

## **Terms of Reference**

### **Institutional Consultancy to compile the National circumstances, Constraints and Gaps, and Other Information relevant to the Convention Chapters of the 4<sup>th</sup> National Communication of South Africa to the United Nations Framework Convention on Climate Change.**

<b>Type of Contract:</b>	Institutional/Professional Contract
<b>Languages:</b>	English
<b>Duration:</b>	14 months
<b>Location:</b>	Gauteng, South Africa
<b>Application close:</b>	14 <sup>th</sup> October 2022
<b>Starting date:</b>	15 October 2022

## **1. Background**

### **1.1. Introduction:**

The United Nations Framework Convention on Climate Change (UNFCCC) was adopted in 1992 as the basis for a global multilateral response to the threat of anthropogenic climate change. The Convention invites Parties (national states) to become signatories, and to thereby commit themselves to taking actions to limit or reduce greenhouse gas (GHG) emissions that contribute to anthropogenic climate change, as well as to co-operate in adapting to the impacts of climate change, dependent on their common but differentiated responsibilities and respective capabilities. The Government of the Republic of South Africa signed the Convention in June 1993 and ratified it in August 1997. As a Party to this Convention, South Africa is obliged to comply with all the requirements of Non-Annex I Parties under the UNFCCC. Amongst the requirements for the Non-Annex I Parties are the reporting requirements to the Conference of Parties (COP) on what the country is doing to implement the Convention. The commitments for Parties to communicate to the COP information relating to the implementation of the Convention is guided by Articles 4 and 12 of the Convention.

South Africa, as a Party to the UNFCCC, has an obligation to submit National Communications (NCs) every four years and Biennial Update Reports (BURs) in between NCs to report its current standing on climate change in terms of its efforts to mitigate climate change as well as efforts and analysis in the area of adaptation. Non-Annex I Parties are required to submit their first NC within three years of entering the Convention, and every four years thereafter. The NCs shall be prepared in accordance with the guidelines contained in decision 17/CP.8.

Thus far South Africa has submitted three (3) National Communications (NCs) to the UNFCCC. The initial National Communication (NC) of South Africa which was submitted in 2004, the 2nd NC in 2011 and the 3rd NC in 2018. The 3rd NC (NC3) involved reporting on South Africa's National Greenhouse Gas (GHG) Inventory, covering the period 2000 – 2012. This inventory was compiled in accordance with the 2006 IPCC Guidelines for National GHG Inventories. The NC3 also involved detailed reporting on climate change historical trends. Moreover, climate projections were also done using both statistical and dynamic downscaling. South Africa's 4th NC (NC4) will provide an update of the information in the NC3.

However, gaps still exist, and improvement is an ongoing process. Even though taking the National Communication to an independent review and public consultation process is not part of the National Communication guidelines' requirements, South Africa seeks to subject its National Communication through the review process. The public consultation process is very imperative in a sense that inputs can be received from the public and key organisations to ensure that the NC4 is a true reflection of progress achieved in mitigating climate change in South Africa as well as the plans to achieve more.

### **1.2. Objectives of the assignment**

The overall objective of the project is to appoint a qualified institution or consultancy team to compile the National Circumstances, Constraints and Gaps, as well as Other Information relevant to the Convention Chapters, of the 4th National Communication of South Africa to the United Nations Framework Convention on Climate Change.

### **1.3. Scope and Extent of Assignment**

The consultancy team will be responsible for compiling and finalizing the following scope of work (a), (b), and (c) detailed below;

#### **a) National Circumstances and Institutional Arrangement Chapter**

The consultancy team will draft the chapter in consultation with DFFE and the PSC. Once the chapter has been integrated into the main report, it will be subjected to public consultations and independent review processes. Activities to be undertaken under national circumstances and institutional arrangements chapter include the following:

