



Terms of Reference

Position Title:	TECHNICAL ADVISER (TA) for the “Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde” Project
Post Level:	International Consultant
Office	The Joint Office of UNDP, UNFPA and UNICEF in Cape Verde
Location:	Home-based with mission travels to Praia, Cabo Verde, and possible travel to Sal, Boavista and Maio Islands.
Category	Biodiversity conservation and sustainable tourism
Type of Contract:	Long Term Agreement (LTA)
Languages Required:	English, and Portuguese (or alternatively Spanish)
Estimated Start Date :	March 2017
Duration of Initial Contract:	120 days in the 1 st year (extension is performance based)
Assignment Duration:	360 days within a period of 3 years (Estimated at 120 days per year)

I. Background

The Global Environment Facility (GEF) has approved a project “Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde”, with the main objective to safeguard globally significant biodiversity in Cabo Verde from current and emerging threats, by enhancing the enabling and regulatory frameworks in the tourism sector and activating a critical further subset of the national protected areas system.

The proposed alternative scenario, supported by the project, will create enabling conditions to mitigate the adverse impacts on biodiversity by the tourism sector in Cabo Verde. The frameworks will be developed at national level and tentatively rolled out in four priority islands – Santiago, Sal, Boa Vista and Maio – where immediate pressure is greatest and urgent action is required that can be replicated more widely in the future. This urgent action includes at the local level the pending operationalization of a number of critical terrestrial and marine/ coastal PAs and the piloting of marine biodiversity and artisanal fisheries management together with communities in two selected sites. At the same time the project will harness the opportunities that more sustainable forms of tourism and fisheries offer for biodiversity, protected area management and local community development, and thereby contribute to the

consolidation and diversification of Cabo Verde tourism product, and the sustainability of the destination and the sector. This will be achieved through the following components:

Under Component 1, the project will develop and put in place coherent and effective enabling frameworks (i.e. legal, policy, regulatory and institutional) for enhanced multi-sectoral strategic land-use planning at the landscape level, to focus on the tourism and associated real estate/construction sectors. This will involve: (1) strengthening the capacity at the MAA/ DNA and within ME / DGT/ CI / SDITBM for integrating biodiversity into the tourism sector, including through SEAs, EIAs and related regulations in tourism planning and permitting, and for compliance monitoring and enforcement; (2) the setup of policy mainstreaming committees overseeing policy and planning coherence between tourism development and environmental/ biodiversity management, at the national level and on the targeted islands with significant local tourism developments (i.e. Santiago, Sal, Boa Vista and Maio); (3) the development and revision of land-use planning regulations (i.e. SEA, EIA, ZTE / ZDTI / ZRPT, etc.) so they fully integrate biodiversity concerns, and to ensure their recommendations are implemented and monitored; (4) implementation of SEAs to inform tourism development plans (incl. ZTE/ ZDTI/ ZRPT) where there are gaps in destinations where significant tourism development pressure is predicted; (5) the revision of financial tax incentives and licensing processes to integrate biodiversity criteria; (6) the establishment and piloting of best-practice standards for sustainable tourism and voluntary certification for enterprises and destinations; and (7) the design and piloting of innovative PA financing mechanism, through biodiversity offsets

Under Component 2, the project will support: (1) the operationalization of PAs through the development of management plans, ecotourism plans and supporting regulations for 8 in-operational PAs (i.e. 1 on Santiago, 4 on Boa Vista and 2 on Sal, 1 on Maio) to address existing and emerging threats to biodiversity; (2) identification of new potential MPA sites for inclusion in the national PA system, through a systematic assessment of biodiversity resources on the marine shelf, and contributing to the development of key missing marine species/ habitat management plans; (3) the definition of and implementation of PA governance, including co-management and conflict resolution mechanisms; (4) agreements on the regulation, management and enforcement of the use of land and natural resources (incl. wildlife poaching) by local communities/ resource users; (5) the introduction of biodiversity-friendly and sustainable artisanal fishing in two pilot sites through the promotion and adoption of suitable gear and best practices, the designation of community-enforced no-take zones and seasonal fishing bans, etc.; (6) develop and pilot island-specific, cost-effective PA revenue generation mechanisms in conjunction with tourism sector stakeholders – these will potentially include, inter alia, gate fees, tourism operator concession fees, ecotourism taxes, and biodiversity offset and reinvestment schemes; (7) installation of a tracking and environmental monitoring program and plan to track the impacts of tourism and fishing in PAs, using

participatory approaches; and (8) the preparation and implementation of Informational Educational and Communication (ICE) campaigns to promote the role of PAs and sustainable tourism.

II. Scope of Work

Under the Overall supervision of the Chief of the Environment Unit and the National Director of Environment the incumbent will support the Project Unit in the implementation, monitoring and reporting of the Project Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde. The Technical Adviser should provide top quality advice services to the Government and others project stakeholders, as well as UNDP CO, and facilitate of knowledge building and management.

