

## Terms of Reference for a National Consultancy for baseline information on Capacity strengthening for management of invasive alien species in South Africa

Request for:      Consultant      ☒      Individual contractor      ☐

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

**POSITION TITLE** : **Consultant: Baseline information on Capacity strengthening for management of invasive alien species in South Africa**  
**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** : **February 2021 – June 2021**  
**ACTUAL WORK TIME** : **5 Months**  
**DEADLINE**                      **FOR** : **20 January 2021**  
**SUBMISSION**

### A. INTRODUCTION AND BACKGROUND

The Government of South Africa has acquired funds from the GEF through UNEP for a project titled: **“Capacity strengthening for management of invasive alien species in South Africa to enhance sustainable biodiversity conservation and livelihoods improvement”**.

This proposed project has received a Project Preparation Grant (PPG) to prepare a Full-Sized Project (FSP) document, based on the approved project proposal concept (PIF). Therefore, the PPG phase is considered as a preparatory phase and will need to support various data collection efforts and undertake validation of the indicative outcomes and outputs contained in the PIF; the development of a full M&E plan including appropriate indicators and baseline; and the development of a participatory plan to involve communities and Government stakeholders as well as agreed on implementation arrangements and co-financing. The final output of the PPG phase will be a UNEP /GEF project document and GEF CEO Endorsement Request submitted to and approved by UNEP and GEF, with all required supporting annexes, biodiversity tracking tool, UNEP Environmental, Social and Economic Review Note (ESERN)) and background information. The PPG phase will include four interrelated steps:

#### Step 1: Technical review

- Baseline studies: this will include a desktop review of all relevant documents, actual and previous studies on the wildlife trade in South Africa. This will also include an analysis of the existing regulatory frameworks on the wildlife trade, forensics, judiciary and prosecution;
- Studies to address any opportunities/risks identified during the UNEP Environment, Social and Economic Review Note (ESERN). UN Environment 's UNEP Environmental, Social and Economic Review Note (ESERN) should be applied to minimize any associated risks for this project; consultant work closely with UNEP's Safeguard Advisor in order to ensure the economic, social and environmental risks of project is fully addressed.
- Integration with development plans, policies, budgets and complementary projects:

- Multi-stakeholder meetings with Government and partners (technical and financial) are planned to investigate the implementation of this project development to identify on-going projects and other initiatives to be incorporated in the project document. Activities of similar types could be implemented jointly and or in parallel as long as project calendars will permit it;
- Completion of all the required GEF focal area tracking tools
- Stakeholder consultations during technical review: Mobilize and engage stakeholders during project design. Negotiate partnerships with on-going projects to align their activities and the project to build synergies.
- Document these consultations.

#### Step 2: Institutional arrangements, monitoring and evaluation

The outputs of step 1 will be used as technical input to step 2 for the formulation of the UN Environment -GEF project document. Requirements of step 2 include:

- Finalization of project results framework: Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative Specific, Measurable, Achievable, Results-oriented and Time-bound (SMART) indicators, and end-of-project targets. Special attention will be made to include socio-economic and sex disaggregated indicators;
- Definition of monitoring and evaluation (M&E): A detailed M&E work plan will be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UN Environment -GEF project document template that reflects the mandatory requirements of the GEF M&E Policy;
- Sustainability plan: The sustainability plan will outline the principles and guidelines for ensuring the long-term sustainability of project achievements. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing;
- Definition of management arrangements: The organizational structure governing the project will be decided. This will include identification of the project board;

Stakeholder consultations during step 2: Involve key agencies in the development of the project strategy to ensure strong national ownership. In close collaboration with key government representatives and other stakeholders, ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes. Undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations.

#### Step 3: Financial planning and co-financing investments:

- Prepare a detailed multi-year budget following the standard template provided in the UN Environment GEF project document template that reflects the mandatory requirements of the GEF M&E Policy;
- Explore multilateral and bilateral co-financing opportunities: undertake a series of consultations with partners to ensure a coherent and sustainable financing package for the project including post-GEF grant phase;
- Ensure completion and acquisition of the required Co-financing letters: Co-financing letters will be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs that wish to provide grant, loan or in-kind contributions to the project;
- Stakeholder consultations during Component step 3: During the implementation of the PPG project, consultation will be carried out with key stakeholders (including civil society organizations, indigenous people, gender groups, and others as relevant) and describe how they will be engaged in project preparation. All financial and technical partners and the government will be involved at an early stage for their commitment to ensure the cost-benefit ratio and agree on financial allocation and arrangement(s).

