



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19th January 2021

Country: South Africa

Type of Contract: Individual Consultant

Description of the assignment: Digital Development of the online Biodiversity Economy Investment Portal

Project name: BIOFIN

Period of assignment/services (if applicable): 12 months

Proposal should be submitted through **e-tendering system** no later than **05th February 2021**. UNDP e-tendering user guide can be found on this link : https://procurement-notices.undp.org/view_notice.cfm?notice_id=74163

ONLY SUBMISSIONS RECIEVED THROUGH E-TENDERING SYSTEM WILL BE REVIEWED.

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.

1. BACKGROUND

The Biodiversity Finance Initiative (BIOFIN) is a global project implemented by the United Nations Development Programme (UNDP) with financial support from the Government of Germany and the Government of Switzerland. BIOFIN supports countries with a methodology that provides innovative steps to measure current biodiversity expenditures, assess financial needs, identify the most suitable finance solutions and supports implementation of these solutions to help achieve national biodiversity targets. In South Africa, the BIOFIN project is implemented at the national level by the UNDP in partnership with the Department of Environment, Forestry and Fisheries (DEFF).

In Phase 1 of BIOFIN, using the BIOFIN methodology, South Africa completed the Policy and Institutional Review, the Biodiversity Expenditure Review and the Finance Needs Assessment based on the National Biodiversity Strategy and Action Plan (NBSAP 2015-2025). These informed the completion of the Biodiversity Finance Plan (BFP) in which finance solutions for implementation in South Africa were identified.

BIOFIN Phase 2 in South Africa is currently in the implementation phase. One of the biodiversity finance solutions currently being implemented in this phase is the development and promotion of an online biodiversity economy investment portal.

South Africa's Biodiversity Economy has been growing consistently faster than the general economy for a number of years, contributing R3 billion to GDP in 2013 – almost double the contribution made by the sector in 2008. The National Biodiversity Economy Strategy (NBES) estimates that the sector's GDP contribution could be R14 billion by 2030. The Biodiversity Economy can play an important role in driving the transition to a low carbon economy.

Significant, sustained and targeted investment will be required in the Biodiversity Economy in order for the sector to make the envisaged GDP contribution by 2030, while simultaneously enhancing economic, social and environmental outcomes. A clear outline of finance needs and suitable finance opportunities is to be determined, in order to identify the current investment gap in the Biodiversity Economy. Policy makers can play an important role of closing this gap by using instruments to attract the participation of a wide range of financing and investment agencies, entities and initiatives.

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

The role of the Consultant is to create an online investment portal that facilitates financing and partnership transactions between investees and investors in the Biodiversity Economy sector.
The appointed Consultant will undertake the following:

| Area | Activity |
|------------------------|--|
| Inception and planning | Participate in an inception meeting and provide an inception report including an overall project implementation plan highlighting milestones |

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|-----------------------------------|---|
| | and key deliverables. |
| Existing platform status Quo | Evaluation and full assessment and review of existing platform. |
| Concept, Design / look and feel | <ul style="list-style-type: none"> - Hold initial concept and user journey workshops to finalize content and look and feel/functionality requirements for platforms. - Legal and compliance information Develop MVP (minimum viable product). |
| 2 Projects – Site visit | 2-day site visit for 2 projects to gain understanding of the nature of commercial activity and needs. |
| Technical Development and testing | <ul style="list-style-type: none"> - Finalize investee prospectus framework based on site visit and related information. - Build Minimum viable product MVP – prototype. |
| Support, security and hosting | Provide support and help for a fully functional platform with an implementation plan for support. |
| Marketing and advocacy | Work with the Advocacy and Content Developer to implement a social media and digital marketing campaign. |
| Implementation progress | Prepare monthly progress plans and reports. |
| 2 Business continuity plan | Conduct a handover meeting and a business continuity report. |

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The successful Digital Development Consultant will have, but not limited to, the following competencies:

- At least 8 - 10 years of professional experience in areas of web development and user interfaces;
- 2 - 3 year design or web development degree/diploma;
- Sound understanding of HTML, CSS, JavaScript, PHP, and other relevant web design coding languages;
- Documented experience in development and design of web solutions;
- Documented experience in agile ways of working with design thinking approach to development;
- Track record of implementation of social media and digital marketing;
- Proficient and documented experience in hosting, architecture and security requirements;
- Additional functional competences of the Consultant will also be considered an asset:
 - Team skills;
 - Ability and willingness to take initiative and remain flexible;
 - Very good communication, report writing and presentation skills;
 - Socio-cultural competence;
 - Good conflict management skills;
 - Efficient, partner- and client-focused working methods; and
 - Interdisciplinary thinking is highly encouraged.
- Ability to communicate in additional local languages other than English would be advantageous.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- 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;
- Personal CV highlighting qualifications and experience in similar projects
- Work references - contact details (e-mail addresses) of referees (organization for whom you've produced similar assignments);
- All-inclusive financial proposal (fixed cost bid) indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

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 consultancy assignment will be home-based with travel for meetings in the field (where possible, and to be determined in light of possible future COVID-19 restrictions) and in Pretoria.

Foreseeable travel costs should be included in the Financial Proposal as part of the application submission documents. Unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the BIOFIN Team Leader and the Consultant, prior to travel and will be covered and paid by UNDP from the BIOFIN Project. In a case where they need travel, the costs including transport, lodging and terminal expenses will be covered and paid by UNDP on the basis of UNDP rates. The fare will always be "most direct, most economical" and any difference in price with the preferred route will be paid for by the consultant UNDP will not cover any costs associated with moving to the Duty Station (Pretoria). There is no anticipated travel outside the country for this assignment

6. EVALUATION

Individual consultants 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.

| Evaluation criteria | Max score |
|---------------------|-----------|
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| | (100) |
| Proposed Methodology: A clear methodology must be described, and the methodology must outline how the Scope of Work will be carried out according to each deliverable. An agile approach with user centric design principles should be applied as well as latest technology and current trends incorporation. | 15 |
| Proposed Work Plan: Detailed work plan with milestones, timelines and resources and designated responsibilities of the consultant and any support members must be indicated in the proposal for achieving of the deliverables. | 15 |
| Documented qualifications and experience: demonstration of necessary resources and technical expertise to undertake and successfully complete the project. Any relevant qualifications must be showcased, as well as experience, knowledge, proven track record and evidence of undertaking similar projects. | 20 |
| Technical Capability showcasing expertise, track record and knowledge in the fields of Graphic design / Software development / Website development / software projects / User design / editing / layout, design, publishing and printings. | 40 |
| Previous experience in engaging with international and national experts and institutions as well as with community stakeholders. | 10 |
| <i>Only candidates obtaining a minimum of 70% (70 points) would be considered for the Financial Evaluation</i> | |

ATTACHMENTS:

- **TERMS OF REFERENCES (TOR)**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**
- **P11 – PERSONAL HISTORY FORM**