



## 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** Nature Financial Disclosure Readiness Policy and Institutional Review

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

**Period of assignment/services (if applicable):** 3 months

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

The materiality of nature-related risks is often invisible because the realized or potential costs associated with nature degradation, are transferred to consumers, society at large or other third-parties, rather than being built into the balance sheets of companies. Such costs are considered externalities to the economy under the current regulatory and fiscal systems. In South Africa, underpricing nature-related risks by companies when forecasting returns has been business-as-usual. Most companies are unable to clarify uncertainties associated with nature, and so are unable to reflect this in balance sheets or investment risk assessments.

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

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

Individual consultant to produce a report detailing the conditions/gaps and opportunities for South Africa to strengthen existing reporting metrics on nature.

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

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### Education:

- Certified Qualifications and documented experience in environmental finance;
- Master's level degree or equivalent from an accredited academic institution preferably in development studies economics, environmental economics or a related field.
- A minimum of 8 – 10 years of progressively responsible experience in the implementation of biodiversity economics projects and research.
- Documented experience in engaging with international and national experts and institutions as well as with community stakeholders.
- Documented experience financial disclosure work.
- Experience working with UN agencies and other international organizations, regional bodies, governments, and think tanks is desirable.
- The proposal is encouraged to reflect previous experience working with the United Nations.
- Additional functional competences of the Individual consultant will also be considered an asset:
  - Ability and willingness to take initiative and remain flexible.
  - Proven excellent technical writing, effective communication and facilitation skills. Capacity to organise and facilitate senior-level consultative meetings involving the UN, government and other relevant stakeholders
  - Socio-cultural competence.
  - Efficient, partner- and client-focused working methods; and
  - Interdisciplinary thinking is highly encouraged.

### 1. Language:

Fluency in English (both oral and written) is required. Working knowledge of other local languages would be advantageous.

## 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.*

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 Biodiversity Economics in South Africa and other countries as well as biodiversity finance mechanisms in the context of the envisaged work.	15
Proposed Work Plan: A detailed work plan with milestones, timelines and resources as well as the designated responsibilities of the individual consultant must be indicated in the proposal for achieving of the deliverables.	15
Documented qualifications and experience: demonstration of necessary resources and technical expertise to undertake and successfully complete the project. Documented relevant experience in environmental finance must be showcased, as well as experience, knowledge, proven track record and evidence of undertaking similar projects.	25
Technical Capability:	
○ The individual consultant should possess a masters level qualification in development studies economics, environmental economics or a related field combined with relevant work experience	40
○ Background knowledge and experience in the biodiversity finance sector	5

*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**