



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 May 2021

Country: South Africa

Type of Contract: Individual Consultant

Description of the assignment: Facilitator and Rapporteur - Joint UNDP-IOM Program to Fast-Track Joint Response to the Socio-economic Impact of COVID-19 on Migrants

Project name: UNDP-IOM joint initiative

Period of assignment/services (if applicable): 2 months

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **16h00 South African Time on the 28th 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.

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1. BACKGROUND

South Africa is one of the most developed countries in the African region, ranked seventh in 2018 for the Human Development Index (HDI) ranking in Africa and currently recording the second largest Gross Domestic Product (GDP) after Nigeria. Though the country is amongst the leading economies in the region, it is challenged with addressing the triple development challenges of high poverty levels, unemployment and inequality which plagues the most vulnerable in the country including foreign nationals from neighboring countries.

South Africa is home to the largest number of migrants in Southern African, hosting approximately 4.2 million on record, with most of these migrants from African countries, especially Southern African Development Community (SADC) countries, moving to South Africa as refugees and for economic reasons to seek employment and better living conditions. Most migrants are absorbed in the informal sector depending on daily wage employment such as *spaza* shops with limited to no access to social security

The United Nations Development Programme (UNDP), one of the leading global development agency for transformation together with the International Organization for Migration (IOM), a leading inter-governmental organization in the field of migration, with both organizations working closely with Governments to provide socio economic development support have partnered to foster a common understanding among all relevant stakeholders including all levels of government - national and municipal levels, the private sector, CSOs as well as the migrant and host community on key policy issues that enable post-COVID recovery and social cohesion in line with the Global Compact for Migration (GCM), as well as further opportunities to mainstream migration issues in Government strategies, plans and joint programming.

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

The objective of the UNDP-IOM joint initiative is to foster a common understanding among all relevant stakeholders including all levels of government - national and municipal levels, the private sector, CSOs as well as the migrant and host community on key policy issues that enable post-COVID recovery and social cohesion in line with the Global Compact for Migration (GCM), as well as further opportunities for mainstreaming migration issues in Government strategies, plans and joint programming.

Scope of work:

1. Working closely with the UNDP-IOM technical team, organize a national dialogue forum and at least one focus group discussion forum on integration of migrants in South Africa. This will entail leading the:
 - (i) operational, (ii) planning and (iii) logistical process of the multi-stakeholder dialogues as well as (iv) synthesize information from the dialogues which will capture key-findings, take-aways, action and follow up plans in a report to achieve overall outcome of mainstreaming migrant issues.
 - (ii) Capture key messages from the dialogues to be developed into an infographics.
 - (iii) Work with the UNDP-IOM team to develop communication materials promoting the integration of migrants in South Africa.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

- (i) At least a Bachelor's degree in social sciences, law, human rights
- (ii) At least 10 years' experience in dealing with migration issues and working with migrant communities.
- (iii) Facilitation skills and capabilities
- (iv) Analytic skills and familiar with synthesising information from group discussions in order to provide comprehensive feedback, key findings, and action points in the form of a report
- (v) Strong reporting and writing skills

Languages: Fluency in English is required.

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.

	Criteria	Weight
1.	At least a Bachelor’s degree in social sciences, law, human rights; Knowledge of and familiarity with migration in the context of a developing country and South Africa	30%
2.	Experience and examples of similar assignment	20%
3.	Report writing experience and publications	20%
4.	Proven Capability of leading multi-stakeholder engagements on migration issues	30%
	TOTAL	100%

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

ATTACHMENTS:

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