

CONSULTANT PROCUREMENT NOTICE



Date 15th June 2021

Country: South Africa

Type of Contract: Consultant, Individual Contract

Description of the assignment: *National Coordinator for a GEF PPG Project on Human Wildlife Conflict in Southern Africa*

Organisation: United Nations Environment Programme

Period of assignment/services (if applicable): 12 months

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **28th June 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: **“Reducing Human Wildlife Conflict through an Evidence-based and Integrated Approach in Southern Africa”**. The PPG funds are for assisting to prepare a Full-Sized Project (FSP) document, based on the approved project proposal concept note. The project focusses on Human-Wildlife Conflict (HWC) related to the Trans frontier Conservation Areas (TFCAs) of the SADC region with the elephant as the target species.

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 the required supporting information.

The PPG phase 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 costed Monitoring & Evaluation 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.

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

The overall purpose of the consultancy is to provide required information for Component 2 on biosecurity communications and information flows in the country to be used in development of the project document and CEO endorsement request.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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 wildlife management in South Africa:

Education:

- Master's degree in a relevant field such as business administration, political science, social sciences, , Biology, Natural Sciences, Environmental Management, Social Sciences, Biodiversity, Land use Management and Ecosystem services (either with ecological or socio-economic background),.

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 wildlife management in South Africa
- 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.

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4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Applicants are required to submit the following:

- i. A Technical Proposal: (i) Letter of Interest, stating why you consider your service suitable for the assignment; and (ii) a brief methodology on the approach and implementation of the assignment, including broad time-frame (phases), and well-defined deliverables in relation to the scope of work, the costs per deliverable(s);
- ii. Evidence and examples of similar work done;
- iii. Personal CVs highlighting qualifications and experience in similar projects;
- iv. Work references - contact details (e-mail addresses) of referees (organization 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 travel costs 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 is home-based, however, the consultant will be accorded free access to UNEP South Africa office and the DEFF office

6. EVALUATION

Applications will be evaluated based on a lowest priced **taking into consideration the combination of the applicants' qualifications and financial proposal.**

Those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

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

- **Criteria A:** Master's degree in a relevant field such as business administration, political science, social sciences, Biology, Natural Sciences, Environmental Management, Social Sciences, Biodiversity, Land use Management and Ecosystem services (either with ecological or socio-economic background). (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:** 5 Years knowledge and experience across the range of wildlife management in South Africa. (15)
- **Criteria D:** Specific experience in the biodiversity sector would be an advantage. (15)
- **Criteria E:** Demonstrated track record in the preparation of documents, project proposals, evaluation reports, etc. (10)
- **Criteria F:** Experience working with international organizations, including UN Environment and the GEF is preferred. (5)

Financial Criteria - 30% of total evaluation – max. 30 points

ATTACHEMENTS TO THIS NOTICE:

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