Summary of Key Functions:

- Provide on-going support to the project coordinating unit for adaptive management, best practice assessment and implementation;
- Enable the project to maintain strategic direction during implementation by helping project management to remain focused on overall results in addition to the day-to-day implementation concerns of supporting project implementation on national level;
- Emphasize a learning and adaptive approach to project management and implementation. The Technical Advisor (TA) will be expected to provide reasonable continuous support to the PM by electronic communication when not directly engaged on the project. The TA will be recruited by UNDP and will work closely with the National Project Coordinator (NPC).

III. Functions and Key Responsibilities

The International Consultant will have the following functions and responsibilities:

- Provide technical and strategic assistance to the Project Management Unit in implementing adaptive management by working to facilitate effective planning and monitoring of project activities and an ongoing, reflective evaluation of the project's work. This will include facilitating learning and taking an adaptive approach to project management and implementation and preparing for the mid-term review and terminal evaluation.;
- Provide hands-on support to the National Project Coordinators, project staff and other government counterparts in the areas of project management and planning, management of site activities, monitoring, and impact assessment;

- Define and propose for approval TOR and profile of a company or an NGO to which the PMU will subcontract specific tasks such as Management Plans, Ecotourism plans, baseline surveys, training and capacity development programs etc.;
- Coordinate the work of all consultants and sub-contractors, ensure the timely delivery of expected outputs, and ensure effective synergy among the various sub-contracted activities;
- Assist the National Project Coordinators in the preparation and revision of the Management Plan as well as the Annual Work Plans;
- Support the project's communication and visibility strategy;
- Coordinate the preparation of the periodic Status Report when called for by the National Project Coordinator;
- Assist the National Project Coordinators in the preparation of the Project Implementation Review/Annual Project Report (PIR/APR), the inception report, technical reports, and the quarterly financial reports for submission to the UNDP, the GEF and any other donors and Government Departments, as required;
- Assist in mobilizing staff and consultants in the conduct of a mid-term and the final project evaluation, and in undertaking revisions in the implementation program and strategy based on evaluation results;
- Support advisory Councils of Protected Areas (ACPA) on each island to enhance effective coordination and linkages both with relevant local stakeholders and national-level agencies
- Support the processes to identify and declare new MPAs in line with international best practices, and incorporating site planning, zoning, mapping, community engagement and the establishment of the relevant institutional and legal frameworks.
- Support the design and establishment of a PA co-management system in Cabo Verde, to be piloted in the Natural Reserve of Casa Velhas (Ponta Preta) on Maio, and scaled up and broadened to include additional regions of Sal and Boa Vista's PAs.
- Assist with the development of ecosystem monitoring capabilities within the management units on target islands in collaboration with partner institutions (i.e. DNA, PAAA, national Universities, etc.).
- Review and inform on applicability of best international best practice on sustainable tourism standards, voluntary certification, destination awards and incentives scheme and evaluate their applicability to Cape Verde and the level of market interest.

- Support market research among the private sector on their level of interest and willingness to pay for voluntary certification, procurement of local products and services (e.g. fish, locally run tours) and options for protected area concessions, licenses and entrance fees.
- Support the design of a competitive process for concessions and operational licenses for nature-based facilities and services in protected areas that incorporate sustainable tourism criteria.
- Advise and provide guidance on the revision of fiscal and economic incentives for tourism investors to integrate sustainable development and biodiversity conservation needs.
- Advise on national sustainable tourism standards, and on certification and biodiversity offset schemes for tourism sector planning and operations.
- Assist the National Project Coordinator in liaison work with project partners, donor organizations, NGOs and other groups in order to ensure the effective coordination of project activities;
- Document lessons learnt from project implementation and make recommendations to the Steering Committee for more effective implementation and coordination of project activities; and
- Perform other tasks as may be requested by the National Project Coordinator, Steering Committees and other project partners.

IV. Deliverables

- Four Annual Work Plan approved by the Steering Committee;
- All terms of References for consultations and sub-contractors revised;
- Annual Project Report (PIR/APR), the inception report, technical reports, and the quarterly financial reports for submission to the UNDP, the GEF and any other donors and Government Departments elaborated and approved;
- Terms of Reference for Mid-term and final evaluation elaborated;
- Reports of Mid-term and final evaluation revised and management response elaborated;
- At least one report with Project lessons learned elaborated;
- And others deliverables related to the functions described above.

