**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: 20th July 2020

**Country: South Africa**

**Description of the assignment:** Assessment and Mapping of government priorities in the energy, environment and climate change sectors, identification of potential programs, of entry points for cooperation between UNDP and DEFF

**Project name:** Energy & Environment

**Period of assignment/services (if applicable):** 25 working days

Proposal should be submitted by email to [lerato.maimela@undp.org](mailto:lerato.maimela@undp.org) / [procurement.za@undp.org](mailto:procurement.za@undp.org) no later than close **17h00** on the **14th 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 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**

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| 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.  The UNDP South Africa Country Program Document (CPD) 2020-2025 approved by the Executive Board in June 2020 reflects is the translation of the UNDP Strategic Plan at the country level and it is fully aligned with the Government’s Medium-Term Strategic Framework (MTSF) 2019-2024 as well as with the United Nations Development Strategic Cooperation Framework (UNDSCF) 2020-2025.  The cooperation between UNDP and the Department of Environmental Affairs, now called Department of Environmental Affairs and Forestry is based on the principle of a shared vision of facilitating sustainable environmental management. The partnerships started in 1994 in the area of biodiversity and conservation when UNDP was South Africa’s only development partner in biodiversity and conversation and contributed significantly to the government request of expanding the country’s protected area estate on multiple and related projects. These days, the cooperation cover areas that include energy and natural resources management  After nearly 25 years, there is an urgent and well expressed need to find new and innovative ways of strengthening the cooperation between UNDP CO and DEFF to enable UNDP to effectively and efficiently support the country and the DEFF in particular in achieving its mandate as explained before. The recent discussion between UNDP and DEEF, some priority areas have been identified to develop potential partnership:   * Transformation of Waste in energy; * Ocean Economy; * Nature Based Solutions for Job Creation; * Youth Engagement on Environment Issues; * Transformation of Coal into clean energy; * Mini-grids development; |

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

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| **Objective of the assignment**:  The specific objectives of the assignment are:  1) Review the current UNDP Strategic Plan, Government’s MTSF 2019-2024 UNDP CPD, the Strategic Plan of the Department of Environment, Forestry and Fisheries, and any other related documents to gain insight into the mandate, function and potential areas for collaboration and partnership between UNDP and DEFF;  2) Review the National Action Plans for South Africa related to the three main UN Conventions, UNFCCC UNCCD and CBD and identify opportunities for partnerships between UNDP and DEFF to support the Department to achieve specific targets set by the latest National Action Plans.  3) Review the last 10 years and current UNDP environment sector portfolio and current DEFF intervention funded by the Government and other partners to identify gaps and lessons learned:  4) Review UNDP capacity at country, regional and global level to identify comparative advantages and its value added in view of defining UNDP’ value proposition;  4) Provide detailed new, innovative and well justified entry points, recommendations for future collaboration and partnership between UNDP and the DEFF.  5) Develop a Program Document covering the identified areas of cooperation with a duration of 10 years, with defined results (outputs), activities, indicators, baselines, targets and budget;  6) Map potential sources of funding/donors and partnerships for the successful implementation of the proposed program;  (Detailed Terms of reference are attached) |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

1. **Qualifications:**

The consultancy is expected to be undertaken by an expert with the following qualifications:

***Education***:

* A Master’s Degree or higher in International Relations, Management, Law, Commerce, Environmental or Resource Economics, Environmental Science or another related field;

***Experience***:

* Professional hands-on experience and proven track record in Environmental Management, Biodiversity Financing, Protected and Conserved Area Policy, Environmental and Conservation Legislation and Policies;
* Work Experience in the Energy, Natural Resources or Environmental Affairs is critical
* Knowledge in Project proposal development using Results Based Management principles
* Professional hands-on experience on report writing of program and/or projects of a similar nature and size;
* Experience in professional communication and reporting at all levels.

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| 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 reference**s** |

**5. FINANCIAL PROPOSAL**

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| * **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 |

Individual consultants will be evaluated based on the following methodologies:

EVALUATION:

*1. Lowest price and technically compliant offer*

*Contract will be awarded to the least costly technically qualified proposal, based on:*

*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% of the total technical score]*

*\* Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum of* ***70% of the total technical score*** *would be considered for the Financial Evaluation.*

**ATTACHMENTS:**

* **TERMS OF REFERENCES (TOR)**
* **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
* **OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**