



## CONSULTANT PROCUREMENT NOTICE

Date 07<sup>th</sup> July 2021

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**Country:** South Africa

**Type of Contract:** Consultant, Individual Contract

**Description of the assignment:** *Terminal Evaluation for the UNDP-GEF Project South Africa: Mainstreaming Biodiversity into Land Use Regulation and Management at the Municipal Scale*

**Organisation:** United Nations Development Programme

**Period of assignment/services (if applicable):** 8 Weeks

Proposal should be submitted at the following by email to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than **19<sup>th</sup> July 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

In accordance with UNDP and GEF M&E policies and procedures, all full- and medium-sized UNDP-supported GEF-financed projects are required to undergo a Terminal Evaluation (TE) at the end of the project. This Terms of Reference (ToR) sets out the expectations for the TE of the full-sized project titled *Mainstreaming Biodiversity into Land Use Regulation and Management at the Municipal Scale, known locally as the Biodiversity and Land Use Project* (PIMS #4719, for ease of use, hereinafter referred to as the 'Biodiversity Land Use' Project, BLU Project, implemented through the South African National Biodiversity Institute. The project started on the 10 March 2015 and is in its 6th year of implementation. The project has undergone two extensions.

The TE process must follow the guidance outlined in the document 'Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects' [http://web.undp.org/evaluation/guideline/documents/GEF/TE\\_GuidanceforUNDP-supportedGEF-financedProjects.pdf](http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEF-financedProjects.pdf)

South Africa has exceptional biodiversity of global significance. Since 1994 it has made major strides in protecting that biodiversity. However, it still experiences very high rates of biodiversity loss due to development pressure and habitat degradation. Furthermore, South Africa has persistently high levels of poverty and unemployment.

Municipalities play an important role as centers of economic growth and service delivery; they regulate land use at local scale and are also important users and managers of biodiversity and ecosystem services. However, municipalities are often faced with many burgeoning and often conflicting tasks, with poverty alleviation, local economic development and service provision justifiably occupying top priority on most local council agendas. Awareness amongst decision makers of the positive links between improved biodiversity management, human well-being and sustainable development is often low, as are levels of capacity for meaningful incorporation of biodiversity priorities into integrated development planning and land-use management. Since less than 7% of land in South Africa is formally protected, critical biodiversity is under threat from degradation and transformation. There is thus a need to strike a balance between development and job creation, and conservation and sustainable use of biodiversity.

The 'Biodiversity and Land Use' (BLU) project was designed to address these challenges by (a) strengthening cooperation, coordination and capacity of municipal and other regulatory authorities that regulate land use decisions to incorporate criteria to avoid/ prevent, minimize and/or offset impacts on biodiversity, and improve compliance monitoring and enforcement, and (b) introducing mechanisms in collaboration with private and communal land owners to better protect critical biodiversity areas and manage land, while demonstrating the potential of biodiversity to create jobs and contribute to economic growth.

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

The TE will assess project performance against expectations set out in the project's Strategic Results Framework (see ToR Annex A). The TE will assess results according to the criteria outlined in the Guidance for TEs of UNDP-supported GEF-financed Projects [http://web.undp.org/evaluation/guideline/documents/GEF/TE\\_GuidanceforUNDP-supportedGEF-financedProjects.pdf](http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEF-financedProjects.pdf)

The assignment is estimated to run over 2 months. COVID-19 is a major concern, so with flexibility, the assignment is preferred to run over July-August, but can also run through August-September. It is however envisaged that the bulk of the TE effort will run through much of August 2021, with a field work component.

The Findings section of the TE report will cover the topics listed below. A full outline of the TE report's content is provided in ToR Annex C.

The asterisk "\*" indicates criteria for which a rating is required.

Findings

- i. Project Design/Formulation
- ii. Project Implementation
- iii. Project Results

*(See full details in the Terms of Reference)*

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

A team of two independent evaluators will conduct the TE – one team leader (with experience and exposure to projects and evaluations in other regions) and one team expert, resident in South Africa. The team leader will be responsible for the overall design and writing of the TE report, engagements and interviews with principal stakeholders. The team expert will work with the Project Team in developing the TE itinerary and conduct field visits to project sites, review budget allocations and co-financing and tracking tools.

The evaluator(s) cannot have participated in the project preparation, formulation and/or implementation (including the writing of the project document), must not have conducted this project's Mid-Term Review and should not have a conflict of interest with the project's related activities.

The selection of evaluators will be aimed at maximizing the overall "team" qualities in the following areas:

#### Team Leader:

##### Education

A minimum of a Master's degree in *Biodiversity Conservation, Development*, Public Administration, Environmental Governance or other closely related field;

##### Experience

Relevant experience with results-based management evaluation methodologies;  
Experience applying SMART indicators and reconstructing or validating baseline scenarios;  
Competence in adaptive management, as applied to GEF focal area of *Mainstreaming Biodiversity Conservation and Sustainable Use into Production Landscapes, Seascapes and Sectors*;  
Experience in evaluating projects;  
Experience working in *SADC region*;  
Experience in relevant technical areas for at least *10 years*;  
Demonstrated understanding of issues related to gender and *GEF focal area of Mainstreaming Biodiversity Conservation and Sustainable Use into Production Landscapes, Seascapes and Sectors*; experience in gender responsive evaluation and analysis;  
Excellent communication skills;  
Demonstrable analytical skills;  
Project evaluation/review experience within United Nations system will be considered an asset.

##### Language

Fluency in written and spoken English.

#### Team Expert:

##### Education

Master's degree in *Biodiversity Conservation, Development* or other closely related field;

##### Experience

Relevant experience with results-based management evaluation methodologies;  
Experience applying SMART indicators and reconstructing or validating baseline scenarios;  
Competence in adaptive management, as applied to GEF focal area of *Mainstreaming Biodiversity Conservation and Sustainable Use into Production Landscapes, Seascapes and Sectors*;  
Experience in evaluating projects;  
Experience working in *South Africa*;  
Experience in relevant technical areas for at least *10 years*;  
Demonstrated understanding of issues related to gender and *GEF focal area of Mainstreaming Biodiversity Conservation and Sustainable Use into Production Landscapes, Seascapes and Sectors*; experience in gender responsive evaluation and analysis;  
Excellent communication skills;  
Demonstrable analytical skills;  
Project evaluation/review experience within United Nations system will be considered an asset.

##### Language

Fluency in written and spoken English.

*Fluency in a South African language would be an asset.*

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

Applicants are required to submit the following:

- i. **Letter of Confirmation of Interest and Availability** using the [template](#)<sup>1</sup> provided by UNDP;
- ii. **CV** and a **Personal History Form (P11 form)**<sup>2</sup>;
- iii. Brief description **of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- iv. **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- v.

#### 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).

#### 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.

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)**

<sup>1</sup><https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

<sup>2</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)