



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12th August 2022

Country: South Africa

Type of Contract: Individual Consultant / Reimbursement Loan Agreement

Description of the assignment: Recruitment of Consultant for Social Cohesion Consultation Facilitation and drafting the Implementation Plan

Project name: Social Cohesion

Period of assignment/services (if applicable): 8 days within a 4 weeks period

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 19th 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

In 2020, DSAC and UNDP have reviewed 2012 National Social Cohesion Strategy and develop a new one through desktop review, interview with key stakeholders, and roundtable discussions with key sectors. Roundtable consultations were held with civil society, there were 29 government representatives, 49 participants from civil society and 19 members of the private sector. The UNDP Crisis Bureau has provided feedback on the draft strategy. The Department of Performance Monitoring and Evaluation (DPME) has also provided feedback

For the successful realisation of the reviewed strategy, there an implementation plan drafting session is scheduled to take place on 25-26 August 2022 in Gauteng. Diverse stakeholders working in the realm of social cohesion will be invited. The stakeholders include Government Departments, Provincial Departments, Local Departments, All Chapter 9 Institutions, Social Cohesion Advocates, Moral Regeneration Movement, Traditional leadership, private sector, UN Agencies, DSAC entities and Sports Federations.

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

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

- a. Prepare outline of the approach to be used for facilitation in line with the consultation programme developed by the DSAC (2 working days)
- b. Facilitate discussion among participants of the Social Cohesion Strategy Consultation by parking digressions, synthesizing ideas, asking questions and making suggestions (2 working days)
- c. Prepare a summary report of the discussions of the meeting including the result of the discussion and consolidated detailed implementation plan with timeline, responsible parties, budget, activities, monitoring plan (result framework) for submission to UNDP and DSAC (2 working days)
- d. The consultation will take place in-person and physical facilitation and attendance are required
- e. Design of programme, identification and invitation of invitees, and logistics are NOT the scope of this work

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

a. Education:

- Minimum Master's degree in peace studies, sociology, political sciences, or social sciences related subject

b. Experience:

- A 10+ years of experience in the areas of social cohesion, peacebuilding, policy making, strategic social policy strategic planning, and research focused on peace and social stability/cohesion through providing evidence-based policy advice.
- Demonstrated experience in facilitating consultation sessions with diverse stakeholders in government, academia, CSOs, UN Agencies, etc on National Social Cohesion Strategy development
- Familiarity with stakeholders related to and working on Social Cohesion issues in South Africa
- Proven experience on analyzing National Social Cohesion Strategy 2012

a. Language:

- Fluency in English for professional verbal and written communication is needed

b. Functional Competencies:

- Analytical skills to draw out key findings, insights, and recommendation from inputs.
- Ability to stay neutral and rather ask questions and make suggestions than making opinion.
- Excellent public speaking and participant engagement skills

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.

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.

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
<ul style="list-style-type: none">▪ Criteria a. A 10+ years of experience in the areas of social cohesion, peacebuilding, policy making, strategic social policy strategic planning, and research focused on peace and social stability/cohesion through providing evidence-based policy advice	20%	20 pts

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

▪ Criteria b. Minimum Master's degree, in peace studies, sociology, political sciences, or social sciences related subject	20%	20 pts
▪ Criteria c. Demonstrated experience in facilitating consultation sessions with diverse stakeholders in government, academia, CSOs, UN Agencies, etc on National Social Cohesion Strategy development	10%	10 pts
▪ Criteria d. Familiarity with stakeholders related to and working on Social Cohesion issues in South Africa	10%	10 pts
▪ Criteria e. Proven experience on analyzing National Social Cohesion Strategy 2012	10%	10 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

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**