#### Step 4: PPG Inception meeting and the validation workshop

- The consultant will participate and facilitate a PPG inception meeting

- He/she will also facilitate and participate in a validation workshop that will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document.

The government of South Africa through the UNEP is therefore seeking the services of a national consultant to provide baseline information for production of the GEF project document.

## **B. PURPOSE OF THE CONSULTANCY**

The overall purpose of the consultancy is to provide baseline information that will define baseline and detailed description of the project strategy in relation to the project components, outcomes, outputs and activities. It will also assist in populating a suite of project outcome indicators for the project components which will be used to finalize development of the project result framework.

Ultimate results of the consultancy	<ul style="list-style-type: none"> <li>• Detailed description of Baseline information</li> <li>• An integrated suite of indicators that characterize the outcomes of the components of the GEF-7 IAS project and in terms of baseline conditions, mid-term and end of project targets.</li> </ul>
Title of the project:	GLOBAL ENVIRONMENT FACILITY Project Preparation Grant (PPG) of the project titled “Capacity strengthening for management of invasive alien species in South Africa to enhance sustainable biodiversity conservation and livelihoods improvement”.
Identification number of the project:	GFL-11207-14AC0003-SB-015458
Source of funds;	extra-budgetary
Budget line to charge:	1202
Indicative level of remuneration	C
The total remuneration payable for this service	\$15,000

## **C. DUTIES AND RESPONSIBILITIES OF THE CONSULTANT**

Under the direction and supervision of the Chief Director, Biodiversity Monitoring and Specialist Services (BMSS) of the Department of Environment, Forestry and Fisheries (DEFF), the consultant will be required to undertake the following specific tasks in close collaboration with the international consultant, UNEP/GEF Task Manager, and members of the technical working group:

### **Duties/tasks and Activities**

- Assess the main sectors and mechanisms responsible for IAS spread into the country.
- Identify gaps and constraints in the detection, surveillance and management of IAS in South Africa
- Define actions to be undertaken in the establishment and/or piloting of a sea container and break-bulk cargo biosecurity risk management system.
- Review the effectiveness and efficiencies of national ports of entry with responsibilities in IAS management in terms of coordination mechanisms; legal and regulatory mandates; protocols, tools and mechanisms for IAS risk analysis
- Review of existing institutional arrangements at the national levels for the prevention, control and management of IAS, and modalities for establishment of an inter-agency biosecurity risk assessment/targeting center.
- Identify actions for a biosecurity awareness and involvement campaign among the private sector, disadvantaged local communities and environmental community groups.

- vii) Develop criteria and identify possible institutions in hosting a centralized biosecurity information and risk analysis system; collect initial data on potential institutions (e.g. location and size; management status); propose actions (during FSP implementation) that will facilitate development of this system (with costs, timing and responsibilities).
- viii) Consult with national and local government authorities, private sector actors, and civil society on the general understanding of the impact of IAS on biodiversity and national development and of their potential roles in risk analysis, surveillance, detection, reporting and control of high-risk IAS.
- ix) Review the effectiveness of existing measures for IAS Prevention (Restriction; Certification; Inspection; Quarantine); Early Detection and Rapid Response (Surveillance; Treatment;); and Control (Containment and Population Suppression), including the establishment of cost-effective and participatory systems of surveillance of these sectors, and of the key stakeholders that can and should take part in these procedures. Based on this, make a final selection of IAS management activities (to be carried out during the FSP), including the timing and costing of activities.
- x) Define IAS management strategies to be implemented (during the FSP) at selected sites: Work together with national, regional and municipal stakeholders, private sector actors, and local communities to define the scope of the IAS threat.
- xi) Identify improvements needed to strengthen IAS management in South Africa. Analyze previous and ongoing IAS management practices at points of entry; conduct a preliminary identification of the mechanisms, procedures and infrastructure needed to effectively manage IAS.
- xii) Determine the overall number of direct and indirect beneficiaries of the project.
- xiii) Participate in technical meetings and workshops to reach agreements regarding project outcomes and activities and provide relevant expertise on IAS management to these discussions, and to the definition of project indicators to monitor IAS pressures and to track project progress and effectiveness.
- xiv) Contribute to development of appropriate sections of the project document such as the situation analysis, theory of change, logical framework, results framework, sustainability plan, etc., as needed.

