

Terms of Reference for a National Consultancy for detection and surveillance of Invasive alien Species at key national ports of entry in South Africa

Request for: Consultant ☒ Individual contractor ☐

Organizational Unit: UNEP South Africa Office.

POSITION TITLE : Consultant: Detection and surveillance of Invasive Alien Species
 ORGANIZATION : United Nations Environment Programme
 TYPE OF CONTRACT : Consultant
 DUTY STATION : Home based, may include in-country travel
 TITLE OF SUPERVISOR : Head, UNEP South Africa office
 PROPOSED PERIOD : May 2021 – September 2021
 ACTUAL WORK TIME : 5 Months
 DEADLINE FOR : 16 April 2021
 SUBMISSION

A. INTRODUCTION AND BACKGROUND

The Government of South Africa has acquired funds from the GEF through UNEP for a project titled: **“Capacity strengthening for management of invasive alien species in South Africa to enhance sustainable biodiversity conservation and livelihoods improvement”**.

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) which has four components namely:

- Component 1. Strengthened IAS detection and surveillance capacities at key national ports of entry.
- Component 2. Enhanced biosecurity communications and information flows
- component 3. Improved effectiveness of control measures for high risk IAS

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. The government of South Africa through UNEP is, therefore seeking the services of a national consultant to providing required information for Component 1 on Strengthening IAS detection and surveillance capacities at key national ports of entry to be used in development of the project document and CEO endorsement request.

B. PURPOSE OF THE CONSULTANCY

The overall purpose of the consultancy is to provide required information for Component 1 on Strengthening IAS detection and surveillance capacities at key national ports of entry to be used in development of the project document and CEO endorsement request.

Ultimate results of the consultancy	provide a detailed description of activities to be done under component 1 and their associated costs according to the project budget in the PIF
Title of the project:	GLOBAL ENVIRONMENT FACILITY Project Preparation Grant (PPG) of the project titled “Capacity strengthening for management of invasive alien species in South Africa to enhance

	sustainable biodiversity conservation and livelihoods improvement”.
Identification number of the project:	GFL-11207-14AC0003-SB-015458
Source of funds;	extra-budgetary
Budget line to charge:	1202
Indicative level of remuneration	C
The total remuneration payable for this service	\$15,000

C. DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

Under the direction and supervision of the Chief Director, Biodiversity unit of DFFE, the consultant will be required to undertake the following specific tasks in close collaboration with the international consultant, UNEP/GEF Task Manager, and members of the technical working group:

1. Conduct a situational analysis and identify gaps as to support the pilot project at 3 primary ports of entry ie OR Tambo International Airport and Durban maritime port and Beit Bridge. Also describe the list of activities to be done at each PoE and associated costs.
2. Review best practices and draw up lessons on the current existing inter-agency ‘Biosecurity Risk Assessment/ Targeting Centre (BRA/TC) from other countries i.e. Australia, Canada, New Zealand and the US to inform the establishment of the SA BRA/TC for operationalization at National, Regional and Port level. Develop a business case for the BRA/ TC and provide a costing model for it.
3. Conduct a situational analysis and identify gaps as to support the integration of biosecurity risk management system on the handling of sea container and break-bulk cargo to inform a piloted project in South Africa and provide a list of activities and their associated costs according to the project budget. The system should be interlinked with the BRA/TC for ease of compliance efforts.
4. Describe the innovativeness of the proposed activities in 1, 3 and 4 above
5. Describe the sustainability of the proposed activities in 1, 3 and 4 above
6. Describe the potential for scaling up of the proposed activities in 1, 3 and 4 above
7. Describe the incremental/additional cost reasoning and expected contributions from the baseline the GEFTF, and co-financing; i.e describe what will happen if GEF does not provide the funding to the proposed activities and what will happen if it does.
8. Institutional Arrangements and Coordination: Describe the institutional arrangement for project implementation. Describe who will do what during project implementation/ execution – explain the roles to be played by each institution/stakeholder.
9. Elaborate on the planned coordination with other relevant GEF-financed projects and other initiatives
10. Risks: identify and describe risks, especially in relation to systems (internal risks) as well as climate change, potential social and environmental risks (external risks) that might prevent the project objectives/activities from being achieved, and, propose measures that address these risks at the time of project implementation. (table format acceptable)

D. OUTPUTS/EXPECTED DELIVERABLES

Deliverable no.	Type of deliverable	expected deliverable date	Conditions for approval
Deliverable 1:	A detailed methodology and work plan of the assignment	One week upon signing the contract	approved by the UNEP GEF Task Manager, DEFF and the UNEP SA HoA
Deliverable 2:	1. Conduct a situational analysis and identify gaps as to support the pilot project at 3 primary ports	By 30 June 2021	As above

