



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 08<sup>th</sup> February 2021

---

**Country:** South Africa

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

**Description of the assignment:** *National Consultancy for components 1 and 2 on Human Wildlife Conflict in South Africa*

**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 **25<sup>th</sup> February 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.

---

## 1. BACKGROUND

The Government of South Africa has acquired funds from the GEF through UNEP for a project titled: **“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 approved concept has 3 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 national consultant to provide required information for *Components 1 and 2*, 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 Component 1, the project will support the Department of Environment, Forestry and Fisheries (DEFF), in further consultations and possible improvements of the draft policy “National Norms and Standards for the Management of Elephants in South Africa” for possible endorsement by Government. In addition, the content of the policy will be unpacked through the development of specific guidelines on the management of wild elephants, escaped and roaming elephants and human-elephant conflict to sensitize both management and affected parties.

Under Component 2, human wildlife conflict will be reduced through policy, technical, capacity building and learning mechanisms in priority elephant areas. This component aims to develop a systemic understanding of the human-wildlife interface and, through appropriate interventions, holistically manage and reduce the impacts emanating from negative human wildlife interactions. Emphasis will be placed on human-elephant conflict. The project will develop evidence-based, integrated models to address the root causes of the problem and develop appropriate interventions. Innovative HWC mitigation strategies will be tested and deployed through expanded extension programmes in partnership with relevant Departments, such as Department of Agriculture, Land Reform and Rural Development and Department of Cooperative Governance and Traditional Affairs, as well as local governance and community structures. These evidence-based approaches would include the development of standardized protocols for collecting and analyzing HWC data to better understand spatial and temporal patterns of HWC incidents, mechanisms for disseminating best practices and lessons learned, and capacity building. Public- private partnerships with local communities to reduce HWC will be expanded in light of elephant dispersal ranges well beyond formal protected areas.

*(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 wildlife management in South Africa:

#### 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 wildlife management in South Africa
- 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 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 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:** 5 Years knowledge and experience across the range of wildlife management in South Africa. (15)
- **Criteria D:** Specific experience in the biodiversity sector would be an advantage. (15)
- **Criteria E:** Demonstrated track record in the preparation of documents, project proposals, evaluation reports, etc. (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**