#### **D. OUTPUTS/EXPECTED DELIVERABLES**

<b>Deliverable no.</b>	<b>Type of delivered</b>	<b>expected deliverable date</b>	<b>Conditions for approval</b>
Deliverable 1:	A detailed methodology and work plan of the assignment	One week upon signing the contract	approved by the UNEP GEF Task Manager, and DEFF
Deliverable 2:	1 <sup>st</sup> draft report giving detailed information for activities I to xii in section C above	By 28 Feb 2021	As above
Deliverable 3:	Stakeholder analysis report and participation. This will also involve stakeholder mapping and identification of roles in the project implementation.	By 28 Feb 2021	As above
Deliverable 4:	Institutional framework and implementation arrangements of the project. This will include roles and responsibilities for project implementation including reporting arrangements	By 30 March 2021	As above
Deliverable 5:	Final draft report giving detailed information for activities I to xii in section C above, approved by DEFF and acceptable by the international consultant for use in project design	By 30 March 2021	As above
Deliverable 6:	Draft Results Framework with indicators and targets, assumptions and means of verification.	By 30 May 2021	As above

#### **E. REPORTING ARRANGEMENTS**

The UNEP South Africa office will contract the consultant to undertake the assignment as described in this ToR. The consultant will report to the Chief Director, BMSS of DEFF of the government of South Africa. All deliverables submitted by the consultant should be approved by the Chief Director and the UNEP GEF Task Manager before any payment is made.

#### **F. DUTY STATION**

The assignment is home-based.

#### **G. DURATION OF THE CONTRACT**

In approximately 5 man- months of total work throughout the duration of the PPG process (various tasks are expected to be done concurrently), the consultant is expected to have completed the work preferably commencing on February 2021 and ending by 30 June 2021.

#### **H: PAYMENT MODALITIES**

The consultant shall be paid the consultancy fees as structured below.

- i. 20% upon signature of the contract and submission of acceptance of Deliverables 1
- ii. 30% after completion, submission of acceptance of Deliverables 2, 3 and 4
- iii. 30% after completion, submission of acceptance of Deliverable 5 and 6
- iv. 20% after inclusion of all comments from UNEP, GEF SEC and after the prodoc and CEO endorsement have been approved by GEF.

#### **I: TRAVEL**

The assignment will require the consultant to travel. The actual travel costs and arrangements will be made by the UNEP National Office in South Africa.

#### **J: COMPETENCIES, REQUIRED SKILLS, AND EXPERIENCE**

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

- **Criteria A:** Master's degree in a relevant field such as Biology, Natural Sciences, Ecology, Environmental Management, Social Sciences, Biodiversity, Land use Management and Ecosystem services (either with ecological or socio-economic background), Environmental law. (10)
- **Criteria B:** At least 5 years of overall professional experience, with incremental responsibilities, preferably with some experience in the GEF projects design and consultancies. (15)
- **Criteria C:** Knowledge and experience across the range of IAS management strategies in South Africa, with emphasis on identification of IAS and their impacts on natural ecosystems, and of relevant IAS management responses at the site level. (15)
- **Criteria D:** Preference will be given to a national consultant with at least 5 years of experience and in-depth knowledge of biodiversity and IAS issues in South Africa and the region. (15)
- **Criteria E:** Specific experience in the biodiversity and a demonstrated track record in the preparation of documents, project proposals, evaluation reports. (10)
- **Criteria F:** Experience working with international organizations, including UN Environment and the GEF, is preferred (5)

#### Competencies

- Ability to conduct research and analysis and strong synthesis skills;
- Strong team building skills, focuses on impact and result for the assignment and responds positively to critical feedback; consensus-oriented;

- Highly developed inter-personal, negotiation and teamwork skills, networking aptitude;
- Regional and national knowledge is highly desirable;
- Excellent English drafting and communication skills.

#### Required Skills and Experience

- Knowledge and experience across the range of IAS management strategies in South Africa, with particular emphasis on identification of IAS and their impacts on natural ecosystems, and of relevant IAS management responses at the site level:

#### Education:

- Master's degree in a relevant field such as Biology, Natural Sciences, Ecology, Environmental Management, Social Sciences, Biodiversity, Land use Management and Ecosystem services (either with ecological or socio-economic background), Environmental law.

#### Experience:

- At least 5 years of overall professional experience, with incremental responsibilities, preferably with some experience in the GEF projects design and consultancies;
- Of which at least 5 years of experience and in-depth knowledge of biodiversity and IAS issues in in South Africa and the region
- Specific experience in the biodiversity sector would be an advantage;
- Demonstrated track record in the preparation of documents, project proposals, evaluation reports, etc.

#### **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 **“National Consultancy for baseline information on Capacity strengthening for management of invasive alien species in South Africa”** to:

[bid.pretoria@undp.org](mailto:bid.pretoria@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 submissions: 20 January 2021**