



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 12th May 2020

Number of consultancies	: 1
Contract Type :	Individual Contract
Country	: South Africa
Description of the assignment	: Individual Contract

National consultant to conduct a Baseline Indicator Study for the UN Environment/GEF 7 South Africa PPG project on Illegal Wildlife Trade

Estimated Period of assignment/services (if applicable) : 6 months

Estimated Contract Commencement Date : 01st June 2020

Proposal should be submitted by email to bid.pretoria@undp.org no later than 19th May 2020 11:59 Midnight, South Africa time zone (GMT +02:00).

Any request for clarification must be sent by standard electronic communication to procurement.enquiries.za@undp.org. UNDP will respond by standard electronic mail and will send responses, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The Government of South Africa has acquired funds from the GEF through UN Environment for a project titled: "South Africa Biodiversity Economy and Illegal Wildlife Trade". This proposed project has received a Project Preparation Grant (PPG) to prepare a Full-Sized Project (FSP) document. The project has two pillars. Pillar 1 focuses on Illegal Wildlife Trade (IWT) and will be implemented by UNEP while pillar 2 focuses on Biodiversity Economy and will be implemented by the World Bank. Pillar 1 (IWT) has three primary components (refer to appendix). This ToR is for a consultancy to conduct a Baseline Indicator Study pertaining to pillar 1 (IWT). The project will be executed by the Department of Forestry, Fisheries and Environment (DFFE). A project document has been drafted for pillar 1, including a results framework (i.e., a logical framework analysis) to identify outcome indicators with baseline data as well as mid-term and end of project targets. The draft National Integrated Strategy to Combat Wildlife Trafficking (NISCWT), developed as a collaborative effort by all relevant stakeholders, which forms a key element of the project document, requires performance indicators that are consistent with the project. Numerous national departments, agencies and provincial conservation authorities are involved in combatting IWT. Consequently, an array of data sources and systems should be accessed to populate the indicators, however these systems are often not aligned to enable efficient and uniform data collection and sharing. The government of South Africa through the UN Environment is therefore seeking the services of a national consultant to conduct the following baseline study.

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

The overall purpose of the consultancy is to conduct a baseline study that will define and populate a suite of project outcome indicators for the three GEF-7 project components and the NISCWT, which will be used to finalize development of the project document.

Ultimate results of the consultancy	An integrated suite of indicators that characterize the outcomes of the three components of the GEF-7 IWT project and NISCWT in terms of baseline conditions, mid-term and end of project targets.
Title of the project:	"Baseline Indicator Study, Pillar 1 IWT"
Identification number of the project:	GLOBAL ENVIRONMENT FACILITY Project Preparation Grant (PPG) of the project titled "South Africa Biodiversity Economy and Illegal Wildlife Trade"

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Required Skills and Experience

The consultant should have the skills and experience below, but not limited to:

Education:

Minimum of master's degree in law, environmental science, natural sciences, management, business administration, and project management, monitoring and evaluation or related fields.

Experience:

- Minimum 10 years of professional experience in the field of wildlife management, i.e. with projects and policies on wildlife management and / or in law enforcement or security.
- Preference will be given to a national consultant with experience in the design and development of technical indicators, policy or institutional development/implementation/reform, related particularly to wildlife management;
- Experience and knowledge of South Africa's enforcement network (e.g., NPA, SAPS, DFFE) especially related to illegal wildlife trade.
- Experience with GEF project development, implementation or demonstrations at local, national and/or international levels;

- Experience in designing and/or implementing wildlife management and conservation and related activities in developing countries;
- Experience working with international organizations, including UN Environment and the GEF, is preferred

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Applicants are required to submit the following:

- A Technical Proposal: (i) Letter of Interest, stating why you consider your service suitable for the assignment; and (ii) a brief methodology on the approach and implementation of the assignment, including broad time-frame (phases), and well-defined deliverables in relation to the scope of work, the costs per deliverable(s);
- Evidence and examples of similar work done;
- Personal CVs highlighting qualifications and experience in similar projects;
- Work references - contact details (e-mail addresses) of referees (organization for whom you've produced similar assignments);
- All-inclusive financial proposal indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all travel costs for the service provider to achieve the required deliverables.

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:

The consultancy will be homebased.

the contract may require the consultant to travel and/or carry out remote/virtual meetings via ZOOM or other software, subject to Government of South Africa travel restrictions or advisories per Covid-19. The actual cost of travel will be arranged separately in consultation with DFFE and the UN Environment's National Office in South Africa.

6. EVALUATION

Applications will be evaluated based on a cumulative analysis **taking into consideration the combination of the applicants' qualifications and financial proposal.**

Those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

Technical Criteria - 70% of total evaluation – max. 70 points:

- **Criteria A** – Relevant education background (10)
- **Criteria B** – Knowledge in and experience of the South Africa Wildlife Management Sector(10)
- **Criteria C** – Experience in carrying out baseline Surveys, developing experience in the design and development of technical indicators, policy or institutional development (15)
- **Criteria D** – knowledge of South Africa's enforcement network (e.g., NPA, SAPS, DFFE) especially related to illegal wildlife trade. (10)
- **Criteria E** – Project Management (10)
- **Criteria F** - Experience in designing and/or implementing wildlife management and conservation and related activities in developing countries (10)
- **Criteria G** – Previous work experience with UN, GEF and/or government departments (5)

Financial Criteria - 30% of total evaluation – max. 30 points

ATTACHEMENTS TO THIS NOTICE:

- TERMS OF REFERENCES (TOR)
- GENERAL TERMS AND CONDITIONS
- CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL
- PERSONAL HISTORY FORM P11)