



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 20th August 2020

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

Consultant to provide technical support and training services to support the implementation of an Ecosystems Based Adaptation Project.

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

Estimated Contract Commencement Date : 05th September 2020

Proposal should be submitted by email to procurement.za@undp.org no later than **28th 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

United Nations Environment Programme (UNEP) is responsible for leading and coordinating action on environment matters within the UN system. Within its mandate, UNEP aims to promote environmental sustainability while contributing to a balanced integration of the economic, social and environmental dimensions of sustainable development. UNEP, with support from the Government of Flanders and in close collaboration with the South African National Department of Environment, Forestry and Fisheries (DFFE), is implementing a project that seeks to **“Increase Resilience and Reduce Vulnerabilities of rural communities to the Effects of Climate Change: Promoting Ecosystem Based Adaptation (EbA) in South Africa”**. With adaptation efforts taking place in unequal power contexts, the project aims to address vulnerabilities to climate change impacts by integrating critical gender and human rights considerations into all aspects of EbA to meet the priorities and needs of all community members.

The outcome of the project is for the Government in South Africa to use evidence-based policy and decision making for integrating ecosystem-based management into climate adaptation planning and action to address drivers of vulnerability. In order to realize this outcome, UNEP will develop gender sensitive EbA training material and roll out training, including through a Training of Trainers, to equip and inform target stakeholders. The project will also work to improve monitoring and evaluation processes in order to help improve the EbA evidence base and serve to better inform policy makers and planners in the future.

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

The overall purpose of the consultancy is to support a Lead International Consultant in developing and implementing a number of project activities, including a capacity assessment, an EbA training module and the design of monitoring and evaluation (M&E) processes. All of these will be used by UNEP to support the Department of Forestry, Fisheries and Environment's (DFFE) in the implementation of the national EbA strategy.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- An appropriate Master's degree in Natural Sciences, Development studies, organizational development, leadership development, business administration or related field.

Experience:

- 7 years of professional experience in the field of nature-based solutions and Ecosystems based Adaptation (EbA);
- Extensive experience in research, developing EbA training materials EbA tools and mechanisms project development, implementation or demonstrations at local, national and/or international levels;
- Experience in capacity building and the delivery of training sessions to diverse audiences;
- Experience in gender mainstreaming and recognition of indigenous knowledge and innovation in nature-based solutions;
- Experience working with the South African Government and international organizations, including UN Environment, is preferred; and
- Experience in designing and/or implementing EbA projects and related activities in developing countries

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; and

- Excellent written communication skills, with analytic capacity and ability to synthesize relevant reports and findings for the preparation of the EbA innovative financing guidance note;

Language requirement:

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 the UN travel restrictions or advisories per Covid-19.

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** – Extensive experience in research, developing EbA training materials EbA tools and mechanisms project development, implementation or demonstrations at local, national and/or international levels (15)
- **Criteria C** – Experience in capacity building and the delivery of training sessions to diverse audiences (10)
- **Criteria D** – Experience in gender mainstreaming and recognition of indigenous knowledge and innovation in nature-based solutions (15)
- **Criteria E** – Experience working with the South African Government and international organizations, including UN Environment, is preferred (15)
- **Criteria F** – Previous work experience with UN, 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)**