Competencies

Corporate Competencies

- Demonstrates integrity by modeling 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 favoritism

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience and contributes to UNDP GEF Practice Areas and actively works towards continuing personal learning and development;
- Ability to provide top quality policy advice services on environmental issues;
- In-depth practical knowledge of inter-disciplinary development issues

Development and Operational Effectiveness

- Ability to effectively coordinate a large, multidisciplinary team of experts and consultants;
- Ability to communicate effectively orally and in writing in order to communicate complex, technical information to technical and general audiences;
- Skill in negotiating effectively in sensitive situations;
- Skill in achieving results through persuading, influencing and working with others;
- Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

Management and Leadership

- Focuses on impact and result for the client and responds positively to critical feedback;
- Encourages risk-taking in the pursuit of creativity and innovation;
- Leads teams effectively and shows conflict resolution skills;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Builds strong relationships with clients and external actors;
- Skill in achieving results through persuading, influencing and working with others;
- Skill in facilitating meetings effectively and efficiently.

Required Skills and Experience

Experience

- Extensive knowledge of biodiversity conservation and protected areas management, including financial, legal and policy frameworks, PA financial management effectiveness (including community involvement and capacity issues), PA planning (including business planning);
- Demonstrate knowledge and experience on sustainable tourism planning and management, including development of standards for sustainable tourism and certification systems

- Dual technical excellence in (i) biodiversity and protected area management and (ii) development of standards for sustainable tourism and certification systems.

Education

- Hold an advanced degree (Master or Ph.D) with expertise in the area of biodiversity conservation, Natural resources management, environment management or related areas with preference given to those with professional experience in conservation work including consistent specialization in issues of PAs and MPAs and sustainable tourism;
- Have at least 7 years of proven experience in the above mentioned field and;
- Demonstrated track record of relevant production in the above mentioned area (publications, project proposals, reports)
- Previous experience with GEF project development and management, including GEF tracking tools, M&E policy is an advantage

Language

- Mastery of written English is a requirement, as the key deliverables will be in English Working knowledge of Portuguese (or alternatively Spanish) is an asset (a plus), as many reports to be analysed are only available in Portuguese.

V. Timeframe and Contracting Arrangement

The consultancy is expected to start in March 2017. It requires an average of 120 working days per year and a total of 360 days for the whole contract period. The number of days to be allocated annually is agreed by the partners, according to the work plan defined in the beginning of the year.

The consultant will work remotely, with missions to Praia and other project sites. A minimum of three missions to the duty station per year is required (in the beginning, in the middle and at the end of the year). The domestic flights to project sites should not be included in the financial proposal; those will be handled by the Project Management Unit.

The Project Management Unit (PMU) within the National Directorate of Environment will provide some logistical support during the evaluation (office space, telephone, printer, transportation for project sites and meetings arrangements).

UNDP intends to enter into a Long Term Agreement (LTA) with the Individual Consultant providing the best value for the money to UNDP for the requested services. An LTA is a written agreement between the selected Consultant and UNDP that is established for specific services at prescribed prices or pricing

provisions for up to three years, against which specific orders can be placed at any time during the defined period and with no legal obligation to order any minimum or maximum quantity. An IC contract will be used to activate/initiate the rendering of service within the period of the LTA.

The consultant will be paid based on the lump sum contract, which will include the international travel, fees, insurance, living allowance¹ and others related costs, upon satisfactory delivery.

Application Process

All applications should be submitted to the following email address: procurement.cv@cv.jo.un.org indicating the following reference “IC - Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde” by **28th February 2017, 16:00 Cape Verde time.**

Recommended Presentation of Offer:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- Personal CV and P11 form, duly signed and indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Brief description of why the Candidate considers him/herself as the most suitable for the assignment, and a brief methodological proposal on how the assignment will be approached and completed;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. The Financial Proposal should be submitted separately, if not complied the application will not be considered. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Incomplete applications will be excluded from further consideration.

¹ **Living Conditions:** The Office is based Praia, the capital. Cabo Verde has social and political stability since independence, and there are no major security issues. The living conditions in Praia are good, as well as the access to health services. The level of tropical diseases is very low. There are currently no required vaccines at the entrance to Cabo Verde, unless one comes from West Africa. However, immunization against yellow fever, tetanus and polio, as well as hepatitis A, is recommended. Portuguese is the official language of the country, but informal conversations are held in Crioulo Cabo-verdiana. French is the official diplomatic language in Cabo Verde. The currency used is called: Escudo Cabo-verdiana (1 EUR = 110 CVE). The Cabo Verdean escudo is not changed in several countries. International credit cards (VISA) are accepted in some shops, hotels and restaurants. It is also possible to withdraw money with an international card in some banks/ATM.

Criteria for Selection of the Best Offer

Offers will be evaluated according to the Combined Scoring method: where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.

Applicants obtaining **49 points** or more of the total technical points will be considered for financial evaluation.

Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.

- o Educational background 15 points
- o Professional experience and experience in similar assignments 30 points
- o Quality of technical proposal 25 points
- o Financial proposal 30 points

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 instalments 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).

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.