- Conduct a stocktaking exercise to identify national development priorities as well as provincial priorities, objectives and circumstances that form the basis for South Africa to address climate change and adverse impacts and validate the gaps of information identified under the stocktaking exercise.
- Identify the relevant sources of information, establish links to get the data as necessary, fill the gaps, update and add the new information, focusing on features which may affect the country's ability to deal with mitigation and adaptation to climate change. In addition, collect data on information regarding the specific needs and concerns arising from the adverse effects of climate change and/or the impact of the implementation of response measures.
- Provide a description of national and provincial development priorities, objectives and circumstances on the basis of how South Africa will address the adverse impacts of climate change. The description should include information on geographic characteristics, climate, economy and population, which may affect the ability to deal with mitigating or adapting to climate change.
- Describe the existing institutional arrangements relevant to the preparation of the National Communications on a continuous basis, in compliance with the guidelines set by Decision 17CP/8, paragraph 5.
- Draft the chapter on "National Circumstances" in compliance with the guidelines set by decision 17/CP.8, paragraph 3, 4 and 5.
- Circulate the draft chapter on 'National Circumstances and Institutional Arrangement' for internal and external review, receive and incorporate comments.
- Address the inputs/comments received from the public consultation and independent review processes.
- Finalise the chapter in consultation with the DFFE.
- Archive and document all the information on activities related to the chapter and share the archived data with the DFFE.

#### **b) Constraints and Gaps; related Financial, Technical and Capacity Building Needs including Support Needed and Received to enable the Preparation and submission of Fourth National Communication Report**

The consultancy team will also compile the respective chapter of NC4 respectively under this component in consultations with DFFE and the PSC. The consultancy team will summarize constraints, gaps and needs identified and draft the NC4 chapter on Constraints and Gaps, as well as related Financial, Technical and Capacity Needs. Once compiled, the NC4 chapter will also be subjected to public consultations and independent review processes and comments and inputs from such are to be addressed. The specific activities to be undertaken under this section are;

- Review the status of the constraints as well as financial, technical, institutional, methodological and capacity gaps from previous studies, associated with the implementation of activities, measures, and programs envisaged under the UNFCCC and with the preparation and improvement of NCs on a continuous basis, in compliance with the guidelines set by Decision 17CP/8 paragraph 49 and Decision 2/CP.17, annex III, paragraph 14 in the frame of BUR5.
- Identify new constraints, gaps and needs (technical, institutional, methodological, financial and capacity) related to each thematic area (greenhouses gas inventory, climate change mitigation assessment, vulnerability and adaptation assessment, integration of climate change concerns into sustainable development programs, development and transfer of environmentally sound technologies (ESTs), research and systematic observations, education, training and public awareness) and propose measures to overcome and fill them, in compliance with the guidelines set by decision 17CP/8 paragraph 49-55.

- Provide updated information on financial resources, technology transfer, capacity-building and technical support received from the Global Environment Facility, Annex II Parties and other developed country Parties, the Green Climate Fund and multilateral institutions for activities relating to climate change, including for the preparation of the current National Communication.
- Draft the Chapter on Constraints and related financial, technical and capacity needs in the Fourth National Communications of South Africa under the UNFCCC. The chapter should also include newly identified constraints, gaps and needs (technical, institutional, methodological, financial and capacity) related to each thematic area (greenhouses gas inventory, climate change mitigation assessment, vulnerability and adaptation assessment, integration of climate change concerns into sustainable development programs, development and transfer of environmentally sound technologies (ESTs), research and systematic observations, education, training and public awareness) and propose measures to overcome and fill them, in compliance with the guidelines set by decision 17CP/8 paragraph 49-55. In addition, the chapter should include a list of projects proposed for financing, in accordance with Article 12, Paragraph 4, of the Convention in preparation for arranging the provision of technical and financial support.
- Circulate the draft chapter on 'Constraints and Gaps; related Financial, Technical and Capacity Building Needs including Support Needed and Received to enable the Preparation and submission of Fourth National Communication Report' for internal and external review, receive and incorporate comments.
- Address the inputs/comments received from the public consultation and independent review processes.  
Finalise the chapter in consultation with the DFFE.  
Archive and document all the information on activities related to the chapter and share the archived data with the DFFE.

