INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07th May 2020

Country: South Africa

Description of the assignment: Mainstreaming of Youth and People Living With Disability (PLWD) into UNDP Program Interventions

Project name: Inclusive Growth and Development

Period of assignment/services (if applicable): 3 months

Proposal should be submitted by email to lerato.maimela@undp.org no later than close 17h00 on the 14th 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.
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.

UNDP as the development agency of the United Nations and is actively engaged in safeguarding the Sustainable Development Goals (SDGs) in the wake of Covid-19 and seeks to support the work of the Government of South Africa to respond to the pandemic scourging the country.

UNDP has three (3) main program intervention areas – Inclusive, just and sustainable economic growth; Effective, efficient and transformative governance; and Climate resilience and sustainably managed natural resources – geared to ensure wholistic support to the government of South Africa towards job creation, poverty reduction and inequalities. These interventions are very closely aligned to the country’s national development plan (vision 2030), and the country’s Covid-19 response plan.

At the back of the Covid-19 pandemic, UNDP has mainstreamed the short and medium-term Covid-19 responses and long-term socio-economic and governance recovery interventions that will help sustain existing development gains and fully recover from the impact of Covid-19. The UNDP Covid-19 program intervention addresses 4 main areas:

- Strengthen national and sub-national capacity to coordinate national response to COVID-19
- Strengthen the capacity of National, Provincial and Municipal levels of government to design a post Covid-19 recovery planning framework and an early implementation of recovery actions
- Support Micro and Small business in selected townships strengthened to recover from the impact of Covid-19
- Strengthen the National Health System to respond to Covid-19 challenges.

With youth population of 20.4 million aged 15-34 years and approximately 8.2 million (40.3%) are not in employment, education or training, it is prudent to ensure that UNDP programs and interventions provide policy and programmatic support to youth and people living with disability in order to be able to overcome the three development challenges of poverty, unemployment and inequality in the country. These three development challenges are more likely to be exacerbated by the ravaging Covid-19 pandemic.
2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

**Objective of the assignment:**
The overall objective of the assignment is to engage a youth that is living with disability to support the mainstreaming of youth and people living with disabilities into the following documents and program interventions:
- The COVID19 response plan;
- Social and Governance Dimensions of COVID19;
- Youth Entrepreneurship Programme; and
- The UNDP Programme Document.
The candidate is also to support the preparation of the Covid-19 response plan.

**Scope of the Consultancy**
The assignment is to analyze the program interventions areas of UNDP with particular reference to response to Covid-19 activities, youth programming and UNDP’s program document, and mainstream youth and PLWD in these program interventions and documents for a special greater impact to young women. The assignment shall include but not limited to:

1. Provide technical assistance or support to ensuring the relevance of UNDP documents reflect issues of and strategies for youth and PLWD agenda for development.
2. Analyze four named documents above and identify gaps not addressing youth and PLWD issues
3. Proffer and provide suggested inputs to enhance the documents to reflect youth and PWLD issues
5. Establish and maintain contacts with government officials, other UN agencies, non-governamental organizations in order to enhance the documents relevance to youth and PLWD issues and concerns

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

**Education:**
- At least a University degree in development studies, public policy, sociology, and other relevant social sciences.

**Experience:**
- Minimum of seven years in youth and PLWD policy and programming
- Experience in development policy analysis and programming in South Africa or relevant regional experience.
- Strong background in analyzing development issues.
- Strong working knowledge of the UN.

**Language and IT Skills:**
- Excellent written and oral English communications skills.
- Fully literate Microsoft applications such as words, PowerPoint, Excel.
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/P11 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

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<tr>
<th>Technical Criteria</th>
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<tr>
<td>Competencies</td>
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<td>Experience:</td>
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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