



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29th March 2021

Country: South Africa

Type of Contract: Individual Consultant

Description of the assignment: Consultant for a mapping exercise to identify interventions required in support of a program to promote access to STEM skills by youth in the Eastern Cape, South Africa.

Project name: Technical Support to Implement a Program that Promotes Access to STEM Skills

Period of assignment/services (if applicable): 1 months

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **16th April 2021 @ 16h00 South African time.**

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 United Nations Office for South-South Cooperation (UNOSSC) aims to be a robust knowledge hub providing advisory and consulting services to United Nations Member States, fellow United Nations entities, intergovernmental organizations, non-governmental organizations, civil society, and other stakeholders on South-South and triangular cooperation. It enables developing countries to effectively face their development challenges and harness opportunities to address them, while monitoring progress on the implementation of the Buenos Aires Plan of Action, New Directions Strategy and the Nairobi outcome document.

UNOSSC is working on a program aimed at optimizing opportunities for African women in the wider STEM sector through enhanced professional capacity and mentorship and by leveraging the power of South-South and Triangular Cooperation. This initiative will help address some of the biggest barriers that women in STEM sector face, including but not limited to, lack of mentors, role models, networking opportunities and unequal growth opportunities compared to men. This program will be juxtaposed within the framework of South-South and triangular cooperation as an initiative to foster mutual learning, collaboration, networking and exchange of best practices amongst women in the STEM sector in Africa and other regions of the Global South.

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

With the goal of forming synergies and partnerships that foster mutual learning, UNOSSC will offer technical support to implement a program that promotes access to stem skills, a program that aims to increase access to STEM skills, especially in basic and higher education, which will be ploughed back to the communities to help drive innovation and local economic development, and thus overall development. This programme aims to increase both access to commercially viable STEM skills and create an ecosystem to absorb these skills as seen with the One Village One Product model.

Scope of work

1. Mapping of existing and proposed initiatives that can contribute towards the pilot on the development and utilisation of STEM skills in the Port St Johns and Ngqushwa Municipalities which cover approximately 30 rural villages in the Province of Eastern Cape, South Africa.
2. Desktop review of Integrated Development Plans for the 2 Municipalities.
3. Conducting consultative meetings with local communities and leaders, non-government organisations, private sector and relevant government departments.
4. Preparing a report of the mapping exercise outlining required interventions to achieve the desired outcomes.
5. Identification of projects and support programmes to be implemented in partnership with WISTEM.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- **Education:**

Master's degree in any Science, Technology, Engineering, Mathematics, Innovation (STEMI) course, International Development, Community Development, Business Development or related courses

- **Experience:**

- At least 7 years' experience in programme/project conceptualization, design and implementation is required
- Experience in research and report writing is desired
- Experience working with local community mobilization and development is required
- Experience in and comprehensive knowledge of the STEMI sector in Africa is required
- Comprehensive knowledge and understanding of South-South and Triangular cooperation issues and approaches is desired;
- Rural community resource mobilization experience and skills- desired

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.

Criteria for Technical (desk) Review	Weight	Max Points
Technical Competence (based on CV, Proposal)	70%	100
Sample mapping or desk review report experience		25 points
Experience in research and report work		20 points
Comprehensive knowledge of south-south and triangular cooperation		15 points
Rural community resource mobilization skills		20 points
Project proposal with timelines and budget		20 points
Financial (Lower Offer/Offer*100)	30%	
Total Score	Technical Score * 70% + Financial Score * 30%	

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

ATTACHEMENTS:

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