

Terms of Reference for a National Consultancy on biosecurity communications and information flows in South Africa

Request for: Consultant ☒ Individual contractor ☐

Organizational Unit: UNEP South Africa Office.

POSITION TITLE : Consultant: Biosecurity communications and information flows 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 : 15 February 2021 – 15 July 2021
 ACTUAL WORK TIME : 5 Months
 DEADLINE FOR : 28 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) which has four components namely:

- Component 1. Strengthened IAS detection and surveillance capacities at key national ports of entry.
- Component 2. Enhanced biosecurity communications and information flows
- component 3. Improved effectiveness of control measures for high risk IAS

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. The government of South Africa through UNEP is, therefore, seeking the services of a national consultant to providing required information for Component 2 on enhancing biosecurity communications and information flows, to be used in development of the project document and CEO endorsement request.

B. PURPOSE OF THE CONSULTANCY

The overall purpose of the consultancy is to provide required information for Component 2 on biosecurity communications and information flows in the country to be used in development of the project document and CEO endorsement request.

Ultimate results of the consultancy	<ul style="list-style-type: none"> • Provide background information on biosecurity communications and information flows in the country • provide a detailed description of activities to be done under component 2 and their associated costs according to the project budget in the PIF
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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, 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:

1. Describe the current situation of biosecurity communications and information flows in the country
2. Describe how the awareness levels in, and active involvement of, the private sector, disadvantaged local communities and environmental community groups in pre- and post-border biosecurity can be increased.
3. Describe the current systems that are being used to gather biosecurity data received from volunteer monitoring sources and how such a system can be improved/ increase.
4. Describe how a ‘biosecurity awareness and involvement campaign’ can be developed and implemented as a leverage point through which to engage the community about the importance of pre- and post-border biosecurity and influence public perception about biosecurity.
5. Describe how a centralized Biosecurity Information and Risk Analysis System can be established and made operational and freely accessible to all responsible public biosecurity institutions.
6. Provide a detailed description of the outputs and activities to be done under component 2 of the project in this regard and their associated costs according to the project budget; Including crafting an output (output 2.3) on reducing the impacts of IAs on livelihoods for rural communities
7. Describe the innovativeness, sustainability, and the potential for scaling up of the proposed activities in 4 and 5 above
8. Describe the incremental/additional cost reasoning and expected contributions from the baseline the GEF funding, and co-financing; i.e describe what will happen if GEF does not provide the funding to the proposed activities and what will happen if it does.
9. Identify Stakeholders and describe their roles that the project can partner with and support state biosecurity agencies in pre-border and post border risk analysis, surveillance, detection, reporting and control of high-risk IAS.
10. Conduct a stakeholder analysis for biosecurity communications and information flows in the country. Provide the Stakeholder Engagement Plan. In addition, provide a summary on how stakeholders will be consulted/engaged in project execution/implementation, the means and timing of engagement, how information will be disseminated, and an explanation of any resource requirements throughout the project cycle to ensure proper and meaningful stakeholder engagement.
11. Identify civil society organizations and private sector entities that can participate in the project and describe what roles they will play in the project.
12. Gender Equality and Women's Empowerment.
 - Provide an analysis of how the project expects to include gender-responsive measures to address gender gaps or promote gender equality and youth and women's empowerment

- Provide a detailed description and analysis of existing gender gaps in access to and control over natural resources in this area in South Africa and propose measures and activities of how the project will strive to close gender gaps in access to and control over natural resources;
 - Provide a detailed description and analysis of how the project will strive to improve women's participation and decision making in the project and provides actions/ activities and their description.
 - Provide a detailed description and analysis of how the project can generate socio-economic benefits or services for women in the project areas.
 - Develop a Gender Action Plan for the project that will close Key Gender Gaps, Project Actions, Indicators, Targets and Responsible entities for each component
13. Institutional Arrangement and Coordination: Describe the institutional arrangement for project implementation. Describe who will do what during project implementation/ execution – explain the roles to be played by each institution/stakeholder
 14. Elaborate on the planned coordination with other relevant GEF-financed projects and other initiatives
 15. Consistency with National Priorities: Describe the consistency of the project with national strategies and plans or reports and assessments under relevant conventions eg -National Biodiversity Strategies and Action Plan (NBSAP) under UNCBD, - National development Plans, sector strategies, and Others
 16. Risks: Identify and describe risks, including climate change, potential social and environmental risks including COVID19 risks that might prevent the project objectives/activities from being achieved, and, propose mitigation measures to address these risks (a table format is acceptable)
 17. Provide a record of all consultation events/meetings including minutes, meeting/workshop reports and list of participants/attendees

