



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

GENERAL INFORMATION

Services/Work Description:	Recruitment of a 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/Program Title:	Technical Support to Implement a Program that Promotes Access to STEM Skills
Duty Station:	Homebased
Type of the Contract:	International Consultancy
Duration:	1 month
Expected Start Date:	May 2021

I. BACKGROUND / RATIONALE

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 engages with stakeholders globally, regionally, as well as within the UN system to facilitate practical expressions of Southern solidarity towards the achievement of internationally agreed development goals. UNOSSC ensures that our Southern constituencies have timely access to high quality analytical planning, mapping, programming, and reporting on data, trends and opportunities that will propel South-South and triangular cooperation in ways that ensure success.

In this regard, 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.

I. Objective of the Assignment

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



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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.

II. SCOPE OF THE 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.

III. EXPECTED OUTPUTS / DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required (Indicate designation of person/Unit who will review output and confirm acceptance)
1	Mapping report on existing and proposed initiatives that can contribute towards the pilot development and utilisation of STEM skills in the Port St Johns and Ngqushwa Municipalities	7 working days	UNOSSC Africa Regional Chief and Director Eastern Cape STEM Program
2	Review report of the Integrated Development Plans for the 2 Municipalities	3 working days	UNOSSC Africa Regional Chief and Director Eastern Cape STEM Program
3	Summary report of at least 5 consultative meetings undertaken with local community, Government officials, private sector and non-governmental organizations	15 working days	UNOSSC Africa Regional Chief and Director Eastern Cape STEM Program
4	Final report summarising the findings of the mapping exercise, desktop review and the consultative meetings as well as the projects and support programmes to be implemented in partnership with the UNOSSC WISTEM initiative	5 working days	UNOSSC Africa Regional Chief and Director Eastern Cape STEM Program



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Key performance indicators:

Well-rounded mapping activity:

>90% Completed: Excellent (1); 80-90% completed: Satisfactory (2); less than 80% completed – Poor (3)

Effective data collection and analysis

>90% Completed: Excellent (1); 80-90% completed: Satisfactory (2); less than 80% completed – Poor (3)

Detailed and well-presented final report

>90% Completed: Excellent (1); 80-90% completed: Satisfactory (2); less than 80% completed – Poor (3)

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The UNOSSC will be the contracting agency. The assignment will be carried out under the oversight of the UN Office for South-South Cooperation

- a. The consultant will be directly responsible to, work with, seek approval of output from the UNOSSC-Africa Regional Chief and the Director, Eastern Cape STEM Program
- b. The frequency of reporting will be based on the deliverables as highlighted above
- c. The Consultant will be expected to liaise and work closely with the Director Eastern Cape STEM Program
- d. The Eastern Cape STEM Program team and the UNOSSC-Africa teams will work closely with the Consultant in ensuring that there is coherence in the tasks being carried out. This will involve one-on-one meetings as well as online (email, Skype) discussions. The Eastern Cape STEM Program

V. LOGISTICAL SUPPORT

- The Director, Eastern Cape STEM Program will ensure the consultant has access to the Project stakeholders as needed
- There will be no administrative support offered to the Consultant.

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

This consultancy assignment will be homebased in South Africa with data collection taking place online.



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VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

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

b. 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

Language:

- Fluent in both written and spoken English
- Fluency in the local languages in Eastern Cape (Port St Johns and Ngqushwa Municipalities) required

c. Functional Competencies

- Communication
- Planning and coordination
- Teamwork

d. Core Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

e. Additional Requirements

Interested candidates are requested to submit the following documents for UNOSSC's consideration:

- Project proposal with timelines and budget



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- Sample mapping or desktop review report previously prepared
- Curriculum Vitae of the Consultant
- Letter of motivation

Important Note:

The Consultant is required to have the above mentioned professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

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%	

IX. PAYMENT MILESTONES AND AUTHORITY

Schedule of Payments:

- Payment will be made at the end of the assignment the upon submission of a certificate of payment request, and the submission of final report indicating outputs achieved and days worked to be verified and cleared for payment by the supervisor.

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL



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For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

Proposed Table of Contents

TECHNICAL PROPOSAL COVER PAGES

Cover Page
Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1. Letter of Motivation;
- 1.2. Experience in Similar Consultancy and/or Projects
- 1.3. List of Personal Referees

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP confirming Interest and availability (use the template hereto).

Annex b. Duly Signed CV

Annex C: Sample programme/Project / initiative report previously prepared demonstrating the quality of your work

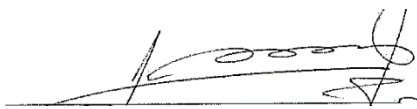
XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

This TOR is approved by:

Name: Francois Ekoko

Designation: Africa Regional Chief, UNOSSC

Signature: 

Date Signed: 4th December 2020