



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 March 2016

Interested, qualified and experienced individual consultant(s) 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 : Facilitator
Estimated Period of assignment/services (if applicable): 6 months
Estimated Contract Commencement Date: 13 June 2016

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 **03rd June 2016.**

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 Centre for Public Service Innovation (CPSI) is an initiative of the Minister for the Public Service and Administration, established to identify, support and nurture innovation in the public service, with a view to improve service delivery. The role of the CPSI is primarily to function as an enabler, facilitator and champion for innovative ideas. This will require creating an **enabling environment** for the generation and rewarding of new ideas; **facilitating engagement** between public, private and non-governmental entities, with a view to establishing sustainable and mutually beneficial partnerships and **championing** the value of and need for innovation within the public service. The mission of the CPSI is to promote and support innovation by demonstrating practice, facilitating partnerships, rewarding initiatives, and sharing knowledge.

The UNDP has established a partnership with the CPSI to mainstream and institutionalize innovation as part of strengthening the public sector and modernize governance systems and processes. The purpose of the proposed sector specific training workshop to assist hospital CEOs and Health District managers to create an enabling environment for innovation in their health establishment, and for the CPSI to provide support and facilitate possible replication.

4 -day innovation workshops for hospitals and health district offices in the provinces of KwaZulu-Natal, Mpumalanga and Limpopo, to build innovation capacity and encourage the sharing of innovative solutions with the health sector in South Africa. The approach will be to invite project implementers, the hospital CEOs, and district managers and other officials involved in innovation in these departments and facilities. The key beneficiaries of this initiative will be the Departments of Health, the hospitals and district health offices in the three provinces, and the citizens (health users).

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

- Facilitation (class training and develop experiential and replication tools) of 2-day **innovation workshops** for all hospitals and health district offices targeting CEOs and District managers in three provinces (KwaZulu Natal (2), Mpumalanga and Limpopo), for groups of not more than 30 delegates per workshop.
- Together with the identified health innovation ambassadors and the CPSI, assist and provide guidance with **developing replication and mainstreaming activities** for the innovative solutions shared at the workshops, including possible testing and piloting of selected solutions.
- **Facilitate possible replication** of the health sector innovations unearthed by the (CPSI).
- Write a **report** on the health sector workshops and knowledge sharing sessions.

The venues will be decided in consultation with the respective provincial health departments and the CPSI.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The facilitator or service provider must demonstrate experience in facilitating public sector innovation and knowledge exchange interventions. He/She must possess the following qualifications:

- University degree in a relevant field (social sciences, information and knowledge management; international relations, development, etc)
- At least 8 years of relevant work experience in the innovation field in the public sector
- Good and demonstrable training, learning and facilitation skills
- Experience and ability to work with public officials at all levels
- Demonstrable experience in performing a similar assignment at least twice in the last three years
- Fluency in oral and written English

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 lowest priced technically qualified proposal.
Where 70% is the minimum technical score of the following overall criteria:-

- Methodology
- Experience
- Qualification

Additional documents attached to this Notice:-

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