



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14<sup>th</sup> April 2021

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**Country: South Africa**

**Type of Contract: Individual Consultant / Reimbursement Load Agreement**

**Description of the assignment:** Options for Social Insurance Schemes for the Informal Sector and with emphasis on Women in South Africa

**Period of assignment/services (if applicable):** 3 months

Proposal should be submitted at the following by email to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than

**Friday 23<sup>rd</sup> April 2021 @ 16h00.**

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.

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## 1. BACKGROUND

The United Nation Development Programme (UNDP) is one of the leading global development agencies for transformational change. We help empower lives and build resilient nations so that they can withstand crisis and improve the quality of life for everyone.

UNDP in South Africa is a key partner to the country's vision of greater prosperity and improved lives. The overarching goal of the strategic partnership between the Government of South Africa and UNDP is to advance South-Africa's strategic priorities to work for a better South Africa, a better Africa and a better World.

Drawing from the Country's Medium-Term Strategic Framework (MTSF) 2019 – 24 and the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2020-25, the UNDP's Country Programme Document (CPD) 2020-25 which articulates the Agency's contribution to the Government's development agenda focus on the following key areas for the next five years:

- i. Outcome 1: Advance poverty eradication in all its forms and dimensions
- ii. Outcome 2: Accelerate structural transformations for sustainable development
- iii. Outcome 3: Strengthen resilience to shocks and crises

South Africa's population is estimated at 59.6 million, of which 51.1% are women, according to the mid-year Population estimates. With an Upper Bound Poverty line of R992 in 2015, 49.2% of adults live below the poverty line, a breakdown of which reveal 46.1% of males and 52% of female and those below the ages of 35 bearing the highest poverty burden<sup>1</sup>. With a Gini-coefficient of 0.63 in 2014/2015, inequality is amongst the highest in the world with over half (52.6%) of all household expenditure accrued by the richest 10% of the population.<sup>2</sup> During the first quarter of 2020, unemployment rate increased to 30.1% from 27.6%, same period last year. Women faced levels of unemployment at 32.4% compared to men at 28.3% while the youth's unemployment rate hit 41.7%. With the overall expanded unemployment rate of 39.7%, women unemployment was 43.4%<sup>3</sup> compared to men at 36.5%. Eastern Cape, Free State, Mpumalanga and North West recorded the highest unemployment rates at 40.5%, 38.4% and 33.3% and 33.2% respectively with Gauteng's unemployment rate at 31.4%

With the advent of the COVID-19 pandemic, poverty and inequality worsened. The Socio-Economic Impact of COVID-19 study by the UN under the technical leadership of the UNDP stated that those in the Informal sector, unskilled and semi-skilled workers, and those with low levels of education and low access to technology were the hardest hit. Black Africans and female-headed households dominate in all the categories of the most affected by poverty and COVID-19.

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<sup>1</sup> Living Conditions Survey 2014/2015 Stats SA Page 14

<sup>2</sup> Inequality Trends in South Africa – A multidimensional diagnosis of Poverty, 2017 Statistics South Africa

<sup>3</sup> StatsSA QLFS Q12020 – Women Labour Force 12,776,000; unemployed 5, 5 42,000; not economically active 6,849,000

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

The overall objective of this assignment or study is to build resilience to shocks for individuals working in the informal sector particularly women and hence contribute to policy response of poverty and inequality reduction in South Africa. The Study will also contribute to addressing the development challenges outlined in the Medium Term Strategic Framework 2019-24 and also in the attainment of the Sustainable Development Goals (SDGs) 5 (women empowerment) directly and all other goals indirectly especially Goals 1 (end poverty), 2 (end Hunger), 3 (Health for All), 4 (Life-long Quality Education), 8 (Decent Jobs) and 10 (Addressing Inequalities).

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

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

VI. Recruitment Qualifications	
<input type="checkbox"/> Education:	<input type="checkbox"/> A Postgraduate degree in the Social Sciences - economics, statistics and/or sociology <input type="checkbox"/> Extensive experience in working on Social Protection
<input type="checkbox"/> Experience:	<input type="checkbox"/> Extensive and global knowledge of Social Protection schemes, Contributory Social Insurance. <input type="checkbox"/> Deep knowledge of the context and legislation and policies of South Africa on equality, decent labour and social protection. <input type="checkbox"/> Strong network with the Government
<input type="checkbox"/> Computer Skills	<input type="checkbox"/> MS Office tools and others as appropriate.
<input type="checkbox"/> Language Requirements:	<input type="checkbox"/> English

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

## 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*

**ATTACHEMENTS:**

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