

## Terms of Reference: National Consultant to Prepare UNEP South Africa Country Strategic Framework 2021-2025

Request for:      Consultant      ☒      Individual contractor      ☐

**Organizational Unit:** UNEP South Africa Office.

**POSITION TITLE** : Consultant: To prepare UNEP South Africa Country Framework  
**ORGANIZATION** : United Nations Environment Programme  
**TYPE OF CONTRACT** : Consultant  
**DUTY STATION** : Home based, may include in-country travel  
**TITLE OF SUPERVISOR** : Head, UNEP South Africa office  
**PROPOSE PERIOD** : 01 September 2020 – 30 October 2020  
**ACTUAL WORK TIME** : 2 Months  
**DEADLINE**                      **FOR** : 26 August 2020  
**SUBMISSION**

### 1. BACKGROUND

The 2030 Agenda for Sustainable Development demands a UN development system that is agile, cohesive and responsive to a country's priorities and people's needs. It requires rights-based programming for the Agenda 2030 that is underpinned by robust national analysis, a renewed push for collective action and partnerships, and a focus on helping countries achieve the Sustainable Development Goals (SDGs), leaving no one behind.

The United Nations Sustainable Development Cooperation Framework (Cooperation Framework) outlines reflect the contemporary relationship between Governments and the UN development system collaboration to achieve the SDGs. The new focus emphasizes the primacy of the Cooperation Framework in articulating government expectations of the UN development system and in driving major UN development system contributions at the country level by Delivering as One. SDG targets and indicators are the default monitoring frameworks, informed by country-defined and disaggregated baselines.

The Cooperation Framework provides guidance to UN Country Teams (UNCTs) as they plan, finance, deliver and evaluate their support to countries in achieving the Sustainable Development Goals (SDGs). UNEP is mandated by its Environment Assembly to take action to enhance coordinated, coherent and integrated delivery within the United Nations system on the environmental dimension of the 2030 Agenda and SDGs by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

The United Nations Sustainable Development Cooperation Framework (UNSDCF) 2020-2025 outlines the UN development system's collective commitment to support sustainable development in South Africa in line with national, regional and global development priorities. It is aligned to South Africa's long-term National Development Plan (NDP) 2030 and Medium-Term Strategic Framework (MTSF) 2019-2024, and firmly anchored in the 2030 Agenda and the UN Charter. With this framework, the UN Country Team seeks to realise the UN Secretary-General's reform at country level, through improving coordination, integration and efficiency for real transformative impact for all people in South Africa.

Anchored in the UNSDCF 2020-2025, UN Common Country Analysis (CCA), National Environmental Summary (NES) and UNEP's Medium-Term Strategy (MTS) for 2022-2025, the Country Strategic Framework for UNEP in South Africa sets out the vision and strategic direction for UNEP activities in the country for the period 2021-2025. It will frame UNEP's Programme of Work (PoW), which details the results framework against which UNEP's performance will be measured. The document rests on the principle of putting people at the centre of the environmental dimension of sustainable development, as reflected in "The 2030 Agenda for Sustainable Development," as well as in paragraph 88 of the outcome document of the United Nations Conference on Sustainable Development (Rio +20), The Future We Want. In line with national needs and priorities, UNEP will work jointly with other UN Agencies and institutions to mitigate the immediate challenges of the COVID-19 pandemic whilst supporting South Africa build back better after the pandemic to increase resilience to future crisis.

## **2. OBJECTIVES OF CONSULTANCY**

The purpose of the consultancy is to provide technical assistance to prepare a draft of the new Country Strategic Framework for UNEP in South Africa that speaks to the priorities stated in the UNSDCF 2020-2025, CCA, NES and UNEP MTS for 2022-2025. Accordingly, the consultant will facilitate consultations with relevant stakeholders both at the inception and upon completion of the document. This to ensure an inclusivity of inputs and ownership of the document.

## **3. DELIVERABLES**

### **Task 1: Develop a draft of the UNEP Country Strategic Framework for 2021-2025**

- a) Conduct a desk review of the relevant UN in South Africa and UNEP strategic documents to identify entry points for the inclusion of thematic areas and priorities.
- b) A detailed process to be followed in preparation of the Country Strategic Framework, indicating the distinct steps necessary for delivery of a quality product capable of addressing the core programming principles in a holistic manner, including a human rights-based approach to development, and gender equality and women's empowerment.
- c) Develop and finalize the draft of the Country Strategic Framework, holistically aligned to the CCA, NES as well as the four Strategic Priorities in the UNSDCF 2020-2025 and the three MTS 2022-2025 thematic areas.

### **Task 2: Facilitate Stakeholder Consultations to review and provide inputs to the draft of UNEP Country Strategic Framework**

- a) Prepare and organize consultative meetings with key stakeholders and present an outline of the key issues to be integrated into the Country Strategic Framework and the key entry points.
- b) Prepare and consult on an updated Country Strategic Framework, clearly showing how the inputs from the consultative process have been integrated.
- c) Attend and support in key meetings and workshops related to the UNEP Country Strategic Framework.
- d) Preparation of the final UNEP Country Strategic Framework document.
- e) A power point presentation reflecting (d) above.

