mailto:procurement.za@undp.org)

The deadline for submission of applications is by close of business on Tuesday, 13<sup>th</sup> 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.

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## 1. BACKGROUND

Under the leadership of the management, the innovation agenda at UNDP South Africa has gained traction in the recent months. Because of the thriving innovation ecosystem in South Africa, UNDP South Africa is also well positioned to play a regional role (primarily in the SADC region, but also beyond).

The UNDP Africa innovation facility, managed by the innovation advisor based at the UNDP Regional Service Center in Addis Ababa, is providing financial support to selected countries in the region, while the advisor provides policy support to countries beyond those supported by the facility.

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

The overall objective of this consultancy is to support the work of the UNDP South Africa innovation committee, the work of the regional advisor, particularly in the area of communication and logistical support and provide direct support to the organization of a regional foresight exchange workshop to be held in Pretoria on 30 November to 01 December 2015.

Under the direct supervision and technical guidance of the Programme Manager: Governance, and the regional, innovation advisor, the consultant will perform the following tasks:

- i. Support the organization of the “Africa foresight workshop”, co organized by CPSI, UNDP South Africa, UNDP regional innovation facility and UNDP GCPSE, to be held on 30 November - 01 December 2015.
- ii. Support the communication/working out loud activities in the Africa innovation community of practice

### *Expected Outputs and Deliverables*

The consultant will deliver the following outputs:

- i. Africa foresight exchange workshop invitation list and finalized programme
- ii. Africa foresight workshop report
- iii. Two reports on UNDP-CPSI partnership activities

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- University degree in a relevant field (political science, public administration, literature, international relations, development, etc)
- At least 2 years of relevant work experience
- Demonstrable experience in performing a similar assignment at least once in the last two years
- Fluency in oral and written English

#### J. Criteria for Selection of the Best Offer

The selection of the successful contractor will be based on:

- At least one years prior work experience on UNDP programmes
- Demonstrated knowledge, and relevant experience in innovation for development
- Good and demonstrated communication skills
- Good and demonstrated event planning skills, including making logistical arrangements for visiting delegates and workshop participants
- Takes initiatives and is able to meet tight deadlines
- Good team player, self-started, has ability to work under minimum supervision and maintain good relationships with people across all levels and backgrounds

### 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**