CONSULTANT PROCUREMENT NOTICE

Date 31st January 2022

Country: South Africa

Type of Contract: International/Team Lead Consultant, Individual Contract

Description of the assignment: UNDP-GEF Terminal Evaluation for the project, Securing multiple ecosystems benefit through Sustainable Land Management (SLM) in the productive but degraded landscapes of South Africa

Organisation: United Nations Development Programme

Period of assignment/services (if applicable): 9 Weeks

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than 16h00 Friday, February 11, 2022

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

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 **Securing multiple ecosystems benefit through SLM in the productive but degraded landscapes of South Africa** (PIMS 5054). As per the Project Document, the project was implemented by the national Department of Forestry, Fisheries and Environment Affairs (DFFE), in partnership with three Responsible Parties (Centre for Scientific and Industrial Research, CSIR; Rhodes University; and Endangered Wildlife Trust, EWT). The project is in its fifth year of implementation.


A TE team of two evaluators will conduct the TE – one team leader (with international experience and exposure to projects and evaluations in other regions/countries); and one national team expert, resident in South Africa. Important to note that this TOR is specifically for the national expert. The ToR for the international evaluator will be shared separately.

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


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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

A TE team of two evaluators will conduct the TE – one team leader (with international experience and exposure to projects and evaluations in other regions/countries); and one team expert, resident in South Africa. This assignment is focused on the international team lead consultant.

This assignment is envisaged to be carried out over two contracts, one for the team leader, and the other for national expert. The two will work together as a team collective to prepare a single inception report, a single draft TE report, and a final TE report. The national team expert will play a support role to the Team lead. The team lead will be accountable for producing the deliverables. The team leader will lead the overall design and writing of the TE report, etc. The national team expert will work in a support function, and, assess emerging trends with respect to regulatory frameworks, budget allocations, capacity building, work with the Project Manage Unit to formulate the TE itinerary, and where necessary, will support field visits especially in lieu of covid-19 restrictions. The team expert (national) will report to the team leader, and will be accountable to the team leader.

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.

Team Lead/International Consultant credentials – Relevant to this TOR:

**Education**

- Master’s degree in Biodiversity and Conservation, Natural Resource Management, Agricultural Resource Conservation, Development Studies, Environmental Management, or other closely related fields;
Experience

• Substantive relevant experience with results-based management evaluation methodologies;
• Substantive experience applying SMART indicators and reconstructing or validating baseline scenarios;
• Substantive competence in adaptive management, as applied to GEF 5 Biodiversity Focal Area
• Substantive and demonstrable experience in evaluating projects;
• Experience working in Africa, and other relevant regions and contexts (working in South Africa is an asset);
• Experience in relevant technical areas for at least 10 years;
• Demonstrated understanding of issues related to gender, human rights and experience in gender responsive evaluation and analysis;
• Excellent communication skills;
• Demonstrable analytical skills;
• Project evaluation/review experience within United Nations system, especially UNDP-GEF projects, will be considered an asset; and
• Experience with implementing evaluations remotely will be considered an asset.

Language

• Fluency in written and spoken English.
• Knowledge of an additional local language optional.

Experience

• Competence in adaptive management, as applied to Biodiversity, SLM and Ecosystems; and
• Demonstrated understanding of issues related to gender and Biodiversity experience in gender responsive evaluation and analysis.

National Expert TE Team member credentials (to be advertised separately and separate contract issuance):

Education

• Master's degree in Biodiversity and Conservation, Natural Resource Management, Agricultural Resource Conservation, Development Studies, Environmental Management, or other closely related fields;

Experience

• Relevant experience with results-based management evaluation methodologies;
• Experience applying SMART indicators and reconstructing or validating baseline scenarios;
• Experience in evaluating projects;
• Should be a South African national, based in South Africa;
• Experience working in South Africa
• Experience in relevant technical areas for at least five years;
• Understanding of issues related to gender, human rights and 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.
• Experience with implementing evaluations remotely will be considered an asset.

Language

• Fluency in written and spoken English.
• Knowledge of an additional local language optional.

Experience

• Competence in adaptive management, as applied to Biodiversity, Sustainable Land Management, Ecosystems.

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](https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx)

ii. **CV and a Personal History Form (P11 form)**

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

### ATTACHMENTS TO THIS NOTICE:

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

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