	<p>of entry ie OR Tambo International Airport and Durban maritime port and Beit Bridge. Also describe the list of activities to be done at each PoE and associated costs.</p> <p>2. Review best practices and draw up lessons on the current existing inter-agency 'Biosecurity Risk Assessment/ Targeting Centre (BRA/TC) from other countries i.e. Australia, Canada, New Zealand and the US to inform the establishment of the SA BRA/TC for operationalization at National, Regional and Port level. Develop a business case for the BRA/ TC and provide a costing model for it.</p> <p>3. Conduct a situational analysis and identify gaps as to support the integration of biosecurity risk management system on the handling of sea container and break-bulk cargo to inform a piloted project in South Africa and provide a list of activities and their associated costs according to the project budget. The system should be interlinked with the BRA/TC for ease of compliance efforts.</p>		
Deliverable 3:	<p>4. Describe the innovativeness of the proposed activities in 1, 3 and 4 above</p> <p>5. Describe the sustainability of the proposed activities in 1, 3 and 4 above</p> <p>6. Describe the potential for scaling up of the proposed activities in 1, 3 and 4 above</p>	By 30 July 2021	As above
Deliverable 4:	7. Describe the incremental/additional cost reasoning and expected contributions from the baseline the GEFTF, and co-financing; i.e describe what will happen if GEF does not provide the funding to the proposed activities and what will happen if it does.	By 30 July 2021	As above
Deliverable 5:	8. Institutional Arrangements and Coordination: Describe the institutional arrangement for project implementation. Describe who will do what during project implementation/ execution – explain the roles to be played by each institution/stakeholder.	By 30 June 2021	As above
Deliverable 6:	9. Elaborate on the planned coordination with other relevant GEF-financed projects and other initiatives	By 30 August 2021	As above
Deliverable 7:	10. Risks: identify and describe risks, especially in relation to systems (internal risks) as well as climate change, potential social and environmental risks (external risks) that might prevent the project objectives/activities from being achieved, and, propose measures that address these risks at the time of project implementation. (table format acceptable)	By 30 August 2021	As above
Deliverable 8:	1 st draft report providing a detailed description of activities to be done under component 1 and their associated costs according to the project budget in the PIF	By 30 September 2021	As above

Deliverable 9:	FINAL draft report providing a detailed description of activities to be done under component 1 and their associated costs according to the project budget in the PIF	By 30 Sept 2021	As above

E. REPORTING ARRANGEMENTS

The UNEP South Africa office will contract the consultant to undertake the assignment as described in this ToR. The consultant will report to the Chief Director, Sector Biodiversity of DFFE of the government of South Africa. All deliverables submitted by the consultant should be approved by the Chief Director, the UNEP GEF Task Manager and UNEP SA HoA before any payment is made.

F. DUTY STATION

The assignment is home-based.

G. DURATION OF THE CONTRACT

In approximately 5 man- months of total work throughout the duration of the PPG process (various tasks are expected to be done concurrently), the consultant is expected to have completed the work preferably commencing on 1 May 2021 and ending by 30 September 2021.

H: PAYMENT MODALITIES

The consultant shall be paid the consultancy fees as structured below.

- i. 20% upon signature of the contract and submission of acceptance of Deliverables 1 and 2
- ii. 30% after completion, submission of acceptance of Deliverables 3 and 4
- iii. 30% after completion, submission of acceptance of Deliverable 5, 6,7 and 8
- iv. 20% after completion, submission of acceptance of Deliverable 9 and 10

I: TRAVEL

The assignment will require the consultant to travel. The actual travel costs and arrangements will be made by the UNEP National Office in South Africa.

J: Competences, Required Skills and Experience

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:** Knowledge and experience across the range of IAS management strategies in South Africa, with emphasis on identification of IAS and their impacts on natural ecosystems, and of relevant IAS management responses at the site level. (15)
- **Criteria D:** Preference will be given to a national consultant with at least 5 years of experience and in-depth knowledge of biodiversity and IAS issues in in South Africa and the region. (15)
- **Criteria E:** Specific experience in the biodiversity and a demonstrated track record in the preparation of documents, project proposals, evaluation reports. (10)
- **Criteria F:** Experience working with international organizations, including UN Environment and the GEF, is preferred (5)

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 IAS management strategies in South Africa, with particular emphasis on identification of IAS and their impacts on natural ecosystems, and of relevant IAS management responses at the site level:

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 biodiversity and IAS issues in in South Africa and the region
- 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.

Interested candidates may send their Cover Letter **with a proposed daily fee**, a P11 completed form and Curriculum Vitae to the Subject line “**Consultancy for detection and surveillance of Invasive alien Species at key national ports of entry in South Africa**” to:

bid.pretoria@undp.org

(incomplete applications will not be considered)

For technical queries, please contact Cecilia Njenga at cecilia.njenga@un.org

Correspondence will be limited to shortlisted candidates only.

UNEP reserves the right not to make an appointment.

Deadline for submission is 16 April 2021