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## Terms of Reference

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

<b>Location:</b>	Home based with a possibility of a mission travel
<b>Type of Contract:</b>	Individual Contract
<b>Languages required:</b>	English
<b>Estimated Starting date:</b>	18/05/2020
<b>Duration of Initial Contract:</b>	25 working days through July 2021
<b>Supervisor(s):</b>	UNDP South Africa Country Office

#### **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.

#### **Scope 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 templates, 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.

### Outputs:

1) Contribute to the inception report and support on the preparation of the inception workshop

2) Preparatory Technical Studies and Reviews: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:

- Lead and advise on the **stakeholder analysis and consultations** and ensure that they are complete and comprehensive;
- Prepare the **stakeholder mapping** and **stakeholder engagement plan** and work closely with the Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
- Support the preparation of the **gender analysis** and work closely with the PPG Team Leader and other consultants/experts in the team to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
- Support completion of any additional studies that are determined to be needed for the preparation of the ProDoc, Social and Environmental Safeguard Procedure (SESP) and all other final outputs;
- Support the study review/ validation workshop.

3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader and other consultants/experts in the team, including:

- Prepare the Gender Action Plan and Budget;
- Prepare the Stakeholder Engagement Plan;
- Support the finalization of the SESP update;
- Support the agreements on project management arrangements.

4) Validation Workshop:

- Contribute to the validation workshop;
- Contribute to the timely completion of the validation workshop report; and
- Support all necessary revisions in relevant documents that arise during the workshop, as appropriate.

5) Final Deliverables:

Support the Team Leader to address comments from UNDP-GEF and GEF secretariat related to Gender, Safeguard and Stakeholder Engagement

### Payment Method:

Deliverables	Timeline	Payment Schedule
Contribute to the Inception Report	by end March 2020 (within 2 weeks of the Inception Workshop)	10%
<ul style="list-style-type: none"> <li>• Prepare the Gender Action Plan and Budget</li> <li>• Prepare the Stakeholder Engagement Plan</li> <li>• Support the completion of the SESP update</li> </ul>	24 July 2020	40%

<b>Validation Workshop:</b> <ul style="list-style-type: none"> <li>• Contribute to the validation workshop;</li> <li>• Contribute to the timely completion of the validation workshop report; and</li> <li>• Support all necessary revisions that arise during the workshop, as appropriate.</li> </ul>	7 Sept 2020	20%
Support the Team Leader to address comments from UNDP-GEF and GEF secretariat related to Gender, Safeguard and Stakeholder Engagement	21 Sept 2020	30%

#### **Information on Working Arrangements:**

- The consultant will work from home with possibility of mission/s to the region upon approval of UNDP South Africa Country Office;
- The consultant will report to, and be directly supervised by Ms. Janice Golding, based in Pretoria.
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own work station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered. If the quality does not meet standards or requirements, the consultant will be asked to rewrite or revise (as necessary) the document before proceeding to payment.

#### **Travel:**

- 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.

#### **Competencies:**

##### **Corporate:**

- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

**Technical:**

- Demonstrated understanding of issues related to gender and sustainable development with practical working experience in gender mainstreaming, women's empowerment and sustainable development in Southern Africa.
- Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans.
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations.

**Functional:****Communications**

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

**Professionalism**

- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

**Teamwork**

- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

**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.

**Evaluation Method:**

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the lowest priced technically qualified proposal Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;

- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- The financial proposal shall not include any travel costs associated with this assignment.
- Applicant receiving the lowest priced technically qualified proposal and has accepted UNDP's General Terms and Conditions may be awarded the contract.

**Documentation to be submitted:**

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must reply to the mandatory questions asked by the system when submitting the application.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

**Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach).**

**UNDP Personal History form (P11) required of all applicants:**

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc).

**General Conditions of Contract for the ICs:**

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

**Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:**

[http://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=62506](http://procurement-notice.undp.org/view_notice.cfm?notice_id=62506)

**Additional Questions:**

- I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors
- Have you submitted a duly completed and signed UNDP Personal History form (P11)?
- Have you attached to your P-11 and/or CV Annex II duly signed and completed including your all-inclusive fee and all foreseeable expenses for this assignment? Your application will not be considered without submission of Annex II.

## ANNEX II

### OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date \_\_\_\_\_

Pradeep Kurukulasuriya  
UNDP-GEF Executive Coordinator  
Bureau for Programme and Policy Support  
United Nations Development Programme  
304 E. 45th St. 9th floor  
NY, NY 10017 USA

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;

J) If I am selected for this assignment, I shall *[please check the appropriate box]*:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

K) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address and Contact Details	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes :**

- ✓ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ✓ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ✓ Brief Description of Approach to Work (if required by the TOR)



## ANNEX 2

### BREAKDOWN OF COSTS<sup>1</sup> SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

#### A) Breakdown of Cost by Components:

Cost Components	Unit Cost Indicate Currency	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Others (pls. specify)			
<b>II. Duty Travel (if required)</b>			
Round Trip Economy Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**NB: SECTION II above need not be filled.**

#### B) Breakdown of Cost by Deliverables\*

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount</b>
Deliverable 1		
Deliverable 2		
....		
<b>Total</b>	<b>100%</b>	

*\*Basis for payment tranches*

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<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)