### **c) Other Information Considered Relevant to the Achievement of the Objective of the Convention**

A report on non-climate related impacts, opportunities and benefits on sustainable development objectives will be prepared and included in the NC4. The appointed consultancy team will collect and present any other information relevant to the achievement of the objective of the Convention as well as compile and draft Chapter 5: 'Other information relevant to the achievement of the objective of the Convention' for NC4 to the UNFCCC. In addition, the consultancy team is expected to collect and present any other information relevant to the achievement of the objective of the Convention, including information on gender and climate change (i.e., roles and responsibilities of women and men; opportunities for women to share knowledge with climate change specialists; sector specific programs on women's resilience and long-term adaptation to climate change effects; gender representation in project management committees and institutional frameworks and capacity building actions; capacity weaknesses in climate change gender mainstreaming, etc.).

The following specific activities will be accomplished under each of the below sub-chapters of other information relevant to the achievement of the objective of the convention with respect to NC4:

#### **i. Integrating climate change considerations into social, economic and environmental policies and actions**

- Assess and review the National Climate Change Adaptation Strategy (NCCAS) objectives regarding integration into social, economic and environmental policies.
- Assess the framing, process and approaches applied in the development of the NCCAS, and document the state of preparedness for the NCCAS implementation.
- Raise awareness of the NCCAS to policy makers, especially to those in national planning authorities, on climate change issues in the country and policies to guide interventions.
- Organize two national and provincial training workshops for planners, policy and decision makers from all relevant ministries and government agencies.
- Raise awareness on the linkages between the NCCAS and other key national policies such as national development plans, disaster management frameworks, IDP, etc.
- Assess the feasibility of integrating climate change priorities and objectives into national sectoral plans, provincial as well as local government, including planning, education processes.

- Draft a short report based on data collected and analysed from all activities done under: **Integrating climate change considerations into social, economic and environmental policies and actions** for inclusion in the Fourth National Communication sub-chapter.
- Circulate the sub-chapter on 'Integrating climate change considerations into social, economic and environmental policies and actions' for internal and external review, receive and incorporate comments.
- Address the inputs/comments received from the public consultation and independent review processes.
- Finalise the sub-chapter in consultation with the DFFE.
- Archive and document all the information on activities related to the sub-chapter and share the archived data with the DFFE.

## ii. **Transfer of environmentally sound technologies (ESTs)**

- Report the final technology needs assessment study of South Africa of 2019 in the transfer of environmentally sound technologies (ESTs) sub-chapter.
- Draft the sub-chapter on: Transfer of ESTs, of the NC4' of South Africa under the UNFCCC and
- Circulate the sub-chapter on 'Transfer of environmentally sound technologies' for internal and external review, receive and incorporate comments.
- Address the inputs/comments received from the public consultation and independent review processes.
- Finalise the sub-chapter in consultation with the DFFE.
- Archive and document all the information on activities related to the sub-chapter and share the archived data with the DFFE.

## iii. **Climate change research and systematic observation**

- Assess the general policy on funding of research and systemic observation in South Africa.
- Assess the efforts made by the Government of South Africa and state institutions with regard to: climate process and climate system studies, including paleo-climatic studies, modeling and prediction, including general circulation models: research on the impacts of climate change and response options as well as research and development on mitigation and adaptation technologies.
- Assess the information on the current status of national plans, programs and support for ground and space-based climate observing systems, including long-term continuity of data, data quality control and availability, and exchange and archiving of data that will be reported as well, in areas such as: atmospheric climate observing systems, including those measuring atmospheric constituents, terrestrial, including hydrological climate observing systems; support obtained from developed countries to establish and maintain observing systems and related data and monitoring systems.
- Assess and review the Long-Term Adaptation Scenarios, Risk and Vulnerability Atlas research programmes and provide gaps and needs for considerations.
- Conduct an in-depth assessment of research programmes pertaining to climate change to identify gaps and constraints.
- Further constraints and specific financial, technical and institutional needs for capacity-building on research, systematic observation and early warning systems will be identified and highlighted.
- Draft the sub-chapter based on activities done under Climate Change Research and Systematic Observation of the NC4 ;
- Circulate the draft sub-chapter on 'Climate Change Research and Systematic Observation' for internal and external review, receive and incorporate comments.
- Address the inputs/comments received from the public consultation and independent review processes.
- Finalise the sub-chapter in consultation with the DFFE.
- Archive and document all the information on activities related to the sub-chapter and share the archived data with the DFFE.
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#### **iv. Climate Change Education Training and Public Awareness**

