



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07th May 2020

Country: Home based with a possibility of a mission travel

Description of the assignment: FINAL PROJECT EVALUATION

Project name: *Land Reform and Rural Project*

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 **18th 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

United Nations Development Programme (UNDP) is the United Nations global development network operating in 177 countries, advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. As a development agency, it supports these individual countries to develop and accelerate implementation of their own solutions to local and global challenges. As a development partner, UNDP has also a role to be an integrator of Sustainable Development Goals (SDG's) and manage trade-offs thereafter.

Since January 2011, UNDP in South Africa (SA) and the former Department of Rural Development and Land Reform (DRDLR), now known as the Department of Agriculture, Land Reform and Rural Development (DALRRD) have been collaborating towards enhancing the capacity of government to design and implement improved policies on land reform and rural development. In accordance with the agreed Memorandum of Understanding (MOU), the key project activities included: advisory and policy research and analysis work, technical expertise support, and facilitation of activities related to the drafting of land reform and rural development policies and strengthening the capacity of government and non-government actors through international knowledge and information exchange. The legal and programmatic basis for collaboration is underpinned by the MOU between UNDP and DRDLR, Project Document (Prodoc), UNDP Financing Agreement (Cost-sharing Agreement), UNDP Strategic Plan, Country Programme Document of 2013-2020 (CPD-2013/2020) and Standard Basic Assistance Agreement (SBAA) and UN Strategic Cooperation Framework of 2013-2020 (UNSCF-2013/2020).

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

Objective of the assignment:

The consultant needs to conduct an evaluation that will provide information to DALRRD, project donors and other stakeholders about the project results achieved through its implementation, with the resources allocated. The evaluation will be used to inform the remaining period of project implementation, and its potential next phase. Therefore, it will be imperative:

- o To review, evaluate and document the projects' achievements, shortcomings, lessons learnt, relevance, effectiveness, efficiency and sustainability, as well as any effects other on the project on vulnerable groups especially in rural and previously disadvantaged communities.
- o To assess and document effectiveness and efficiency of UNDP support to the project.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- **Education:** Post Graduate Degree (Masters or equivalent) in Development Studies, Public Policy, Political Science, International Development or any other relevant post-graduate qualification with specialized knowledge of programme and project evaluation. Specialized training in programme evaluation, innovation and graphic design will be an added advantage.
- **Knowledge and Skills:** Knowledge of Programme and Project Evaluation, Policy development and analysis, Research, Development Finance, Information and Knowledge Management, Development and Agricultural Economics, Official Report Writing, Socio-Economic impact assessment system, understanding of land reform programme of South Africa, functioning of government and international development organisations, knowledge of government programme of transformation and SA policy and legislation development process.
- **Abilities:** Ability to analyse financial reports, ability to assess socio-political & socio-economic impact, ability to communicate evaluation findings in a manner that will not limit comprehension due to jargon use and ability to use graphics to break down complex information.
- **Experience:** Individual Contractor must have more than 7 years of experience in programme and project evaluation environment, Strong record of conducting evaluation of development projects, preferably policy or rural development related projects

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 70% would be considered for the Financial Evaluation

Criteria for Selection			Points Allocated
(As per RFQ or RFP)			Per Criterion
I		Technical Proposal (overall presentation)	50
	a	Expertise and reputation of an Individual Contractor submitting Proposal demonstrating relevance of: <ul style="list-style-type: none">- Specialized Knowledge- Experience on similar assignment.	25
	b	Proposed Work Plan and Approach: <ul style="list-style-type: none">- Is the scope of task well defined and does it respond to the TORs?	25

		- Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	
2		Education, Knowledge, Skills and Experience	50
	a.	Individual Contractor must have a Post Graduate Degree (Masters or equivalent) in Development Studies, Public Policy, Political Science, International Development or any other relevant post-graduate qualification with specialized knowledge of programme and project evaluation. Specialized training in programme evaluation, innovation and graphic design will be an added advantage.	20
	b.	Knowledge and Skills: Knowledge of Programme and Project Evaluation, Policy development and analysis, Research, Development Finance, Information and Knowledge Management, Development and Agricultural Economics, Official Report Writing, Socio-Economic impact assessment system, understanding of land reform programme of South Africa, functioning of government and international development organisations, knowledge of government transformation agenda and SA policy and legislation development process. ability to use graphics to break down complex information.	15
	c.	Experience: Individual Contractor must have more than 7 years of experience in programme and project evaluation environment, Strong record of conducting evaluation of development projects, preferably policy or land and rural development related projects.	15
TOTAL TECHNICAL SCORE (Passing Rate = 70%)			100

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