



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17<sup>th</sup> September 2021

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**Country:** South Africa

**Type of Contract:** Individual Consultant

**Description of the assignment:** Japanese Supplementary Budget (JSB) COVID-19 Response Report Writer

**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](mailto:bid.pretoria@undp.org) no later than **16h00 South African Time on the 21<sup>st</sup> September 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

The Japanese Supplementary Budget (JSB) project has leveraged UNDP response around the 3 UNDP offers: (i) Health Systems strengthening, which includes procurement and distribution personal protective equipment (PPE) and medical equipment such as autoclaves; and beefing up the capacity of the National Disaster Management Centre (NDMC) (ii) Inclusive and multi-sectoral crisis management, which supports: national and sub-national capacities for planning, coordination and crisis management; safeguarding human rights and protecting vulnerable groups; and community engagement for prevention, response and social cohesion (iii) Addressing the socio-economic impacts of COVID-19 which addresses: meso- and micro- level socio-economic impact assessments on the informal sector and SMMEs; and policy and programme interventions to address the developmental impacts of COVID-19 for the informal sector and SMMEs and safeguarding progress towards the SDGs

Finally, the project aims to build from existing partnerships with national stakeholders, including the National Disaster Management Centre (MDC), the South African Local Governance Association (SALGA), the Centre for Industrial and Scientific Research (CSIR), the Water Research Commission (WRC), and the Departments of Health among others. The project has achieved extensive coverage of UNDP response to COVID- 19, both in terms of beneficiaries and geographical coverage.

In addition, to ensure evidence-based policymaking process, UNDP has assisted the Government in implementing various projects to respond to the immediate needs of the infected and affected communities in South Africa. As a result, UNDP South Africa is looking for a consultant to help consolidate its JSB COVID-19 work into a single analytical and infographic report that can be easily shared with governments, partners and other consumers in the public domain. The project is coming to a close on 30 September 2021 and thus, the need to undertake this assignment.

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

### **Objective of the assignment:**

The overall objective of this assignment is to consolidate the different reports: implementing partner reports, field visit reports, min-roar report, media visuals and audios and info graphs into a comprehensive JSB COVID-19 Response report that can be submitted to the Japanese government, government and other partners and be used by UNDP as an information source for its COVID-19 response. The specific objectives of the assignment are:

- 1- Review and analyze and consolidate all the reports that have emanated from the implementation of the JSB project, including audio and visual material
- 2- Based on the above review and analysis draft the JSB COVID-19 Response Report, 2020-2021
- 3- Based on the above review identify key messages from the main JSB report to produce a 10-15-page infographic booklet.
- 4- Ensure that the JSB Report is in a format that can be digitalized;
- 5- Ensure the overall quality of the JSB Report;

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Education:**

- Master's degree in social science, communications, journalism or related fields.

#### **Experience:**

- Minimum of 5 years of national/international professional experience in writing technical reports and policy briefs for various organizations (evidence of previous work will be required)
- Track record of publications in social science and health field;
- Experience in analyzing and synthesizing different pieces of information and consolidating into a comprehensive, coherent piece
- Experience in the design and layout of a report, including use and presentation of statistical data and info graphics
- Work experience from a developing country is highly desirable.
- Experience in the use of computers and office software packages as well as web-based management systems.

Excellent research, analytical, editorial, proof-reading, writing and presentation skills.

### 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.*

*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**