



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15th July 2022

Country: South Africa

Type of Contract: Individual Consultant

Description of the assignment: Event Coordinator and Advocacy/Communication on Just Energy Transition in Africa and Driving a Social Entrepreneurship Agenda for Africa United Nations General Assembly Side Events Consultant

Period of assignment/services (if applicable): 60 calendar days

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 03rd August 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 United Nations Development Programme (UNDP) partners with people at all levels of society to help build nations that withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations. As articulated in its new 2022-2025 Strategic Plan, UNDP's new Strategic Plan 2022 – 2025 is focused on three directions of change—leaving no-one behind, building resilience and structural transformation. UNDP also aims to be a global operational arm for broadening and deepening South-South cooperation (SSC) and triangular cooperation (TrC).

The UNDP South Africa Country Office within the UNDP's Africa Regional Bureau for is working with the South Africa Government to achieve an increased scale and effectiveness of UNDP's support to SSC/TrC, as well as deeper cooperation with emerging partners on shared development priorities. To this end, the Government of South Africa, in partnership with UNDP South Africa Country is hosting two United Nations General Assembly (UNGA) side events under the themes **“Driving a Social Entrepreneurship Agenda for Africa”** and **“A Just Transition to Deliver Climate Action in Africa.”**

The objectives of the two UNGA side events are respectively:

- To provide greater awareness and attention among governments and international development partners on the role of social entrepreneurs.
- To promote evidence-based discussion among a range of stakeholders, including government, DFIs, investors, business and civil society representatives, on the future energy

In order to prepare the successful organisation of these two UNGA side events, UNDP will bring on board an “Event Coordinator and Advocacy/Communication consultant” to ensure the development, organization and successful implementation of 2 side events - Driving a Social Entrepreneurship Agenda for Africa” and “A Just Transition to Deliver Climate Action in Africa.”

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

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

Under the overall supervision of Deputy Representative the Consultant will also support hosting of the two UNGA working with the Country Office respective task managers in the Country Office along two work streams: (1) knowledge management and the nurturing of communities of practice, particularly through the design and dissemination of monthly and the management of webpage of the two side events; and (2) the production and dissemination of advocacy and communications materials through social media channels and campaigns of the 2 side events

The following is an indicative list of deliverables, subject to modification based on the changing needs and priorities of the Country Office:

1st month deliverables

- Refining of draft concept notes of the two side events
- Preparation of advocacy and communication material which include posters, brochures and any needed materials for the 2 side events
- Identify potential speakers to invite to the two events;
- Draft and send out invitations to speakers;

2nd month deliverables

- Design and printing of the advocacy and communication material;

- Follow up with General Assembly Office, partners, all invitations, coordinate participants registrations
- Provide logistical support to the team in preparing for the side-events at the UNGA.

3rd month deliverables

- Communication and dissemination of the 2 side events widely through various channels.
- Support the Country Office in the preparation of advocacy and communication products which include posters, brochures, and video clip
- Side events report (e-version and print version) compiled, edited and disseminated.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Master's degree in communications, journalism, international relations, economics, social science or related fields.

Experience:

- At least five (5) years of professional experience with multilateral development organizations in the areas of event coordination, advocacy, communications or knowledge management;
- Strong experience in organizing UN General Assembly Side Events or equivalent international events;
- Strong familiarity with international development issues, including South-South cooperation;
- Good knowledge of office software packages and on-line tools.

Language skills:

Excellent written and oral communication skills in English

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.

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.

Applicants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants’ technical qualifications (70%) and financial proposal (30%).

Shortlisted candidates will be interviewed and scored using the following criteria:

- Strong experience in event coordination for a multilateral organization: 30%;
- Strong familiarity with international development issues, including SSC/TrC: 30%;
- Experience in knowledge management, including development of advocacy and knowledge products: 20%;
- Experience in communications, media outreach with a multilateral development organization: 20%.

Only Individual Consultants obtaining a minimum of 70 of the obtainable points of 100 points (70%) in technical evaluation would be considered for the Financial Evaluation.

Financial Evaluation. The following formula will be used to evaluate financial proposal:

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

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated;

y = maximum number of points for the financial proposal;

μ = price of the lowest priced proposal;

z = price of the proposal being evaluated.

Only the highest ranked candidates will be considered for the Financial Evaluation.

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**