



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11 February 2021

Country: South Africa

Description of the assignment: Local Strategic Advisor South Africa

Project name UNHABITAT GSD UPB PFES Urban Lab

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

Type of contract: Individual Consultant

All interested applicants should submit: a recent CV; a brief outline of the evaluation approach and methodology; period of availability, a proposed budget for the assignment implementation to: bid.pretoria@undp.org and elizabeth.okongo@un.org

Application deadline: 24th February 2020.

Any request for clarification must be sent in writing, or by standard electronic communication to procurement.enquiries@undp.org / elizabeth.okongo@un.org . UNDP 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 and Context.

UN-Habitat, the United Nations Human Settlements Programme, is mandated by the UN General Assembly to promote socially and environmentally sustainable and resilient towns and cities. It is the focal point agency for all urbanization and human settlement matters within the UN system. UN-Habitat envisions well-planned, well-governed and efficient cities and towns, with adequate housing, infrastructure and universal access to employment and basic services such as water, energy, and sanitation.

Being the custodian agency in particular for SDG11 - the cities' goal - of the Agenda 2030 for Sustainable Development and the focal point to oversee the implementation of the New Urban Agenda, UN-Habitat has an existing mandate for global monitoring and supporting cities in preparing for a better urban future. Furthermore, UN-Habitat is supporting the urban implementation of the Sendai Framework and Paris Agreement on Climate Change.

The New Urban Agenda, aligned with the 2030 Agenda for Sustainable Development and the Paris Agreement on climate change, is an inclusive, action-oriented, and concise document intended to guide the next 20 years of sustainable and transformative urban development worldwide. It has a strong focus on the inclusion and participation of stakeholder groups, civil society, and grassroots organizations. Sub-national and local governments are supported as strategic and operational partners for implementation, along with national governments.

UNHABITAT is therefore seeking services of a Local Strategic Advisor in South Africa

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

Objective:

The overall result of this consultancy is the provision of strategic and technical support to city authorities, UK FCDO local posts, and Delivery Partners of the Global Future Cities Programme's component in South Africa, towards sustainable urbanization and the achievement of SDGs.

Scope of Work

The consultant will represent UN-Habitat and interacts with all the stakeholders of the Programme, therefore he/she will be appointed on the basis of securing the highest standards of efficiency, competence, and integrity. As a UN representative, he/she is expected to exhibit and adhere to the highest standards of ethical conduct.

A network of Local Strategic Advisers, where possible integrated in UN-Habitat's existing Regional and Country Offices, will be based in each country. The role of the Local Strategic Advisers will be aligned to context-specific needs, in coordination and alignment with UK FCDO Country Programme Manager. Some of the key responsibilities of the Local Strategic Advisers are as follows:

- Support the UK FCDO Country Programme Managers with stakeholder engagement and communication;
- Provide strategic and expert advice as part of programme delivery;

- Ensure alignment of UN-Habitat’s and UKBEAG’s activities with those of the Delivery Partners;
- Support city authorities with technical recommendations;
- Facilitate the application of the SDG Project Assessment Tool (SDG Tool);
- Organise, deliver and report on SDG Assessment Sessions; and
- Promote city-to-city learning and knowledge exchange.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:	A bachelor’s degree in urban planning/development, or related field that is relevant to urban planning is required.
Experience:	<ul style="list-style-type: none"> • Minimum of 15 years of relevant work experience in the fields of urban planning, urban development, spatial planning, or similar; • Experience working with local governments in South Africa, and particularly with the cities of Durban and Cape Town, is required; • Experience working with the Agenda 2030, and particularly the “SDG Project Assessment Tool” is an asset; • Working experience with international development agencies and in particular UN-Habitat is an asset. • Experience working on community-based planning, and/or innovative collaboration is an asset; • Experience working on smart city transitions and transformative urban development projects is an asset;

Language:

Fluency in English, written and verbal is required.

Functional Competencies

1. Teamwork
2. Professionalism
3. Communication
4. Client Orientation
5. Technological awareness

Skills

Working knowledge and understanding of the Sustainable Development Goals and of the New Urban Agenda;

Strong network within local government and private sector in South Africa;

Extensive, proven experience in producing feasibility, evaluation or policy recommendation reports;

Strong communications skills, including writing, presenting and facilitating workshops; and

Able to work independently and as part of team and deliver on time under pressure.

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment

- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

- 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; and a statement of commitment regarding the availability of the personnel during the project duration in order to ensure successful completion of all deliverables within the required timeframe
- Work references - contact details (e-mail addresses) of referees (organization for whom similar assignments have been produced);
- 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 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:

In case travel is requested, the costs including transport, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and 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 expert.

UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

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.

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

Education:	Bachelor’s degree in urban planning/development, or related field that is relevant to urban planning (10 points)
Experience:	<p>Minimum of 15 years of relevant work experience in the fields of urban planning, urban development, spatial planning, or similar (10 points)</p> <p>Experience working with local governments in South Africa, and particularly with the cities of Durban and Cape Town (10 points)</p> <p>Experience working with the Agenda 2030, and particularly the “SDG Project Assessment Tool” (5 points)</p> <p>Working experience with international development agencies and in particular UN-Habitat (5 points)</p> <p>Experience working on community-based planning, and/or innovative collaboration (5 points)</p> <p>Experience working on smart city transitions and transformative urban development projects (5 points)</p>

ATTACHEMENTS:

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