



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16th June 2022

Country: South Africa

Type of Contract: Individual Consultant

Description of the assignment: M&E Specialist for KZN Disaster Response

Project name: Emergency Support to Crisis in KZN

Period of assignment/services (if applicable): 5 months

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **12 noon Pretoria time (GMT+2) by the 30th 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.

1. BACKGROUND

The UNDP Strategic Plan (2018-2021) recognizes the complex, changing development landscape, the evolving needs of its partners and the need for pragmatic responses. It describes how UNDP will respond and support countries to achieve the 2030 Agenda and the Sustainable Development Goals (SDGs) and related agreements. Considering this, UNDP should be agile, flexible, adaptive and responsive to the complex development challenges and uncertainties. This requires working in partnership with governments, civil societies and the private sector. The Strategic Plan describes how UNDP can better adapt to a range of country contexts through a series of signature solutions that define UNDP's core work, its platforms and layout business models that underpin its efforts.

The National Disaster Management Centre was established in terms of Section 8 of the Disaster Management Act, 2002 (Act No 57 of 2002) (DMA). The National Centre functions as an institution within the public service and forms part of, and functions within, a department of state (DCOG) for which the Minister is responsible. The objective of the National Centre is to promote an integrated and co-ordinated system of disaster management, with special emphasis on prevention and mitigation, by national, provincial and municipal organs of state, statutory functionaries, other role-players involved in disaster management and communities. The National Centre is also responsible for the administration of the Fire Brigade Services Act, 1987 (Act No 99 of 1987) (FBSA). Within the South African environment, disaster management is a shared responsibility which must be fostered through partnerships between the various stakeholders and co-operative relationships between the different spheres of government, the private sector and civil society.

The assignment is part of UN's ongoing efforts to support the strengthening of the state's capabilities, specifically strengthening the capacity of the KwaZulu-Natal provincial and municipal disaster management centres to respond effectively to the National State of Disaster in response to catastrophic floods experienced between 08-13 April 2022. According to reported and logged incidents, the worst affected municipalities are EThekweni, Ugu, King Cetshwayo, ILembe, and uMgungundlovu. It is estimated that more than 40 000 people have been displaced, 434 people lost their lives and 54 people are missing.

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

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

In line with the government's disaster response approach, the service provider will provide technical support for the following three phases:

Phase 1: Support immediate humanitarian relief efforts within selected districts by providing operational and logistical support to ensure that all affected persons are safe and that their basic needs are met.

Phase 2: Provide technical expertise to contribute to stabilization and recovery, rehousing people who have lost homes and restoring provision of services.

Phase 3: Provide technical expertise to contribute to Rehabilitation & Reconstruction.

Within the delegated authority and under the supervision of the Head of the Provincial disaster management centre or his/her designated mandated representative(s) as well as UNDP, the service provider will:

- Identify key data gaps for informed disaster risk management crisis
- Propose a strategy and implementation plan for capturing, storing and managing the required primary and secondary data
- Develop a process for and understand primary and secondary data gathering
- Support effective documentation of response and recovery efforts
- Support the development and/or set-up of a database in which all highly confidential information relevant to the investigation will be stored
- Contribute to the design of protocols, which define what and when data are to be collected

- Assist in standardizing data management procedures such as documentation and report producing as per established standards
- Review, analyze, and validate data to ensure consistency, integrity and accuracy based on project specific guidelines
- Produce regular reports as requested and ensure validation of data
- Ensure the organization and development of relevant databases/repositories and the classification system of all substantive data
- Provide guidance to staff on managing databases and repositories
- Ensure the professional and safe handling of data, including development of ad-hoc data, use of encryption systems and other safety devices
- Produce and update information products such as maps, charts, and infographics by turning data into graphical products to convey messages, as well as support strategic and operational decision-making
- Ensure data security and integrity
- Provide technical expertise for presenting disaster risk management information, risk profiles and early warning more effectively by using visual representations (charts, graphs, tables and diagrams)
- Provide technical assistance in translating data and other information into easy visual representations, in accordance with data visualization best practices
- Consolidate operational information on a regular schedule to support analysis and design and implement sustainable information management and dissemination systems for data collections where required.
- Performs other related duties, as required.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

a. Education:

Required Education Level: Bachelor's degree in Monitoring and evaluation and/or social sciences and/or environmental science and/or statistics in a relevant technical field.

b. Experience:

- At least 5 years of professional work experience at the local, provincial and national and/or international levels in assessment, planning, monitoring, reporting or evaluation; experience in emergency settings (preparedness and response) is an asset, as is experience working in the UN or other international development organization;
- Exposure to ensuring that gender is reflected and incorporated into data collection and analysis is required.
- Relevant experience in the areas of assessment, planning, monitoring, reporting or evaluation is required.

c. Language:

- Fluency in spoken and written English is required;
- Working Knowledge of IsiZulu

d. Functional Competencies:

- Proven strong analytical skills; planning and organizing skills; networking and relating skills; communication skills especially writing and drive for results.
- Strong excel skills and competence with digital data collection and data visualization software
- Ability to work under pressure
- Negotiation skills and good judgement
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and

youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;

- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Desirable: valid national driver's license

e. Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

¹

<https://intranet.undp.org/unit/bom/psd/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

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.

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Criteria a. Bachelor's degree in Monitoring and evaluation and/or social sciences and/or environmental science and/or statistics in a relevant technical field comprehensiveness of the methodology/approach; and organization & completeness of the proposal	30%	30 pts*
▪ Criteria b. At least 5 years of professional work experience at the local, provincial and national and/or international levels in assessment, planning, monitoring, reporting or evaluation	20%	20 pts*
▪ Criteria c. Exposure to ensuring that gender is reflected and incorporated into data collection and analysis	10%	10 pts
▪ Criteria d. Relevant experience in in the areas of assessment, planning, monitoring, reporting or evaluation	10%	10 pts

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

ATTACHEMENTS:

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