



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 06 October 2015

Interested, qualified and experienced individual consultants are hereby invited to forward their applications for the assignment as detailed below.

Number of positions : 1
Contract Type : Individual Consultant
Country : South Africa
Description of the assignment : Facilitation of Training on Ethics, Integrity and Anti-corruption

Estimated Period of assignment/services (if applicable) : 12 working days
Estimated Contract Commencement Date : 26th October 2015
Estimated Contract End Date : 30th November 2015

Applications should be submitted by email to the following address :-
procurement.za@undp.org

The **deadline** for submission of applications is by close of business on **Tuesday, 13th October 2015.**

Any request for clarification must be sent by standard electronic communication to the e-mail address indicated above. UNDP will respond by standard electronic mail and MAY send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants who would have acknowledged receipt of this notice and thus confirmed that they shall be submitting their applications.

1. BACKGROUND

The UNDP has been working with the province of KwaZulu-Natal in a partnership to provide technical support in order to improve the skills profile of the public service in KwaZulu-Natal, at both provincial and local government levels. This is also in line with the Provincial Growth and Development Plan (PGDP). One area of intervention under Strategic Objective 6.2: Build Government Capacity, is: Develop an Integrated Public Sector HRD and Professional Support Programme. The key performance area for the Academy is to continually develop human resource capabilities and competencies to improve the performance of the KwaZulu-Natal Provincial Administration. One of the numerous priorities set for the Academy is the development and delivery of courses and programmes aimed at developing the capability of the human resources and creation of an efficient and effective administration. The Academy is accredited by the Public Sector Education and Training Authority (PSETA), as a delivery and assessment site.

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

The purpose of this short-term consultancy is to develop training material/curriculum and facilitate two training of trainers sessions on Ethics, Integrity, Anti-Fraud and anti- Corruption for 40 Senior Managers in November 2015, and produce a comprehensive report for the Academy on how to rollout out the capacity building in this area. It is expected that that after the training the provincial and local government officials will be trained and exposed on upholding ethics, managing integrity and promoting accountability in their day to day functions, both at individual and organizational levels. The capacity building material will be for future use by the Academy.

Activities and Deliverables

- Produce training material/curriculum
- Facilitate 2 separate workshops on Ethics, Integrity & Anti-Fraud and Corruption for 50 senior managers

Produce a comprehensive report on the training and sustainable use of the material developed.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education and Experience:

- Master's degree (or equivalent) in political science, social science, economics and business, law, development studies, management or related field.
- Minimum 10 years of professional experience in the field of resource management, economic governance, integrity management, programme management and development of integrity management, anti-corruption and accountability frameworks
- Prior experience working with the public sector, regional and international organizations, and donors
- Demonstrated experience in designing curricula and capacity building material, and training of public officials at all levels of the public sector
- Fluent in written and spoken English.

Requirements:

- Displays cultural, gender, religion, race, and age sensitivity and adaptability
- Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Excellent communication and managerial skills
- Advanced writing skills;
- Ability to work and act under pressure and with discretion

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

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).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. AWARD OF CONTRACT

The contract will be awarded to the least costly technically qualified score of above **70 points (70%)** out of **100 points**.

- Criteria to be used for evaluation will be:--
 - **Rating Based on Qualifications and Experience**
 - **Brief Description of Approach to Assignment**
 - **Competencies**

Additional documents attached to this Notice:-

- **TERMS OF REFERENCES (TOR)**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**