



CONSULTANT PROCUREMENT NOTICE

Date 19th -August 2020

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

National Consultant to Prepare UNEP South Africa Country Strategic Framework 2021-2025

Estimated Period of assignment/services (if applicable) : 2 months

Estimated Contract Commencement Date : 01st September 2020

Proposal should be submitted by email to procurement.za@undp.org no later than **26th August 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 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. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

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. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

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

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.

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 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.

6. EVALUATION

Applications will be evaluated based on a lowest priced **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 – 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

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)**