- Assess the general level of awareness and understanding of climate change issues and policy toward climate change education, training and public awareness. The DFFE will work with both the Department of Basic Education and the department of Higher Education.
- Assess the National Curriculum and the efforts made by the Government (e.g. Department of Basic as well as Higher Education and Training) regarding primary, secondary and tertiary education on climate change.
- Assess the available information on the implemented or planned public information initiatives, campaigns and programs on climate change.
- Assess the available information on the implemented or planned training programs on climate change.
- Assess the available information on climate change information centres.
- Assess the available information on the international cooperation to promote education, training and public awareness on climate change.
- Assess the gaps, needs and priorities in the climate change education, training and public awareness.
- Conduct meetings of climate change education, training and public awareness working group.
- Build and ensure a periodic update of the content of the Climate Change Management Department website in order to build and add further climate change information, as and when necessary, as well as to signpost, interact, coordinate and engage citizens on climate change, providing a consistent clear, authoritative and credible voice.
- Develop a youth engagement initiative on climate change campaign with the objective to build literacy around the reality of climate change and scientific consensus around the causes and encourage behavioural change.
- Draft the sub-Chapter: Education, Training and Public Awareness of the NC4 of South Africa under the UNFCCC based on the activities of this component.
- Circulate the draft chapter on 'Education, Training Public Awareness' for internal and external review, receive and incorporate comments.
- Address the inputs/comments received from the public consultation and independent review processes.
- Finalise the sub-chapter in consultation with the DFFE.
- Archive and document all the information on activities related to the sub-chapter and share the archived data with the DFFE.

#### **v. Capacity building**

- Promote synergies for implementing the UNFCCC and other global environmental agreements, such as Convention on Biological Diversity (CBD) and United Nations Convention to Combat Desertification (UNCCD) from a sustainable development perspective.
- Hold capacity-building activities for strengthening institutional framework for climate change management, strengthening existing national research and training institutions in order to ensure the sustainability of the capacity-building programmes.
- Compile a report containing information on steps taken to implement capacity-building activities at national, sub-regional including the implementation of South Africa's CBIT project.
- Draft the sub-chapter on capacity building for inclusion in NC4.
- Circulate the draft chapter on 'Capacity building' for internal and external review, receive and incorporate comments.
- Address the inputs/comments received from the public consultation and independent review processes.
- Finalise the sub-chapter in consultation with the DFFE.
- Archive and document all the information on activities related to the sub-chapter and share the archived data with the DFFE.

**vi. Information and networking**

- Create a database of national experts who are participating in the preparation of the NCs.
- Compile relevant information on South Africa's Participation and contribution to local and regional information networks on climate change issues including the Southern African MRV Network.
- Draft the sub-chapter on information and networking for inclusion in NC4.
- Circulate the draft chapter on 'Information and network' for internal and external review, receive and incorporate comments.
- Address the inputs/comments received from the public consultation and independent review processes.
- Finalise the sub-chapter in consultation with the DFFE.
- Archive and document all the information on activities related to the sub-chapter and share the archived data with the DFFE.

**vii. Gender and climate change**

- Assess and report on various existing policies and strategies relating to gender and climate change,
- Assess gender mainstreaming in the national and subnational climate change response strategies and development plans and recommend findings from gender and climate change analyses to development planning processes e.g. new policies and strategies.
- Draft the sub-chapter on Gender and climate change in South Africa.
- Circulate the draft chapter on 'Gender and climate change' for internal and external review, receive and incorporate comments.
- Address the inputs/comments received from the public consultation and independent review processes.
- Finalise the sub-chapter in consultation with the DFFE.
- Archive and document all the information on activities related to the sub-chapter and share the archived data with the DFFE.

