



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 01st October 2020

Country: South Africa

Type of Contract: Consultant, Individual Contract

Description of the assignment: *Development of an Integrated Management Plan (IMP) for the Richtersveld Cultural and Botanical Landscape World Heritage Site (RWHS)*

Project name: South African Wind Energy Project Phase 2 (SAWEP 2)

Period of assignment/services (if applicable): 5 to maximum 6 months

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **16th October 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.

1. BACKGROUND

The Richtersveld Cultural and Botanical Landscape World Heritage Site was inscribed on the World Heritage List in 2007 at the 31st session of the World Heritage Committee of the United Nations Education, Science and Cultural Organization (UNESCO), on the basis of the cultural criteria (iv) and (v).

The Statement of Outstanding Universal Value for the RWHS is as follows: The 160,000 ha Richtersveld Cultural and Botanical Landscape of dramatic mountainous desert in north-western South Africa constitutes a cultural landscape communally owned and managed. This site sustains the semi-nomadic pastoral livelihood of the Nama people, reflecting seasonal patterns that may have persisted for as much as two millennia in Southern Africa. It is the only area where the Nama still construct portable rush-mat houses (haru om) and includes seasonal migrations and grazing grounds, together with stock posts. The pastoralists collect medicinal and other plants and have a strong oral tradition associated with different places and attributes of the landscape.

One of the fundamental requirements for all World Heritage Sites as per the World Heritage Convention Act (1999) is to develop and implement an Integrated Management Plan (IMP). The Operational Guidelines for the implementation of the World Heritage Convention (UNESCO, 2019) as well as the World Heritage Convention Concerning the Protection of the World Cultural and Natural Heritage (1972), states that “Each nominated property should have an appropriate Management Plan or other documented management system which should specify how the outstanding universal value of a property should be preserved, preferably through participatory means”.

Specifically, with respect to the RWHS, the World Heritage Committee recommended on its Inscription Decision: 31 COM 8B.20, that:

- The State Party ensures the proposed tourism plan adequately recognises the vulnerable character of the cultural and natural elements of the property in any future developments and activities.
- The State Party develops the proposed management of Cultural Assets Plan in order to identify effective ways to sustain the grazing traditions of the Conservancy, to give cultural matters and even higher profile in the Management Plan, and to allow grazing and traditional management systems to underpin the management arrangements.
- The State Party allocates sufficient recurring budget for the conservation and management of the cultural aspects of the landscape to ensure an appropriate balance between management of the cultural and natural attributes of the Conservancy.

Additionally, South Africa’s World Heritage Convention Act (1999) stipulates that “Every Authority must prepare and implement an integrated management plan for the World Heritage Site under its control”... and that “an Authority must conduct its affairs in accordance with an Integrated Management Plan”.

A draft IMP was developed in 2009, however this was never formally adopted nor implemented. Hence neither the UNESCO World Heritage Centre and National requirements for an IMP nor the above World Heritage Committee recommendations Decision : 31 COM 8B.20 have been fulfilled to date.

The Northern Cape Department of Sports, Arts and Culture (NC-DSAC) delegated the management function of the site to the Richtersveld Sida!Hub Community Property Association (CPA). The RWHS CPA includes the communities of Lekkersing, Eksteenfontein, Kuboes and Sanddrift. The CPA in turn

established the Richtersveld Cultural and Botanical Association NPC which has been managing the site for the past 13 years.

There has been a significant amount of consultation with the communities, numerous studies and various government and donor projects conducted over the last two decades to try and initiate livelihood development and adequate management of the area. An outcome of some of this work has been the development of the Richtersveld World Heritage Site Proposal in 2016 (also referred to as the Tourism Infrastructure Project Proposal) for which a Tourism Infrastructure Economic Feasibility Study has recently been completed (2020).

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

Development of the IMP should follow both UNESCO operational guidelines (2019) and South Africa's World Heritage Convention Act (Act No. 49 of 1999).

According to the 2019 UNESCO Operational Guidelines, the contents or key elements of a management plan or system of every inscribed property could include:

- a thorough shared understanding of the property by all stakeholders;
- a cycle of planning, implementation, monitoring, evaluation and feedback;
- the involvement of partners and stakeholders;
- the allocation of necessary resources;
- capacity-building; and
- an accountable, transparent description of how the management system functions.

In terms of South Africa's World Heritage Convention Act (Act No.49 of 1999), Chapter IV, section 24, the Contents of Integrated Management Plans must contain, at least –

- a. a co-ordinated policy framework;
- b. such planning measures, controls and performance criteria as may be prescribed;
- c. a programme for the implementation of the plan;
- d. procedures for public participation;
- e. procedures for participation by nature conservation, tourism and other relevant experts;
- f. cultural or nature conservation component required by
 - a. applicable law; and
 - b. the directives of the Minister;
- g. provisions regarding the
 - a. activities allowed within a particular geographical area;
 - b. terms and conditions for conducting activities;
 - c. prohibition of activities prescribed by the Minister;
 - d. control over the frequency, size, impact or manner of conducting activities in a particular geographical area, including without limitation, the use of, or access to, structures;
 - e. a description of the World Heritage Site concerned, an assessment of its significance and an evaluation of material threats to its significance; and
 - f. alienation, lease or encumbrance of movable and immovable property referred to in section 13(1)(j) in accordance with this Act, if applicable.

Importantly, the scope of work needs to efficiently and effectively consolidate all the work done to date (including the key reference documentation listed in point five below), and developments in the landscape since inscription of the WHS, so as, to not recreate the wheel and to ensure landscape and community dynamics are appropriately included. Critical is that the focus of this work should be on gaps in previous work completed related to implementation, financial sustainability, human resourcing, and a biodiversity assessment baseline.

(For detailed information be found in the terms of references)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Experience in project development and implementation in the Richtersveld landscape, and an understanding of the landscape's socioeconomic history and dynamics.
- Relevant environment / social/ economic management masters degree .
- Experience in integrated management and conservation planning, incorporating revenue generating activities and livelihood opportunities, with conservation, cultural heritage, and governance and management structures.
- Understanding of, and experience in, application of the World Heritage Convention and the Act.
- Understanding of, and experience in, community and participatory development.
- Understanding of, and experience in, sustainable development and resource use allocations.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Applicants are required to submit the following:

- i. 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);
- ii. Evidence and examples of similar work done;
- iii. Personal CVs highlighting qualifications and experience in similar projects;
- iv. Work references - contact details (e-mail addresses) of referees (organization for whom you've produced similar assignments);
- v. 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;**

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

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:

Financial Criteria - 30% of total evaluation – max. 30 points

Evaluation criteria	Max score
Proposed Methodology (A clear methodology. The methodology must outline how the Scope of Work will be carried out according to each deliverable with an understanding of the assignment).	25
Proposed Work Plan (Detailed work plan with milestones, timelines and resources and designated responsibilities of the consultant and any support members must be indicated in the proposal for achieving of the deliverables).	25
Documented experience, knowledge and proven track record undertaking similar projects (conservation planning; integrated management plan development; cultural heritage, business planning)	30
Documented experience and knowledge of working in the Richtersveld landscape or very similar context. 5 and more yrs = 10	10

	3-5 yrs = 8 1-3 yrs = 6	
	Experience in professional communication at workshops and stakeholder consultations	10

ATTACHEMENTS TO THIS NOTICE:

- **TERMS OF REFERENCES (TOR)**
- **GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**
- **PERSONAL HISTORY FORM P11)**