



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20th October 2020

Country: South Africa

Description of the assignment: Establishing a Baseline of the Use and Perception of Seaweed in Coastal Communities in South Africa

Project name: Seaweed Use in Coastal Communities

Period of assignment/services (if applicable): 26 working days

Proposal should be submitted by email to bid.pretoria@undp.org no later than **3rd November 2020**, 5pm (GMT+2)

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP South Africa will respond 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 United Nations Development Programme (UNDP) was assigned the role of being the integrator of the Sustainable Development Goals (SDGs) by the UN Secretary General and the General Assembly. In translating this into a concrete action, the Administrator launched in 2019 a global network of UNDP Accelerator Labs with the intention of creating the world's largest and fastest learning network around development challenges.

The thematic focus area of the South African AccLab is the Food, Energy, Water Nexus, with crosscutting areas of gender and youth unemployment. The AccLab endeavours to surface local solutions that can be included in portfolio approaches that deliver co-benefits across multiple SDGs.

Please refer to "Annex 4 - FEW Nexus and Seaweed Concept Document" for the background on this proposed project.

*The use of the term "seaweed" relates to all seaweeds and kelp

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

The overall objective of this project is to gain a deeper understanding regarding the use, or lack thereof, of seaweeds and kelp in coastal communities, for human consumption, livestock consumption, agriculture, or other products. This includes surfacing perceptions, social and cultural barriers, indigenous knowledge and any grassroots innovations related to seaweed use. In addition, the project will identify general food use and perceptions, such as levels of food security and nutrition, as well as the level of household food production and commonly used small scale agricultural practices. The data and insights generated will provide the baseline to inform further phases of the project.

For detailed information, please refer to Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications:

A minimum of a master's degree in Physical and/or Social Sciences, Management, Public Administration, Political Science, Information and Knowledge Management, or equivalent.

2. Years of experience:

5 years extensive experience in research design, data collection, data analysis.

3. Competencies:

- Strong analytical and communications skills;
- Extensive understanding of the South African context, particularly rural and/or disadvantaged areas;
- Fluency in English with strong presentation, writing and analytical skills;
- Capacity to implement data collection in the local language of the selected sites and translate to English; and
- Work experience in rural and/or disadvantaged communities will be advantageous.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal

- 1.1. Provide a motivation explaining why the consultant is the most suitable for the work;
- 1.2. Provide a brief methodology on how the consultant will approach and conduct the work;
- 1.3. Provide a work / activities plan that will ensure achievement of project objectives;

2. Financial proposal, including a budget with detailed line items for the full project;

3. CV including past experience in similar and or related projects with minimum of 3 references;

4. Offerors letter to UNDP confirming interest and availability (template provided).

5. FINANCIAL PROPOSAL

Lump Sum Contract

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.

***Travel:** All envisaged travel costs must be included in the financial proposal. 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.

6. EVALUATION

Lowest Priced technically qualified methodology

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight: 70 %

* Financial Criteria weight: 30%

Only candidates obtaining a minimum of 70 points will be considered for evaluation

Criteria for Selection	Points
Technical Proposal	70
Expertise of consultant submitting Proposal demonstrating relevance of: <ul style="list-style-type: none">- Specialised knowledge and experience in research design, data collection and analysis;- Deep understanding of data collection methods (both quantitative and qualitative), ethics, validity and reliability, and data analysis.	30
Proposed Work Plan and Approach: <ul style="list-style-type: none">- The scope of task is well defined and responds to the TORs;- The proposal clear, and the sequence of activities and the planning are logical, realistic and promise efficient implementation to the project.	40
Knowledge, experience, and Qualification	30

<ul style="list-style-type: none"> • A minimum of a master's degree in Physical and/or Social Sciences, Management, Public Administration, Political Science, Information and Knowledge Management, or equivalent • Extensive understanding of the South African context, particularly in rural or disadvantaged areas; • Experience in implementing projects at the community level in South Africa. 	30	
TOTAL SCORE (Passing Rate = 70%)	100 pts	

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

ANNEX 4 – FEW NEXUS AND SEAWEED CONCEPT DOCUMENT