



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30<sup>th</sup> April 2020

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**Country: South Africa**

**Description of the assignment:** Energy and Environment Program Manager

**Project name:** Energy & Environment

**Period of assignment/services (if applicable):** 4 months

Proposal should be submitted by email to [lerato.maimela@undp.org](mailto:lerato.maimela@undp.org) no later than close **17h00** on the **07<sup>th</sup> May 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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## 1. BACKGROUND

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in nearly 170 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results.

The Programme on Nature, Environment and Energy in the UNDP South Africa Country Office supports the South African Government in strategic technical assistance on policy development and implementation, human capital development, and strengthening legal frameworks and institutions. The program contributes to the achievement of programme outcomes as per Strategic Cooperation Framework (SCF 2020-2025) and the Country Programme Document (CPD 2020-2025) as agreed with national counterparts.

The Global Environment Facility (GEF) supports a significant number of initiatives, projects and programmes in UNDP South Africa. To this end, UNDP works in close collaboration with the National Department of Environmental Affairs as the GEF Operational Focal Point. The Department has entities that are also key project partners and they include the South African Biodiversity Institute (SANBI), South African National Parks (SANParks) Another key project partner is the Department of Energy and its entities, including the South African National Energy Development Institute (SANEDI); and the Department of Trade and Industry and its agencies (South African Bureau of Standards and the National Regulator). UNDP also works closely with River Basin Authorities on regional projects in integrated water management and planning (ORASECOM and LIMCOM). Other project partners include the Centre for Scientific and Industrial Research (CSIR) and the Agricultural Research Council (ARC). UNDP also collaborates with Parliament, Provincial and Local Governments, donors, private sector, civil society organisations, and academia.

The Energy and Environment Program is constituted by various project funded by the Global Environment Fund (GEF) and include areas of renewable energies, water management and biodiversity. The projects are largely implemented through the National Implementation Modality (NIM), with UNDP playing the oversight role and Government technical support in the projects' implementation. Other projects that are directly implemented by UNDP, include the Biodiversity Finance Initiative (BIOFIN), the global initiative on implementing the Nagoya Protocol, and Nationally Determined Contributions (NDC)/climate enhancement initiatives.

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

The overall objective of this assignment is to ensure that the objectives, outputs and activities planned for the energy and environment portfolio are delivered as planned as well as to ensure that new opportunities for investment and resources mobilization are identified. The specific objectives of the assignment are:

- 1- Ensure effective execution of the energy and environment portfolio project objectives accordingly with the plans;
- 2- Ensure overall quality of all project's delivery;
- 3- Produce implementation report with focus on results and lessons learned;
- 4- Identification of new programming opportunities and sources of funding; and
- 5- Contribute to country office knowledge management.

For detailed information, please refer to Terms of References attached.

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### **Education:**

- Master's degree in energy, engineering, physical science or climate change related fields.

### **Experience:**

- Minimum of 7 years of national/international professional experience in the practice area with policy or programme management experience.
- Experience in project design and management;
- Experience in the environment sector is highly desirable;
- Work experience from a developing country is highly desirable.
- Experience in the use of computers and office software packages as well as web based management systems.

Excellent writing, research, analysis and presentation skills

## 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. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

**1. Lowest price and technically compliant offer**

*When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:*

*a) responsive/compliant/acceptable, and*

*b) offering the lowest price/cost*

*“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.*

*\* Technical Criteria weight; [70%]*

*\* Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum of XXX point would be considered for the Financial Evaluation*

<b>Technical Criteria</b>	<b>Max. Point 100points)</b>
<b>Competencies</b>	50
<b>Education</b>	20
<b>Experience:</b>	30

## **ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**