



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24th August 2021

Country: South Africa

Type of Contract: Local Individual Consultant

Description of the assignment: UNDP-GEF Midterm Review (MTR)

Project name: *Support to the Orange-Senqu River Basin Strategic Action Programme (SAP) Implementation*

Period of assignment/services (if applicable): 5 Months (40 Consultancy days spread over 5 months)

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than 12 noon Pretoria time (GMT+2) by the 03rd September 2021 **South African time**.

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

This is the Terms of Reference (ToR) for the UNDP-GEF Midterm Review (MTR) of the full-sized project titled *Support to the Orange-Senqu River Basin Strategic Action Programme (SAP) Implementation* (PIMS# 5506) implemented through the *Orange-Senqu River Basin Commission (ORASECOM)*, which is to be undertaken in 2021. The project started on the 1st May 2019 and is in its *third* year of implementation. In line with the UNDP-GEF Guidance on MTRs, this MTR process was initiated before the submission of the second Project Implementation Report (PIR). This ToR sets out the expectations for this MTR. The MTR process must follow the guidance outlined in the document *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* (<https://intranet.undp.org/unit/office/eo/SitePages/gef-evaluation-guidelines.aspx>) specifically: *(COVID) UNDP-GEF-MTR-TOR-Template-June2020 ENGLISH JobsSite (3)*.

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

The Local consultant will work with an International Consultant to conduct The MTR which will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document and assess early signs of project success or failure with the goal of identifying the necessary changes to be made to set the project on-track to achieve its intended results. The MTR will also review the project's strategy and its risks to sustainability. Further, the MTR will assess the impact of COVID 19 on the implementation of the project and make recommendations on necessary changes in order for the project to still continue to make reasonable level of implementation progress even with the COVID 19 pandemic situation.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education (20)

- A Minimum of Master's degree in in natural resources management, water resources management, natural sciences, environmental management, environment, development studies, or other closely related field; (20 points) or other closely related field

Experience (70):

- Recent experience with result-based management evaluation methodologies; (10 points)
- Experience applying SMART targets and reconstructing or validating baseline scenarios;(10 points)
- Competence in adaptive management, as applied to in trans-boundary water management, integrated water management, biodiversity and ecosystems, hydrology or related fields for at least 10 years; (10 points ^a);
- Experience in evaluating projects UNDP GEF Project (Mid Term or Terminal Reviews);10
- Experience working in (*Orange-Senqu basin*) (10 points)
- Work experience in relevant technical areas for at least 10 years;(5 Points)
- Demonstrated understanding of issues related to gender and international waters/transboundary water management; experience in gender sensitive evaluation and analysis (10 points)
- Excellent communication skills.
- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset (5 points);
- Experience with implementing evaluations remotely will be considered an asset.

Language (10 Points)

- Fluency in written and spoken English. (10 points)

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)¹ provided by UNDP;
- b) **CV and a Personal History Form (P11 form)**²;
- c) **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)
- d) **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.

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.

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

ATTACHEMENTS:

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

¹

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

² http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc