



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25<sup>th</sup> May 2022

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**Country: South Africa**

**Type of Contract: Individual Consultant**

**Description of the assignment: Changing the permit processing fees for Threatened or Protected Species Regulations in South Africa**

**Project name: BIODIVERSITY FINANCE INITIATIVE (BIOFIN)**

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

Proposal should be submitted at the following by email to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than **12 noon Pretoria time (GMT+2) by the 10<sup>th</sup> June 2022 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.

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## 1. BACKGROUND

In South Africa, the BIOFIN project is implemented at a national level by the UNDP in partnership with the Department of Forestry, Fisheries and the 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. One of these is focused on improving the effectiveness of fees for permits and licenses. DFFE and the provincial issuing authorities administer several different permits in line with the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA) legislation in relation to Threatened or Protected Species (TOPS), Bioprospecting Access and Benefit Sharing (BABS), Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and Alien and Invasive Species (AIS) regulations. However, there are limitations in relation to implementation in respect of lack of United Nations Development Programme standardisation of permit fee applications, the lack of a mechanism to review these fees and limited capacity at various levels in DEFF and provincial issuing authorities. Over the years, attempts have been made to harmonize the permit process and to ensure minimum administration and ensure minimum capacity in the processing of applications.

Through the BIOFIN programme, a baseline assessment has been conducted across Management Authorities for current fees and permits with a fee setting framework developed. Fees can influence the behaviour of applicants and the relationship that applicants have with regulators. They are also directly linked to the revenue that government receives which can cover part of the costs of implementation biodiversity regulations.

The next phase of the work under the finance solution aims to work with an Issuing Authority to revise and amend its permit processing fees for the Threatened or Protected Species Regulations in line with the fee setting framework produced in 2022.

The output will be an amended permit processing fee for the Threatened or Protected Species Regulations for permits issued in terms of NEMBA.

(Detailed background can be found in the Terms of references).

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

The process of amending the permit processing fees for Threatened or Protected Species Regulations requires a multi-stakeholder approach. As such, the consultant will be required to

- Work with Management Authorities, Issuing Authorities, DFFE, National Treasury, Provincial Treasury, and other stakeholders
- Perform detailed technical review of process and make recommendations on steps needed to undertake by stakeholders. The process of changing the charges for fees and permits must be done by consensus and be aligned to the policy direction of DFFE.

- Work iteratively to produce an acceptable set of permit processing fee for the Threatened or Protected Species regulations administered by DEFF and provincial issuing authorities using the fee framework developed in phase 1 of the work
- Conduct stakeholder consultation in the process of amending the permit processing fees through;
  - o Face to Face meetings
  - o Virtual engagements
  - o Presentations to solicit input from stakeholders including intergovernmental structure meetings and forums such as Working Group 1, Working Group IV, MINTECH at required intervals

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Education:**

An advanced degree(Masters or Doctorate)in environmental legislation, economics, environment/natural resource management, biodiversity studies, economics/finance, communications or a closely related field, or another field combined with relevant work experience.

#### **Knowledge, experience and skills are required in:**

- Biodiversity sector-related legislation research expertise
- Expertise in determination of regulatory instruments and fees
- Experience in the application of social science or resource economics in the field of biodiversity
- Desktop research, analysis and report writing experience
- Working independently and delivering efficiently on high quality and accurate deliverables within tight agreed timeframes
- Ability and willingness to take initiative and remain flexible
- Experience working with UN and/or Government entities.
- Exceptionally effective communication, report writing and presentation skills.
- Socio-cultural competence
- Good conflict management skills
- Efficient, partner-and client-focused working methods.
- Interdisciplinary thinking is highly encouraged.
- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language and local languages is an advantage.

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

Technical 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 the biodiversity economy in South Africa	40
Proposed Work Plan: A detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables.	20
Documented relevant academic qualifications and experience of the team.	10
Demonstrated technical capability/ expertise, knowledge, and experience in the fields of sustainability, certification scheme development and management, environmental economies, conservation management and related biodiversity planning/management practices and project management. (50% of marks will be awarded for expertise in sustainability, certification scheme development and management)	20
Proven record of accomplishment on report writing for projects of a similar nature and size, including experience in stakeholder engagements, in South Africa.	10

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

<sup>1</sup>

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

<sup>2</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

**ATTACHEMENTS:**

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