



CONSULTANT PROCUREMENT NOTICE

Date 22 June 2022

Country: South Africa

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

Description of the assignment UNDP-GEF: Development of Value Chains for Products derived from Genetic Resources Project **MTR**

Organisation: United Nations Development Programme

Period of assignment/services (if applicable): 8 weeks (40 Consultancy days)

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **16h00 Tuesday, July 05, 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

This is the Terms of Reference (ToR) for the UNDP-GEF Midterm Review (MTR) of the full-sized project titled *Support to the Development of Value Chains for Products derived from Genetic Resources Project* (PIMS# 5686) implemented through the *Department of Forestry, Fisheries and the Environment (DFFE)*, former *Department of Environmental Affairs (DEA)*, which is to be undertaken in 2022. As a result of COVID-19 and delayed appointment of the Project Manager in DFFE, the required implementation agreements with the project partners (Centre for Scientific and Industrial Research, CSIR, Agricultural Research Council, ARC, and IUCN-TRAFFIC) were concluded in Q2 2021, which enable release of funds for actual implementation. Thus, the project is in its *second* year of implementation. In line with the UNDP-GEF Guidance on MTRs, this MTR process was initiated before the submission of the second Project Implementation Report (PIR). This ToR sets out the expectations for this MTR. The MTR process must follow the guidance outlined in the document *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* (<https://intranet.undp.org/unit/office/ea/SitePages/gef-evaluation-guidelines.aspx>) specifically: *(COVID) UNDP-GEF-MTR-TOR-Template-June2020_ENGLISH_JobsSite (3)*.

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

The MTR will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document and assess early signs of project success or failure with the goal of identifying the necessary changes to be made to set the project on-track to achieve its intended results. The MTR will also review the project's strategy and its risks to sustainability. Further, the MTR will assess the impact of COVID-19 on the implementation of the project and make recommendations on necessary changes in order for the project to still continue to make reasonable level of implementation progress even with the COVID-19 pandemic situation.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

A team of two independent consultants will conduct the MTR - one team leader (with experience and exposure to projects and evaluations in other regions globally) and one national team expert. The consultants cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

The selection of consultants will be aimed at maximizing the overall "team" qualities in the following areas:)

Education (20)

A Minimum of Master's degree in eco-business management, environmental economics, natural resources management, ecology, biodiversity management, natural sciences, environmental management, environment, development studies, or other closely related field; or other closely related field (20 points)

Experience (70):

Recent experience with result-based management evaluation methodologies; (10 points)
Experience applying SMART targets and reconstructing or validating baseline scenarios; (10 points)
Competence in adaptive management, as applied to biodiversity and ecosystems, ecology, value chain analysis or related fields for at least 10 years; (10 points);
Experience in evaluating projects UNDP GEF Project (Mid Term or Terminal Reviews); (10 points)
Experience working in developing countries: Southern Africa experience will be an added advantage (5 points)
Work experience in relevant technical areas for at least 10 years; (5 Points)
Demonstrated understanding of issues related to gender and value chain management; experience in gender sensitive evaluation and analysis (5 points)
Excellent communication skills (5 points).
Demonstrable analytical skills (5 points);
Project evaluation/review experiences within United Nations system will be considered an asset (5 points);

Language (10 Points)

Fluency in written and spoken English. (10 points)

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 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

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/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