



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 31<sup>st</sup> July 2020

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**Country:** South Africa

**Description of the assignment:** Expert consultant on Private Sector Partnership and Resource Mobilization for UNDP Climate Promise Initiatives in Africa

**Project name:** Africa Finance Sector Hub of UNDP

**Period of assignment/services (if applicable):** Six (6) months (excluding annual holidays)

Proposal should be submitted at the following by email to [procurement.za@undp.org](mailto:procurement.za@undp.org) / [lerato.maimela@undp.org](mailto:lerato.maimela@undp.org) no later than 19<sup>th</sup> August 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, South Africa 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.

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## 1. BACKGROUND

### United Nations Development Programme

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 set up a Climate Change Team for the Regional Service Center for Africa to provide core technical advancement and implementation of the Climate Promise initiative. The Africa Finance Sector Hub has a complementary role in addressing the private sector and SDG financing issues. Specifically, to support field implementation of SDG 13 – Climate Action and 17 – Partnerships for the Goals, but on a broader scale also SDG 7 – Affordable and Clean Energy, 11 – Sustainable Cities and Communities, and 12 – Responsible Production and Consumption.

The UNDP Regional Bureau for Africa is committed to operationalizing the UN Secretary General's plan for climate positive actions that will help Africa Build Back Better in the post COVID-19 era<sup>2</sup>. Some of these strategic actions include: 1) advocating for sustainable energy for all; 2) supporting green transition through decarbonization; 3) promoting green jobs in the context of sustainable and inclusive growth; 4) facilitating efforts towards green economy while ensuring more resilience that leaves no one behind; 5) promoting investment in sustainable solutions and end of fossil fuel subsidies; 6) addressing all types of climate risks; and 7) promoting international cooperation for climate promise.

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

The consultant will therefore support UNDP with translating the strategic offer for Africa and the Climate Promise into concrete implementation actions. S/he will also establish a solid foundation for the Africa Finance Sector Hub in Pretoria to lead and specialise in partnerships with the private sector in the sustainable energy space in Africa. This will be done by developing a number of strategic products and by mobilising partnerships and financing for Climate Promise flagship initiatives focusing on energy and climate mitigation and adaptation efforts through engagement of the private sector.

**(For detailed information, please refer to point 2 found in the terms of references)**

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

**Education:**

A Master's Degree or higher in Finance, Management, Commerce, Environmental or Resource Economics, Environmental Science, Social Science, Climate Policy, Energy or another related field;

**Experience:**

- At least ten years of professional hands-on experience and proven track record in partnership and resource mobilization, where experience of working with private sector is a strong asset;
- Work experience with projects/programmes focusing on energy and climate change mitigation and adaptation is critical;

**Professional experience on Africa;**

- Demonstrated experience with the UN - Understanding of the UN and UNDP's mandates and demonstrated familiarity with its programmatic areas of work;
- Professional hands-on experience on report writing of program and/or projects;
- Experience in professional communication and reporting at all levels.

**Language Requirements:**

- Fluency in English is required;
- Fluency in French will be considered as an important asset.

**Competencies:**

- Organizational Competencies:
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional:**

- Strong negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products,
- Professional and/or academic experience in one or more of the technical areas of the Development or knowledge management field.

**Project and Resource Management:**

- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs;
- Ability to focus on impact and results for the client, promoting and demonstrating an ethic of client service;
- Strong organizational skills;
- Ability to work independently, produce high quality outputs; and
- Sound judgment, strategic thinking and the ability to manage competing priorities.

**Partnership building and teamwork:**

- Demonstrated well developed people management skills;
- Strong ability to manage teams; creating an enabling environment, mentoring and developing staff;
- Excellent negotiating and networking skills;
- Demonstrated flexibility to excel in a multi-cultural environment; and
- Provides constructive coaching and feedback.

**Communications and Advocacy:**

- Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly;
- Strong presentation skills in meetings with the ability to adapt for different audiences;
- Strong analytical, research and writing skills with demonstrated ability to think strategically;
- Strong capacity to communicate clearly and quickly; and
- Strong inter-personal, negotiation and liaison skills.

#### 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 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:**

In case travel is requested, the costs including transport, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be covered and paid by UNDP on the basis of UNDP rates.

The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert.

UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the 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.*

*Only candidates obtaining a minimum of 70% (70 points) would be considered for the Financial Evaluation*

## **EVALUATION CRITERIA**

Applicants will be screened against qualifications and competencies specified below through a desk review and an interview process.

### **Capacity and experience in building partnerships and mobilising resources (20 points)**

- Experience in networking with different stakeholders with different interests **(15 points)**
- Expertise in the field of energy and climate mitigation **(15 points)**
- Adaptation evidence of critical analysis and developing innovative approaches **(10 points)**
- Experience in programme/project designing and implementation **(10 points)**
- Knowledge of Africa and UNDP **(10 points)**
- Clear writing and good presentation **(10 points)**
- Fluency in English and French **(10 points)**

## **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**