**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: 10th March 2023

**Country: South Africa**

**Type of Contract: Individual Consultant / Reimbursement Loan Agreement**

**Description of the assignment: – Facilitation of 2023 UNDP South Africa Staff Retreat**

**Project name:** **UNDP Office**

**Period of assignment/services (if applicable):** 8 working days within a 1 month period

Proposal should be submitted at the following by email to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than **12 noon Pretoria/South African time (GMT+2) by the 20th March 2023**.

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**

Through the United Nations Sustainable Development Corporation Framework (UNSDCF) South Africa 2020-2025, the UN System in South Africa is committed to supporting the country in meeting its development objectives in alignment with the national development priorities and within the context of the Sustainable Development Goals (SDGs). In response to this UNDP South Africa will focus its partnership with the Government on achieving demonstrable and sustainable development results in the pursuit of its development goals and delivery of and access to quality services, particularly for marginalized and vulnerable groups. In this way UNDP SA will contribute to strengthening institutions and processes of democratic governance in South Africa.

UNDP’s programme of support is provided within the context of the key national development policy documents, including the *National Development Plan: Vision for 2030*; and the Medium-Term Strategic Framework 2019 - 2024. UNDP South Africa is working with the Government and people of South Africa, the private sector, United Nations agencies, academia, civil society organizations and other relevant stakeholders to address the triple development challenges of poverty, income inequality and unemployment.

**Priority Area I: Inclusive, Just and Sustainable Economic Growth**

**Priority Area 2: Effective, Efficient and Transformative Governance**

**Priority Area 3: Climate Resilience and Sustainably Managed Natural Resources**

Gender, Innovation, and Emergency Response are cross-cutting areas in UNDP’s work.

The CPD was approved in 2020 and is in the second half of its life-time and is aligned to the UNSDCF and the government planning cycle.

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

1. **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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| Under the overall guidance of the Deputy Resident Representative and Operations Manager, UNDP seeks to contract a consultant/consultancy to facilitate the retreat. The facilitator will be responsible for organizing the sessions utilizing a creative and dynamic approach to promote self-awareness, inspire open dialogue, build productive and collaborative working relationships, increase understanding of the organization’s strategic approach, build mutual trust and understanding and encourage self-reflection. UNDP expects the facilitator to  **Deliverables/Planned Results**   * Support the development of the agenda in consultation with the Retreat Planning Committee, recommending the appropriate set-up and sessions to accommodate for the above background and objectives. * Develop an evaluation tool for the retreat * Facilitate the 2.5 days retreat in an organized and interactive manner * Ensure robust and inclusive discussions during all programme sessions * Support strategic team-building exercises, including team behaviour and performance in the workplace type assessments. * Draw linkages between sessions to achieve the objectives of the discussions * Provide an overall summary and takeaways for each session.   Prepare and produce a comprehensive report including a retreat action plan and monitoring framework.  (For detailed information can be found in the terms of references) |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| **Competencies**  Core values:   * Integrity: Demonstrate consistency in upholding and promoting the values relating to human rights * Professionalism: Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work. * Cultural sensitivity and valuing diversity: Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating the difference in values and learning from cultural diversity.   Competencies:   * Ethics and Values: Demonstrate and safeguard ethics and integrity Organizational Awareness * Demonstrate corporate knowledge and sound judgment Development and Innovation * Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds * Communicating and Information Sharing: Facilitate and encourage open communication and strive for effective communication * Self-management and Emotional Intelligence: * Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have consistent behaviour towards others * Conflict Management: Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution. * Continuous Learning and Knowledge Sharing: Encourage learning and sharing of knowledge * Appropriate and Transparent Decision-Making: Demonstrate informed and transparent decision making |

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| **Qualifications**  Education:   * The Lead Facilitator must have at least a bachelor’s degree or equivalent in Behavioural sciences, Leadership Development, gender/women's studies, Human Resources Development, Business Administration, Public Administration, Economics, Political Science, Social Science or related field. Possession of a Master’s degree will be an advantage   Experience:   * A minimum of 5 years’ experience in facilitating training, meetings, conference or retreats. * Experience with designing team-building programs for junior and senior level staff * Demonstrated report writing and presentation skills * Knowledge of the UN or government systems will be an advantage |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| 1. **Letter of Confirmation of Interest and Availability** using the [template](https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx)[[1]](#footnote-1) provided by UNDP; 2. **CV** and a **Personal History Form** ([P11 form](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)[[2]](#footnote-2)); 3. **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) 4. **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs,supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_%20Individual%20Contract_Offerors%20Letter%20to%20UNDP%20Confirming%20Interest%20and%20Availability.docx&action=default). 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**

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| 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.*   |  |  | | --- | --- | | **Proposal Element** | **Evaluation Weighting** | | Technical Proposal:   * At least a bachelor’s degree in development studies, social sciences, political science or relevant degree * A minimum of 5 years’ experience in facilitating training, meetings, conference or retreats. * Experience with designing team-building programs for junior and senior level staff * Demonstrated report writing and presentation skills * Knowledge of the UN or government systems will be an advantage | **70**  15  20  20  10  5 | | Price Proposal | **30** | | **TOTAL SCORE** | **100** |   *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**

1. <https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx> [↑](#footnote-ref-1)
2. <http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc> [↑](#footnote-ref-2)