



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 05th May 2021

Country: South Africa

Type of Contract: Consultant, Individual Contract

Description of the assignment: *PPG Coordinator for the GEF7 project on invasive Alien species in South Africa*

Organisation: United Nations Environment Programme

Period of assignment/services (if applicable): 11 months

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **20th May 2021**.

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 Government of South Africa has acquired Project Preparation Grant (PPG) funds from the GEF through UNEP for development of a project titled: **“Capacity strengthening for management of invasive alien species (IAS) in South Africa to enhance sustainable biodiversity conservation and livelihoods improvement”**. The project will be executed and managed by the Department Forestry, Fisheries and the Environment, (DFFE) of the Government of South Africa.

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). Therefore, the PPG phase is considered as a preparatory phase and will need to support various data collection efforts and undertake validation of the indicative outcomes and outputs contained in the PIF; the development of a full M&E plan including appropriate indicators and baseline; and the development of a participatory plan to involve communities and Government stakeholders as well as agreed on implementation arrangements and co-financing. The final output of the PPG phase will be a UNEP /GEF project document and GEF CEO Endorsement Request submitted to and approved by UNEP and GEF, with all required supporting annexes, biodiversity tracking tool, UNEP Environmental, Social and Economic Review Note (ESERN)) and background information. The PPG phase will include four interrelated steps:

Step 1: Technical review

- Baseline studies: this will include a desktop review of all relevant documents, actual and previous studies on the Invasive Alien Species in South Africa. This will also include an analysis of the existing regulatory frameworks on the wildlife trade, forensics, judiciary and prosecution;
- Studies to address any opportunities/risks identified during the UNEP Environmental, Social and Economic Review Note (ESERN). UN Environment 's UNEP Environmental, Social and Economic Review Note (ESERN) should be applied to minimize any associated risks for this project; consultant work closely with UNEP's Safeguard Advisor in order to ensure the economic, social and environmental risks of project is fully addressed.
- Integration with development plans, policies, budgets and complementary projects:
- Multi-stakeholder meetings with Government and partners (technical and financial) are planned to investigate the implementation of this project development to identify on-going projects and other initiatives to be incorporated in the project document. Activities of similar types could be implemented jointly and or in parallel as long as project calendars will permit it;
- Completion of all the required GEF focal area tracking tools
- Stakeholder consultations during technical review: Mobilize and engage stakeholders during project design. Negotiate partnerships with on-going projects to align their activities and the project to build synergies.
- Document these consultations.

Step 2: Institutional arrangements, monitoring and evaluation

The outputs of step 1 will be used as technical input to step 2 for the formulation of the UN Environment -GEF project document. Requirements of step 2 include:

- Finalization of project results framework: Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative Specific, Measurable, Achievable, Results-oriented and Time-bound (SMART) indicators, and end-of-project targets. Special attention will be made to include socio-economic and sex disaggregated indicators;
- Definition of monitoring and evaluation (M&E): A detailed M&E work plan will be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UN Environment -GEF project document template that reflects the mandatory requirements of the GEF M&E Policy;
- Sustainability plan: The sustainability plan will outline the principles and guidelines for ensuring the long-term sustainability of project achievements. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing;
- Definition of management arrangements: The organizational structure governing the project will be decided. This will include identification of the project board;

Stakeholder consultations during step 2: Involve key agencies in the development of the project strategy to ensure strong national ownership. In close collaboration with key government representatives and other stakeholders, ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes. Undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations.

Step 3: Financial planning and co-financing investments:

- Prepare a detailed multi-year budget following the standard template provided in the UN Environment GEF project document template that reflects the mandatory requirements of the GEF M&E Policy;
- Explore multilateral and bilateral co-financing opportunities: undertake a series of consultations with partners to ensure a coherent and sustainable financing package for the project including post-GEF grant phase;
- Ensure completion and acquisition of the required Co-financing letters: Co-financing letters will be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs that wish to provide grant, loan or in-kind contributions to the project;
- Stakeholder consultations during Component step 3: During the implementation of the PPG project, consultation will be carried out with key stakeholders (including civil society organizations, indigenous people, gender groups, and others as relevant) and describe how they will be engaged in project preparation. All financial and technical partners and the government will be involved at an early stage for their commitment to ensure the cost-benefit ratio and agree on financial allocation and arrangement(s).

Step 4: PPG Inception meeting and the validation workshop

- The consultant will participate and facilitate a PPG inception meeting
- He/she will also facilitate and participate in a validation workshop that will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document.

UNEP and DFFE is, therefore, seeking the services of a national consultant to act as a project coordinator and to provide required information to be used in development of the project document and CEO endorsement request.

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

The overall purpose of the consultancy is to coordinate the PPG work of this project and development of the project document and CEO endorsement request.

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| Ultimate results of the consultancy | <ul style="list-style-type: none"> • Coordination of the PPG work of this project • Development of the project document and CEO endorsement request that will be approved by GEF |
| 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". |

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Competencies

- Ability to conduct research and analysis and synthesis skills;
- 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;
- 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.

Education:

- Honours 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 3 years of overall professional experience, with incremental responsibilities, preferably with some experience in the GEF projects design and consultancies.
- Of which at least 2 years of experience and in-depth knowledge of biodiversity and IAS issues 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

- Fluent in English

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The vendor will be hired on a UNDP contract.

Applicants are required to submit the following:

- i. 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;
- ii. Evidence and examples of similar projects that have been successfully completed;
- iii. Personal CV highlighting qualifications and experience in similar projects;
- iv. Work references – minimum of 3 references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar assignments);
- v. 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 including 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;**

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

6. EVALUATION

Individual consultant 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

Technical Criteria - 70% of total evaluation – max. 70 points:

- **Criteria A:** Honours 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 3 years of overall professional experience, with incremental responsibilities, preferably with some experience in the GEF projects design and consultancies. (15)
- **Criteria C:** At least 2 years of experience and in-depth knowledge of biodiversity and IAS issues in in South Africa and the region. (15)
- **Criteria D:** Knowledge and experience across the range of IAS management strategies in South Africa. (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)

ATTACHEMENTS TO THIS NOTICE:

- **TERMS OF REFERENCES (TOR)**
- **GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**
- **P11-PERSONAL HISTORY FORM**