



CONSULTANT PROCUREMENT NOTICE

Date 31st January 2022

Country: South Africa

Type of Contract: Consultant, Individual Contract

Description of the assignment: UNCT Retreat 2022 Facilitator

Organisation: United Nations (RCO Office)

Period of assignment/services (if applicable): 7 working days

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **07th February 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

The year 2021 proved to be yet again very challenging, characterised by new COVID-19 waves, additional loss of thousands of lives, lockdowns and a civil unrest. All that has caused further strain in the health sector, school closures, increased gender-based violence, violation of basic human rights and disruption to economic activities. The latter led to sizeable costs, in terms of additional losses of jobs, incomes and livelihoods. The policy debate has very much focused on these issues, but new ones have also been brought into sharper light. COP26, concluded on 13 November 2021, saw a renewal of South Africa's commitments to addressing climate change and the country's positioning itself towards a just transition. The continuation of the pandemic and its impacts on lives and livelihoods, in turn, led the national government to extend the Social Relief of Distress Grant to the end of March 2022. In this context, a proposal to have the relief grant as part of an embryonic phase of a Basic Income Support (BIS) has been made by a consortium of stakeholders who are working with government on this matter.

These two policy issues – COP26 outcomes (and the just transition) and South Africa's social protection system with a focus on BIS – are cross cutting and most likely to have important implications for how the UN system in South Africa supports the government in 2022 and beyond, and how it goes about the ongoing implementation of the UNSDCF.

It is in this context of continued socio-economic upheaval and new policy challenges that the UNCT in South Africa will convene its next annual retreat between 22 and 24 February 2022. Within it, it is crucial that the UN System in South Africa review and redefine its implementation plan for this decade of action.

The 2021 UNCT Retreat focused on the implementation of the UNSDCF, with particular emphasis on the growing importance of the District Development Model (DDM). The 2022 Retreat will turn its attention to **strengthening the knowledge on and implementation of the UN Reform**, while also taking on board the new policy challenges facing South Africa. In this light, the UNCT Retreat compels the UN to review its current instruments and consider their responsiveness to the changing national context. Furthermore, in assessing the UN SA national implementation of the UN reforms, the retreat will aim to assess how the Country Team is able to strengthen "Delivering as One". The programme for the retreat has been designed with these objectives in mind.

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

The Consultant/ Facilitator must be able to lead discussions effectively. More specifically, the objectives of the assignments are as follows:

- Facilitate the presentation and discussion in the retreat in an organized manner to help UN Heads of Agencies mutually identify key strategic directions and decisions that will be mutually owned as a UNCT.
- Support RCO to finalize the meeting agenda and discuss the expected outcomes.
- Facilitate discussions to increase alignment among the UNCT to achieve greater cohesiveness around shared goals.
- Produce a consolidated report that includes Retreat Outcomes and Resolutions.

(See full details in the Terms of Reference)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Expertise and competencies

Corporate Competencies:

- ☐ Demonstrates integrity by modeling the UN's values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of the UN
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Communication Skills

- ☐ Excellent writing and analytical skills in English
- ☐ Ability to communicate and present ideas clearly

Development and Operational Effectiveness

- ☐ Experience in strategic planning, results-based management and reporting
- ☐ Ability to apply finance and economic theory to the specific country context

Management and Leadership

- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Ability to converge or persuade differing groups towards a common goal

2. Qualifications:

Education:

- A Postgraduate degree in development studies, communications, economics or social studies or other relevant areas of study to meeting facilitation.

Experience:

- At least 10 years of work experience in the relevant field, with increasing independence, at international level.
- Proven experience in facilitation of UN meetings.
- Experience in coaching is an asset.
- Experience in the facilitation of high-level meetings on strategic discussions.
- Demonstrated understanding of substantive policy issues in the field of humanitarian, development and peace-related initiatives, in particular in the UN context.

Computer Skills:

- Very good use of Microsoft applications – word, excel.

Language Requirements:

- English

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](#)¹ provided by UNDP;
- ii. **CV** and a **Personal History Form** ([P11 form](#)²);
- 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 a number of anticipated working days).

6. EVALUATION

Applications will be evaluated based on the 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)**

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