**2. Expected Deliverables and Timelines**

The consultancy team will be responsible for the provision of the following deliverables within the outlined timelines:

**Table 1.** Deliverables and Timelines

<b>Deliverable</b>	<b>Activity Outcome / Product</b>	<b>Description</b>	<b>Delivery Timeline</b>	<b>Payment Schedule</b>
Deliverable 1	Develop Project Inception Report	Participation and minutes of the inception meeting, inception meeting report specifying the approach / methodology, project plan and timelines for each deliverable.	Two (2) weeks after signing of the contract between consultancy team and UNDP.	20% Two (2) weeks after signing
Deliverable 2	Develop Zero Order draft chapters of: <ul style="list-style-type: none"><li>• National Circumstances</li><li>• Constraints and Gaps</li><li>• Other information relevant to the</li></ul>	Develop Zero Order draft chapters of: <ul style="list-style-type: none"><li>• National Circumstances</li><li>• Constraints and Gaps</li><li>• Other information relevant to the</li></ul>	Three (3) months after the inception meeting	30% Three (3) months after the inception meeting

<b>Deliverable</b>	<b>Activity Outcome / Product</b>	<b>Description</b>	<b>Delivery Timeline</b>	<b>Payment Schedule</b>
	achievement of the Objective of the Convention	achievement of the Objective of the Convention		
Deliverable 3	Develop first Order draft chapters of: <ul style="list-style-type: none"> <li>National Circumstances</li> <li>Constraints and Gaps</li> </ul> Other information relevant to the achievement of the Objective of the Convention	First Order draft chapters with inputs from DFFE incorporated	Three (3) months after completion of Zero-Order Draft chapters	20% Three (3) months after completion of Zero-Order Draft chapters
Deliverable 4	Drafts of the following Chapters of the NC4: <ul style="list-style-type: none"> <li>National Circumstances</li> <li>Constraints and Gaps</li> <li>Other information relevant to the achievement of the Objective of the Convention</li> </ul>	Draft NC4 Chapters which will be subjected to public consultation process and independent review processes	Three (3) months after finalising the first order draft of NC4 Chapters.	15% Three (3) months after finalising the first order draft of NC4 Chapters.
Deliverable 5	Finalise the following Chapters of the NC4: <ul style="list-style-type: none"> <li>National Circumstances</li> <li>Constraints and Gaps</li> <li>Other information relevant to the achievement of the Objective of the Convention</li> </ul>	Final NC4 Chapters that have addressed independent review, public consultation and project steering committee inputs as well as comments	Four (4) months after public consultation and independent review processes.	15% Four (4) months after public consultation and independent review processes.

### 3. Reporting

The UNDP South Africa CO is responsible for making payments to the institution/consortium of experts and for associated contract administration. DFFE is responsible for the technical and quality aspects of the work, and as such, DFFE will initiate and convene any technical reference group or stakeholder consultation meetings or workshops. UNDP will make payments to the institution/consortium of experts after written approval from the DFFE focal point, working under the timelines and payment schedule terms of this TOR and the ensuing contract.

The consultancy team must consist of a team leader, to which all team members report to.

#### **4. Duration**

The duration of the consultancy is for the period of 14 months, with a possibility of extension if needed. Period of assignment: 01<sup>st</sup> November 2022 to 15 December 2023.

#### **5. Duty Station**

The institution/ consultancy team must be based in South Africa, and be able to attend the necessary meetings in Gauteng and across South Africa, as required.

#### **6. Deliverables**

The specific deliverables and payment schedule are provided in the table 2 below (elaborated in Section 2).

#### **7. Competencies**

The institution/ consultancy team shall consist of a team leader and other experts. The institution/consortium of experts must;

- a. Demonstrate a comprehensive, thorough and insightful methodology and approach applied to execute the objectives and deliverables of the project
- b. Demonstrate the institution/team's experience and knowledge in the fields of climate change, constraints and gaps, research and systematic observation related to climate change; Excellent understanding of South Africa's current commitments to the UNFCCC and the related processes for BURs and NCs.
- c. Demonstrate Capability/ expertise and experience of key personnel to be assigned to the project must have a background in public and or climate finance, compilation of reports in climate change or a related field, coupled with a thorough knowledge of climate change policies' issues internationally and domestically in the context of climate change and sustainable development in addition to constraints and gaps, research and systematic observation related to climate change.

