



## PROCUREMENT NOTICE

Date: 16 February 2021

**Country: South Africa**

**Description of the assignment:** Project Impact Assessment and emerging results of the UNDP-JSB inclusive and Multisectoral Response to COVID-19 in Project Supported Communities in South Africa

**Project name: Japanese Supplementary Budget - Supporting an inclusive and Multisectoral Response to COVID-19 and addressing its Socio-economic impact in South Africa**

**Period of assignment/services (if applicable): 30 days**

**Type of contract: Individual Consultant/ Reimbursement Loan Agreement**

Proposal should be submitted through e-tendering system <https://etendering.partneragencies.org> no later than 22<sup>nd</sup> February 2021.

UNDP e-tendering user guide and other instructions can be found on this link : [UNDP | Procurement Notices](#) with reference number [75442](#).

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 email 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 and Context.

COVID-19 has spread rapidly to almost every corner of the world. With the majority of countries in the midst of a second wave that has in many cases surpassed the first in severity, an urgent global response across the health, development and humanitarian dimensions is needed. As a global pandemic that threatens to deepen inequalities and undo progress on sustainable development and humanitarian responses more broadly, COVID-19 is devastating individuals, families, communities, economies and infrastructure.

In order to respond and have a quick recovery from the COVID-19 and its associated impact, the UNDP South Africa partnered with the Government of Japan in April 2020 to develop and implement a strategy that would contribute to the strengthening of the national response to the emergency.

The project has sought to ensure that UNDP supports the coordination role of the National Disaster Management Centre (NDMC), by providing technical assistance to immediately develop tools for information gathering among the different government bodies, CSOs and other stakeholders, and establish a comprehensive data base on challenges faced and response provided by each sector and existing gaps.

The project has also supported the strengthening of national health system to be able respond to the escalation of the virus. In that regard, the project supported the Government with the procurement of medical supplies, including protective and prevention material and equipment.

UNDP has also assisted in the recovery of micro and small businesses with focus on those owned by youth and women, and the most vulnerable townships. UNDP has worked with municipal entities to identify and select beneficiary businesses.

The Japanese Supplementary Budget (JSB) project has leveraged UNDP response around the 3 UNDP offers: (i) Health Systems strengthening (including procurement); (ii) Inclusive and multi-sectoral crisis management; (iii) Addressing the socio-economic impacts of COVID-19.

Finally, the project aims to build from existing partnerships with national stakeholders, including the National Disaster Management Centre (MDC), South African Red Cross and the South African Local Governance Association (SALGA). The project has achieved extensive coverage of UNDP response to COVID 19, both in terms of beneficiaries and geographical coverage.

In addition, to ensure evidence-based policymaking process, UNDP has assisted the Government in assessing immediate response needs and in conducting and publishing a medium-long-term socio-economic impact of COVID-19. Due to limited data availability, these studies were primarily based on the analysis of secondary data and information which did not provide enough data on the experiences and the impact of the pandemic on lives of people on the ground. It was impossible to conduct the face-to-face interviews with groups or individuals during the national lockdown due to social distancing measures imposed by the government. As a result, UNDP South Africa is looking for a consultant or team of consultants to help us design tools for Monitoring, Evaluation and Learning (MEL) that can be applied to interventions across the JSB portfolio to help us deepen our understanding of the impact of our interventions and to collect impact data on the ground on behalf of UNDP.

Because of restricted movement during the COVID-19 lock-down period, UNDP was unable to collect real-time data directly from beneficiaries on the ground. Further, the project is coming to a close on 31 March 2021 and thus, the need to collect data on completed activities and emerging results from those activities that are ongoing.

## 1. Objectives

The objective of this exercise is to collect data and information to assess the impact of UNDP's interventions on COVID-19 on the lives of beneficiaries of these interventions on completed activities and emerging results from ongoing activities. The consultant/s will be required to use various data collection mechanisms and emerging data sources such as sensors, cell phone records, interviews with beneficiaries and/or other sources. The consultant will develop an online data collection tool to produce

a report on the impacts the project to COVID-19 analyzing the circumstances and changes in the lives of people who benefitted from this support project.

## **2. SCOPE OF WORK,**

The scope of this exercise is to assess the impact of completed activities on and emerging results from ongoing activities on UNDP's response to Coronavirus and recovery strategies implemented to achieve the overarching objective of strengthening the capacity of the Government of South Africa at the municipal, provincial and national levels. Assessment will include but will not be limited to the following complementary priorities implemented in partnership between UNDP and the Government of Japan in South Africa:

- i) Health systems strengthening to respond to COVID-19;
- ii) Inclusive and multi-sectoral crisis management and responses; and
- iii) Addressing the Socio-Economic Impact of COVID-19
  - Analyse how the partnership project responded to the COVID-19 scourge and its associated impact with reference to the relevant results frameworks
  - Analyse project's contribution to the strengthening of the National Disaster Management Centre coordination capacity, the Government body responsible for disasters response and management, and the South African Local Government Association (SALGA) in supplying of the PPEs to local communities across all provinces.
  - Identify and assess how effective were the tools used for information gathering among the different government bodies, CSOs and other stakeholders, and document any challenges faced and response provided by each sector and existing gaps.
  - In terms of strengthening of national health system to be able respond to the escalation of the virus, conduct a review of the effectiveness of the procurement of medical supplies in responding to the virus, including protective and prevention material and equipment. This should include assessment of the support provided by the UNDP's central procurement unit in the procurement and delivery of the materials and equipment.
  - The assessment should document the effectiveness and impact of the assistance provided in the recovery of micro and small businesses with focus on those owned by youth and women, especially those from the most vulnerable townships.
  - The effectiveness, reach and impact of communication interventions that were put in place by UNDP
  - Assess how SMMEs that support women and youth working in the informal sector to help accelerate early recovery and build resilience, have benefitted.
  - Assess impact of any social protection measures developed to assist people in the informal sector to cope with temporary loss of income, including cash transfer, food vouchers and other means of assistance.
  - As far as possible, all data collected should be disaggregated by sex, disability and age

## REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- At least Masters Degree (PhD added advantage), preferably in Development and Public Management, Public, Policy Analysis, or related fields in social science;
- Recent experience with result-based management evaluation methodologies;
- Experience applying participatory monitoring approaches;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Demonstrable analytical skills;
- Work experience in relevant areas for at least 5 years;
- Experience with multilateral or bilateral supported capacity development projects;
- Project evaluation experiences within United Nations system will be considered an asset;
- Excellent English communication skills (oral and written).

## 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:	
Experience:	

### ATTACHEMENTS:

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