



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 13<sup>th</sup> January 2021

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**Country:** South Africa

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

**Description of the assignment:** *Consultant: Gender and Social Safeguards Consultancy for HWC in South Africa with application to the SADC region*

**Organisation:** United Nations Environment Programme

**Period of assignment/services (if applicable):** 10 months

Proposal should be submitted at the following by email to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than **28<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

### **“Reducing Human Wildlife Conflict through an Evidence-based and Integrated Approach in Southern Africa”.**

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). The project focusses on Human-Wildlife Conflict (HWC) related to the Transfrontier Conservation Areas (TFCAs) of the Southern African Development Community (SADC) with the elephant as the target species. Although the project is fully funded by the South Africa GEF 7 STAR allocation, it includes activities to be done at regional level for the SADC, namely Angola, Botswana, DRC, Eswatini, Malawi, Mozambique, Namibia, South Africa, United Republic of Tanzania, Zambia, Zimbabwe. The Objective of the Project is to create an enabling environment and evidence-based approach on mitigating the effects of human-wildlife conflict in the SADC region. The approved concept has three components, namely:

- Component 1: Strengthening the Management of Elephants in South Africa
- Component 2: Reduced Human Wildlife Conflict (HWC) in South Africa
- Component 3: Harmonized and coordinated management of elephants and HWC in SADC region

The PPG phase is considered as a preparatory phase and its final output will be a UNEP /GEF project document and GEF CEO Endorsement Request submitted to and approved by UNEP and GEF, with all required supporting information. UNEP is, therefore, seeking the services of a consultant to provide required information pertaining to gender and social safeguards, to be used in development of the project document and CEO endorsement request.

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

Under the direction and supervision of the GEF Task Manager at UNEP, the consultant will be required to undertake the following specific tasks in close collaboration and consultation with the project team and project participants (e.g., the international consultant/team leader, the national consultant for components 1 and 2, the international consultant for component 3, the national coordinator, the Chief Director: Biodiversity Monitoring and Specialist Services, Department of Environment, Forestry and Fisheries (DEFF), and members of the Project Preparation Steering Committee).

The consultant will be expected to review and take into account relevant UN Environment and GEF documentation on the requirements for gender mainstreaming into UN Environment and GEF projects, including: UN Environment’s Policy and Guide on Gender Equality and the Empowerment of Women; UN Environment’s Gender Equality Strategy; UN Environment’s Social and Environmental Standards; UN Environment’s Safeguard Risk Identification Form (SRIF) ; GEF’s Gender Mainstreaming at the GEF; GEF’s Policy on Gender Mainstreaming; and GEF’s Gender Equality Action Plan), and other relevant documents. The consultant will be expected to identify and analyse national and local level documents of relevance.

*(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 of peoples' relationship with their natural resources across the SADC region.

#### Education:

- Master's degree in a relevant field such Sociology, Women's Studies, Environmental Management, Environmental law.

#### Experience:

- Minimum 10 years of professional experience in the field of social sciences, with special focus on Human Wildlife Conflict in the SADC region; management
- Experience in integrated policy development processes associated with local community use of natural resources;
- Experience with policy or institutional development/implementation/reform, related particularly to wildlife management;
- Expertise in managing relationships and developing and maintaining strategic partnerships including across government and non-government actors is desirable
- Experience in designing and/or implementing conservation and related activities in developing countries, specifically Africa;
- Experience working with international organizations, including the United Nations and the GEF, is preferred
- Experience with project development, implementation, management and monitoring and evaluation of sustainable development projects.

#### **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 country 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 Sociology, Women’s Studies, Environmental Management, Environmental law. (10)
- **Criteria B:** Minimum 10 years of professional experience in the field of social sciences, with special focus on Human Wildlife Conflict in the SADC region; management. (15)
- **Criteria C:** Experience in integrated policy development processes associated with local community use of natural resources. (15)
- **Criteria D:** Experience with policy or institutional development/implementation/reform, related particularly to wildlife management. (15)
- **Criteria E:** Expertise in managing relationships and developing and maintaining strategic partnerships including across government and non-government actors is desirable and experience in designing and/or implementing conservation and related activities in developing countries, specifically Africa. (10)
- **Criteria F:** Experience working with international organizations, including UN Environment and the GEF, in project development, implementation, management and monitoring and evaluation of sustainable development projects 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**