D. OUTPUTS/EXPECTED DELIVERABLES

Deliverable no.	Type of deliverable	expected deliverable date	Conditions for approval
Deliverable 1:	A detailed methodology and work plan of the assignment	One week upon signing the contract	approved by the UNEP GEF Task Manager, DEFF and the UNEP SA HoA
Deliverable 2:	<ol style="list-style-type: none"> 1. Describe the current situation of biosecurity communications and information flows in the country 2. Describe how the awareness levels in, and active involvement of, the private sector, disadvantaged local communities and environmental community groups in pre- and post-border biosecurity can be increased. 3. Describe the current systems that are being used to gather biosecurity data received from volunteer monitoring sources and how such a system can be improved/ increase. 4. Describe how a 'biosecurity awareness and involvement campaign' can be developed and implemented as a leverage point through which to engage the community about the importance of pre- and post-border biosecurity and influence public perception about biosecurity. 	By 28 Feb 2021	As above

	5. Describe how a centralized Biosecurity Information and Risk Analysis System can be established and made operational and freely accessible to all responsible public biosecurity institutions.		
Deliverable 3:	6. Provide a detailed description of the outputs and activities to be done under component 2 of the project in this regard and their associated costs according to the project budget; Including crafting an output (output 2.3) on reducing the impacts of IAs on livelihoods for rural communities	By March 2021	As above
Deliverable 4:	7. Describe the innovativeness, sustainability, and the potential for scaling up of the proposed activities in 4 and 5 above 8. Describe the incremental/additional cost reasoning and expected contributions from the baseline the GEF funding, and co-financing; i.e describe what will happen if GEF does not provide the funding to the proposed activities and what will happen if it does.	By March 2021	As above
Deliverable 5:	9. Identify Stakeholders and describe their roles that the project can partner with and support state biosecurity agencies in pre-border and post border risk analysis, surveillance, detection, reporting and control of high-risk IAS. 10. Conduct a stakeholder analysis for biosecurity communications and information flows in the country. Provide the Stakeholder Engagement Plan. In addition, provide a summary on how stakeholders will be consulted/engaged in project execution/implementation, the means and timing of engagement, how information will be disseminated, and an explanation of any resource requirements throughout the project cycle to ensure proper and meaningful stakeholder engagement. 11. Identify civil society organizations and private sector entities that can participate in the project and describe what roles they will play in the project.	By March 2021	As above
Deliverable 6:	12. Gender Equality and Women's Empowerment. • Provide an analysis of how the project expects to include gender-responsive measures to address gender gaps or promote gender equality and youth and women's empowerment • Provide a detailed description and analysis of existing gender gaps in access to and control over natural resources in this area in South Africa and propose measures and activities of how the project will strive to close gender gaps in access to and control over natural resources; • Provide a detailed description and analysis of how the project will strive to improve women's	By April 2021	As above

	<p>participation and decision making in the project and provides actions/ activities and their description.</p> <ul style="list-style-type: none"> • Provide a detailed description and analysis of how the project can generate socio-economic benefits or services for women in the project areas. • Develop a Gender Action Plan for the project that will close Key Gender Gaps, Project Actions, Indicators, Targets and Responsible entities for each component 		
Deliverable 7:	<p>13. Institutional Arrangement and Coordination: Describe the institutional arrangement for project implementation. Describe who will do what during project implementation/ execution – explain the roles to be played by each institution/stakeholder</p> <p>14. Elaborate on the planned coordination with other relevant GEF-financed projects and other initiatives</p> <p>15. Consistency with National Priorities: Describe the consistency of the project with national strategies and plans or reports and assessments under relevant conventions eg -National Biodiversity Strategies and Action Plan (NBSAP) under UNCBD, - National development Plans, sector strategies, and Others</p>	By April 2021	As above
Deliverable 8:	<p>16. Risks: Identify and describe risks, including climate change, potential social and environmental risks including COVID19 risks that might prevent the project objectives/activities from being achieved, and, propose mitigation measures to address these risks (a table format is acceptable)</p> <p>17. Provide a record of all consultation events/meetings including minutes, meeting/workshop reports and list of participants/attendees</p>	By April 2021	As above

E. REPORTING ARRANGEMENTS

The UNEP South Africa office will contract the consultant to undertake the assignment on behalf of the government of South Africa. The consultant will report to the Chief Director: Biodiversity Monitoring and Specialist Services, Department of Environment, Forestry and Fisheries (DEFF), of the government of South Africa. All deliverables submitted by the consultant should be cleared by the international consultants and approved by the Chief Director and the UNEP GEF Task Manager and UNEP HoA 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 15 February 2021 and ending by 15 July 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 to 6

- iii. 30% after completion, submission of acceptance of Deliverable 7
- iv. 20% after completion, submission of acceptance of Deliverable 8

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: COMPETENCES, 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; and
- 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 South Africa and the region of the project;
- Specific experience in the biodiversity sector would be an advantage; and
- 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 on biosecurity communications and information flows in South Africa”** to:

bid.pretoria@undp.org

(incomplete applications will not be considered)

For technical queries, please contact Cecilia Njenga at cecilia.njenga@un.org

Correspondence will be limited to shortlisted candidates only.

UNEP reserves the right not to make an appointment.

Deadline for submission: 28 January 2021