



CONSULTANT PROCUREMENT NOTICE

Date 15th June 2021

Country: South Africa

Type of Contract: Consultant, Individual Contract

Description of the assignment: *Development of the Biodiversity Stewardship value proposition, and associated communication materials and advocacy plan*

Period of assignment/services (if applicable): 80 working days

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **23th July 2021**.

Any request for clarification must be sent in writing to procurement.enquiries.za@undp.org, 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 Biodiversity Finance Initiative (BIOFIN) is implemented by the United Nations Development Programme, with financial support from the European Commission and the Governments of Germany, Switzerland, Norway and Flanders. This global initiative is envisioned to transform the way in which biodiversity finance is mobilized allowing for greater resources to be enacted as required within the Aichi Targets defined in the CBD's Strategic Plan (2011 – 2020). Over the past nine years, the UNDP Global BIOFIN team together with 39 countries have been involved in developing and piloting the BIOFIN methodology which is continuously refined through national, regional and global learning.

In South Africa, the BIOFIN programme is implemented at a national level by the UNDP in partnership with the Department of Forestry, Fisheries and Environment (DFFE). South Africa initiated its BIOFIN programme in 2015 and has met several envisioned goals including the undertaking of a Policy and Institutional Review (PIR), Financial Needs Assessment (FNA), Biodiversity Expenditure Review (BER) and Biodiversity Financial Plan (BFP). Within the Biodiversity Finance Plan, 16 financial solutions were identified as being instruments that could be developed or refined to increase financial flows earmarked for biodiversity protection. As part of Phase II implementation, eight priority finance solutions have been identified for implementation.

Biodiversity stewardship is an approach to securing land in biodiversity priority areas through entering into agreements with private and communal landowners. Often, these agreements are to establish protected areas. Biodiversity stewardship is a mechanism that facilitates the protection of certain critical ecosystems in the country, greatly contributes to the National Protected Areas Expansion Strategy targets and secures ecological infrastructure that provides a host of ecosystem services like water provision. Biodiversity Stewardship can be used to meet several other environmental goals which includes ecosystem restoration and climate change adaptation. In addition, biodiversity stewardship can also support the implementation of national development initiatives like the biodiversity economy and contributes to rural development by stimulating rural economies linked to protected areas under biodiversity stewardship.

Biodiversity stewardship has been identified as integral to the implementation of several biodiversity finance solutions identified in phase one of the BIOFIN Finance Plan.

Key in meeting the National Biodiversity Strategy and Action Plan (NBSAP) goals is the adequate resourcing and financing of biodiversity and conservation, protection and management efforts.

To support meeting BIOFIN and South African biodiversity finance outcomes, a finance mechanism is in the process of being developed. It is focused on enhancing, consolidating and adequately financing provincial biodiversity stewardship programs, so the full benefit of the biodiversity stewardship programs can be felt through contributing to protected area expansion targets, ecosystem restoration and sustainable use of biodiversity across the country.

To support the implementation of this finance mechanism, an advocacy plan and value proposition is required for biodiversity stewardship. This value proposition must highlight how the stewardship approach supports key government policies, including the National Biodiversity Economy Strategy; the Ecosystem-based Adaptation Strategy for Climate Resilience; Ecological infrastructure including Strategic Water Source Areas and specifically the National Development Plan. This project will support a study being undertaken by BIOFIN which will scope existing grants and develop a sustainable financing model or framework to support the development of sustainable resourcing for state agency biodiversity stewardship programs.

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

This TOR is designed for a professional consultant who will work with the BIOFIN core team and the BIOFIN Stewardship finance solution task team to develop a value proposition and advocacy plan that adequately captures the expanded role of the biodiversity stewardship approach in the biodiversity conservation sector. The value proposition should demonstrate how stewardship benefits and supports protected areas, ecosystem restoration and sustainable utilization of biological diversity.

To this aim, the consultant should achieve these three following objectives:

- 2.1 Develop a value proposition and narrative of the stewardship programme in South Africa.
- 2.2 Develop an advocacy plan around the value proposition for stewardship and facilitate its implementation.
- 2.3 Develop three biodiversity stewardship value proposition communication tools.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

Candidate must be in possession of Post Graduate degree in either Sustainable Development, Development Studies, Conservation, Political Studies or any other relevant post graduate degree combined with relevant work experience in content development, public relations or any other related experience with a significant written communication component.

Experience

- Minimum 8 years of professional experience, in one of the following areas: biodiversity conservation; public relations; sustainable development; communications.
- Minimum 5 years of professional experience in developing advocacy plans and implementing advocacy plans.
- Documented experience in written content development.
- Strong creativity, communication and writing ability skills.
- Experience and understanding of environmental issues or biodiversity, with a focus on conservation related topics. An understanding of South Africa's protected area expansion and management frameworks is vital.
- Demonstrable experience in proposal or content writing for conservation or environment related programs and a knowledge of industry related jargon and current important global environmental goals.
- Documented experience and competency in editing, layout, design, publishing and printing.
- Excellent ability to communicate in English.
- Prior experience with UNDP projects is an asset.

Additional functional competencies of the consultant will also be advantageous.

- Ability to work as part of a team.
- Ability and willingness to take initiative and remain flexible.
- Very good communication, report writing and presentation skills.
- Socio-cultural competence.
- Good conflict management skills.
- Efficient, partner- and client-focused working methods.
- Excellent communication skills both orally and in writing.
- Excellent interpersonal skills.
- Marketing/Advocacy skills - (social media; digital marketing; working knowledge of above the line and below the line marketing).
- Ability to prioritise and plan effectively.
- Awareness of different media agendas.
- Creativity.

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 consultancy assignment will be home-based with travel for meetings in the field (where possible, and to be determined by the consultant and the BIOFIN Core Team considering probable future COVID-19 restrictions) and in Pretoria. Foreseeable travel costs should be included in the Financial Proposal as part of the application submission documents.

Unforeseeable travel should be agreed upon, between the BIOFIN Core Team and the consultant, prior to travel and will be covered and paid by UNDP as per the UNDP reimbursable fees structure/guidelines.

In a case where there is a need to travel, the costs including transport, lodging and terminal expenses will be covered and paid by UNDP based on 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 consultant. UNDP will not cover any costs associated with moving to the Duty Station (Pretoria). There is no anticipated travel outside the South Africa for this assignment.

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:

Evaluation criteria	Max score
	(100)
Proposed Methodology: A clear methodology must be described, and the methodology must outline how the Scope of Work will be carried out according to each deliverable and showcase an understanding of fit-for –purpose content development and a detailed advocacy road map	15
Proposed Work Plan: Detailed work plan with milestones, timelines and resources and designated responsibilities of the consultant must be indicated in the proposal for achieving of the deliverables.	15
Documented qualifications and experience: demonstration of necessary resources and technical expertise to undertake and successfully complete the project. Documented relevant academic qualifications must be showcased, as well as experience, knowledge, proven track record and evidence of undertaking similar projects. (Max 18 points)	20
The consultant's proposal must reflect sensitivity to gender equity. This will ensure gender mainstreaming and skills development. (Max 2 extra points)	

Technical Capability/ expertise and track record and knowledge in the fields of public relations and communication and content development (environment and conservation sector experience preferable) and may also have, digital product launch; social media and digital marketing; events planning; planning/management practices, project management and finance mechanisms experience.	40
Previous experience in engaging with international and national experts and institutions as well as with community stakeholders.	10
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)**