



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07th May 2020

Country: Home based with a possibility of a mission travel

Description of the assignment: Stakeholder Engagement and Gender Specialist Consultant for the project development: Integrated Transboundary River Basin Management for the Sustainable Development of the Limpopo River Basin

Project name: Integrated Transboundary River Basin Management for the Sustainable Development of the Limpopo River Basin

Period of assignment/services (if applicable): 25 working days through July 2021

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

A regional project proposal/concept has been prepared to support 4 countries (Botswana, Mozambique, South Africa and Zimbabwe) with a project title “Integrated Transboundary River Basin Management for the Sustainable Development of the Limpopo River Basin”. The objective of the project is to promote sustainable development in the Limpopo River basin through the basin-wide cooperation and the evidence-based joint management and planning by basin countries, coordinated by the LIMCOM with strong stakeholder engagement throughout the implementation of its Integrated Water Resources Management (IWRM) Plan and the development of the Strategic Action Programme for the Limpopo River Basin (LRB). This project is designed to have 5 components which are listed below:

- Component 1: Capacity Building of LIMCOM and its Member States for Joint Planning and The Basin-Wide SAP and IWRM Implementation;
- Component 2: Filling Critical Knowledge Gaps to Support Joint Planning and Future Development Scenario Analysis;
- Component 3: Informed Strategic Planning and Decision Making to Implement the Basin-Wide IWRM (Science-To-Governance);
- Component 4: The IWRM Plan Implementation Pilots; and
- Component 5: Knowledge Exchange and Information Sharing for Replication and Upscaling.

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

Objective of the assignment:

A Project Preparation Grant (PPG) has been granted from the Global Environment Facility (GEF) Secretariat to prepare the Full-Size Project (FSP) for the project based on the project proposal/concept. The PPG phase will support various data collection efforts and undertake several stakeholder consultations to elaborate the approved project concept into a fully formulated project document. The final outputs of the PPG phase will be a UNDP-GEF project document and a GEF CEO Endorsement Request, based on the latest template ready for submission to UNDP and GEF with all required supporting annexes and background information.

The Stakeholder Engagement and Gender Specialist will prepare for the Stakeholder Engagement Plan, the Gender Analysis and the Gender Action Plan, support the stakeholder analysis and consultations, contribute to the SESP update, as well as ensure necessary actions are taken during the PPG phase for the timely completion of the project development under the guidance by the PPG lead consultant. He/she will work under the coordination and guidance of the Team Leader and work closely with other consultants/experts in the PPG team.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Master's degree in gender studies, gender and development, environment, sustainable development or closely related area.

Experience:

- Minimum 7 years of demonstrable experience in the technical area of gender analysis and/or social and environmental safeguarding;
- Minimum 5 years of experience in stakeholder engagement and consultation;
- Experience in facilitating gender responsive stakeholder meetings
- Knowledge and relevant experience in the southern Africa region is highly desirable;

Languages:

- Fluency in written and spoken English. Proven ability to produce high quality technical reports in English.

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. Missions to the Limpopo river basin states might be required for effective stakeholder consultation activities;
- Any necessary mission travel must be approved in advance and writing by the Supervisor;
- The BSAFE course must be completed before the commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director;
- Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her mission travel arrangements in line with UNDP travel policies;
- All travel expenses related to mission travels will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, and living allowances should not be included in financial proposal.

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 70% would be considered for the Financial Evaluation

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**