



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 29<sup>th</sup> December 2020

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**Country:** South Africa

**Type of Contract:** Consultant, Individual Contract

**Description of the assignment:** *Consultant: Baseline information on Capacity strengthening for management of invasive alien species in South Africa*

**Organisation:** United Nations Environment Programme

**Period of assignment/services (if applicable):** 5 months

Proposal should be submitted at the following by email to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than 20<sup>th</sup> January 2021.

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.

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## 1. 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.

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

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.

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

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### 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

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The vendor will be hired on a UNDP contract.

**Applicants are required to submit the following:**

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;
- Evidence and examples of similar projects that have been successfully completed;
- Personal CV highlighting qualifications and experience in similar projects;
- Work references – minimum of 3 references - contact details (e-mail addresses) of referees (organisation 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 the costs including travel etc. 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 assignment will require the consultant to travel. The actual travel costs and arrangements will be made by the UNEP National Office in South Africa.

#### 6. EVALUATION

Individual consultant 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.

Only candidates obtaining a minimum of 70% (70 points) would be considered for the Financial Evaluation

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 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)

**ATTACHEMENTS TO THIS NOTICE:**

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