#### **8. Academic Qualifications/Education**

##### **Team leader**

- Hold at least a master's degree or an academic equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Public Financial Management, Environmental Sciences, Natural Resource Management or related fields
- At least ten years work experience in the aspects pertaining to the objectives of this assignment (Section 1.2 & 1.3 above);
- Demonstrated knowledge of the climate change reporting, climate change mitigation and/or GHG inventory;
- Excellent understanding of South Africa's current commitments to the UNFCCC and the related processes for Climate Change Mandatory Reporting; and
- Have background in public and or climate finance, compilation of reports in climate change or a related field, coupled with a thorough knowledge of climate change policies' issues internationally and domestically in the context of climate change and sustainable development in addition to constraints and gaps, research and systematic observation related to climate change.
- Excellent writing, editing, and oral communication skills in English.

##### **Other Team Members**

- Hold at least one-year diploma or the equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Public Financial Management , Natural Resource Management or related field



- Working experience in the aspects pertaining to the objectives of this assignment (Section 1.2 & 1.3 above) is required;
- Demonstrated knowledge of climate change reporting, climate change mitigation and/or GHG inventory;
- Adequate understanding of South Africa's current commitments to the UNFCCC and the related processes for Climate Change Mandatory Reporting; and
- Have knowledge of public and/or climate finance, report compilation in climate change or a related field, as well as some knowledge of climate change policies' issues internationally and domestically in the context of climate change and sustainable development, as well as constraints and gaps, research and systematic observation related to climate change.

## 9. Evaluation of Applicants

Applications will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal. The evaluation of proposals will be conducted according to UNDP's procurement rules. A two-stage procedure is utilized in evaluating the proposals. The first step is the evaluation of the technical proposals, which must be completed prior to moving on to the next step which is the opening and comparing of the costing/budget/financial proposals. Only the costing/budget/financial proposals for submissions that passed the minimum technical score of 70% and above of the obtainable score of 100 points in the evaluation of the technical proposal will be opened.

The technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR).

In the second stage, the costing/budget/financial proposal of all contractors, who have attained the minimum 70% score in the technical evaluation will be compared. The contract will be awarded to the lowest priced technically qualified proposal.

Foreseeable travel costs should be included in the costing/budget/financial proposal as part of the application submission documents

Technical Criteria - 70% of total evaluation – max. 70 points:

Financial Criteria - 30% of total evaluation – max. 30 points:

Those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

Technical Evaluation Criteria	Max score
<b>Criterion A – Proposed Methodology</b> Demonstrate comprehensive, thorough and insightful methodology and approach applied to execute the objectives and deliverables of the project including a detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables.	35
<b>Criterion C- Demonstrated technical capability/ expertise</b> Cap (ability)/ expertise and experience of key personnel to be assigned to the project must have background in public and or climate finance, compilation of reports in climate change or a related field, coupled with a thorough knowledge of climate change policies' issues internationally and domestically in the context of climate change and sustainable development in addition to constraints and gaps, research and systematic observation related to climate change (50% of marks will be awarded for the team leader).	15
<b>Criterion D- Publication Record</b> Proven record of accomplishment on report writing for projects of a similar nature and size, including experience in stakeholder engagements, in South Africa.	10
<b>Criterion D- Academic Qualifications</b> Documented relevant academic qualifications of the team leader and team members.	10

<ul style="list-style-type: none"> <li>• For the team leader at least a master's degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields.</li> <li>• For the team members at least a degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields.</li> </ul>	
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*Technical proposals are encouraged to reflect a 50% gender requirement. UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. Proposals are encouraged demonstrate capacity transfer from international consultant and the use of graduate interns in the project. All applications will be treated with the strictest confidence.*

## **10. Application procedures**

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The institution/consultancy team will be hired on a UNDP contract.

Applicants are required to submit the following:

- A Technical Proposal: Letter of Interest, stating why you consider your institution/team of experts suitable for the assignment and a methodology on the approach and implementation of the assignment;
- Evidence and examples of similar projects that have been successfully completed;
- Personal CVs highlighting qualifications and experience in similar projects;
- Minimum of three references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar or related assignments);
- All-inclusive financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

Applicants are required to submit their application documents to **bid.pretoria@undp.org** on or before **1600hrs** on the 14<sup>th</sup> OCTOBER 2022 with the subject line: **Job Code, Title and Reference Number.**