### **Task 3: Develop a Digital Layout for UNEP Country Strategic Framework for 2021-2025**

- a) Coordinate and finalize the production of graphic design, including images and infographics, for a digital Country Strategic Framework using appropriate platform.

## **4. ACTIVITIES**

- Study and get well versed with the United Nations Programming principles and processes at national level and UNEP's strategic priorities at a global, regional and national level.
- Based on the above, develop a draft of UNEP South Africa Country Framework capturing the key thematic areas as outlined in the UNSDCF 2020-2025, CCA, NES and MTS 2022-2025.
- Hold consultations with South Africa national environmental authorities, the national planning and development institutions, relevant non-governmental organizations and other stakeholders to create ownership and identify priority environmental issues, including environmental aspects of COVID-19, that need to be addressed in the Country Strategic Framework as part of the country's development agenda.
- Prepare an updated version of UNEP South Africa Country Framework for presentation to and review by UNEP.
- Prepare the following distinct outputs based on feedback received from UNEP, Government of South Africa and other consulted stakeholders:
  - **Output 1:** A final UNEP South Africa Country Strategic Framework.
  - **Output 2:** A power point presentation reflecting output 1 above.
  - **Output 3:** A final digital version of UNEP Country Strategic Framework for 2021-2025

## **5. SUPERVISION AND TIMELINE**

The UNEP Regional Office for Africa (specifically the Head of Pretoria Office) will be responsible for supervision of the assignment. The Regional Development Coordination Officer Africa Office will provide back up support and guidance as necessary.

The timeline for completion of this task is a total of 45 workdays, commencing **01 September 2020 and ending 30 October 2020.**

## **6. DUTY STATION**

The consultancy will be homebased.

## **7. DURATION OF THE CONTRACT**

The engagement will be for a duration of 2 months.

## **8. PAYMENT MODALITIES**

The consultant shall be paid the consultancy fees as reviewed by UNEP in agreement with the consultant.

## **9. TRAVEL**

The contract may require the consultant to travel and/or carry out remote/virtual meetings via Microsoft Teams or other software, subject to UN South Africa travel restrictions or advisories per Covid-19.

## **10. Required Skills and Experience**

The Consultant should possess skills and experience including, but not limited to:

### **Education:**

- Minimum of bachelor's degree in, management, business administration, knowledge management/project management, monitoring and evaluation or any other related discipline.

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

- Criteria A – Relevant education background =10
- Criteria B – Experience in Knowledge Management/Project Management = 10
- Criteria C – Experience in design, review and development of strategic documents= 15
- Criteria D – Experience & knowledge of Policy review and institutional development =15
- Criteria E –Experience working with international organizations, including UN Environment and is preferred=15
- Criteria F – Have experience in applying innovative approaches using such as graphics, charts and use of PowerPoint etc. to summarize key content=5

### **Experience:**

- Minimum 10 years of professional experience in administration, project management, monitoring and evaluation.
- Preference will be given to a national consultant with experience in the design and development of technical strategic documentation and review, policy or institutional development.

### **Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Ability to establish and maintain good working relations with colleagues in multi-cultural environments;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Excellent written communication skills, with analytic capacity and ability to synthesize relevant reports and findings for the preparation of the UNEP South Africa Country Strategic Framework.

**Language:**

- English and French are the working languages of the United Nations Secretariat. Fluency in English is required for this position.

Interested candidates may send their Cover Letter **with a proposed daily fee**, a P11 completed form and Curriculum Vitae to the Subject line “**Consultant to Prepare UNEP South Africa Country Strategic Framework** to:

[procurement.za@undp.org](mailto:procurement.za@undp.org)

*(incomplete applications will not be considered)*

For technical queries, please contact Cecilia Njenga at [cecilia.njenga@un.org](mailto:cecilia.njenga@un.org)

**Correspondence will be limited to shortlisted candidates only.**

**UNEP reserves the right not to make an appointment.**

**Deadline for submission is 26 August 2020.**

**PROPOSED REFERENCE MATERIAL**

- The UNEP Medium Term Strategy (2022-2025)
- South Africa UN Sustainable Development Cooperation Framework (2020-2025)
- The UN Common Country Analysis
- National Environmental Summary
- UNEP South Africa Country Strategic Framework 2017-2021
- UN Core Programming Principles
- United Nations in South Africa COVID-19 Flash Appeal and Rapid Emergency Needs Assessment
- COVID-19 in South Africa: Socioeconomic Impact Assessment Study
- Internal and external UNEP documents on COVID-19 response and processes
- UN Guidance Documents on National Level Programming
- South Africa National Development Plan (Vision 2030)
- UN Guidance on Joint Work Plans
- UNEP PowerPoint Presentation Template
- National Environment Assessment Reports
- The National Budget Framework Papers
- Other national strategic plans