



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

LONG TERM AGREEMENT (LTA)

Date: February 13 2017

Country: Cape Verde

Description of the assignment: 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

Project name: Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde

Period of assignment/services: 360 working days, within a period of 3 years (estimated at 120 days per year). Under an IC designed as a framework arrangement, the IC LTA does not form a financial obligation or commitment from UNDP at the time the IC LTA is signed, and that such an agreement is non-exclusive. The LTA period covers three years; however, contract will be signed for a period of 12 months with possibility of extension annually upon positive evaluation of the IC performance.

Proposal should be submitted to the following address, by the individual:

The Joint Office of UNDP, UNFPA and UNICEF, Av. OUA, PO Box 62 - Praia Cape Verde or by email to procurement.cv@cv.jo.un.org no later than **February 28th 2017, 16:00Hrs Cape Verde Time**. Please write “**Application for Consultancy: TECHNICAL ADVISER - Biodiversity Tourism project**” in the subject line of the email.

Any request for clarification must be sent in writing to the address indicated above, or by standard electronic communication adelaide.ribeiro@cv.jo.un.org and pedro.gomes@cv.jo.un.org . UN Cape Verde 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

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

For detailed information, please refer to Annex 1 – Terms of Reference

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

For detailed information, please refer to Annex 1 – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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 analyzed are only available in Portuguese.

For detailed information, please refer to Annex 1 – Terms of Reference

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Duly accomplished Letter of Confirmation of Interest and Availability using the template annexed;
- 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, template annexed;
- 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, template annexed.

Incomplete applications will be excluded from further consideration.

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. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	
<i>Educational background</i>		15
<i>Professional experience and experience in similar assignments</i>		30
<i>Quality of technical proposal</i>		25
<u>Financial</u>	30%	30
<u>Total</u>	100%	100

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (ToR)

ANNEX 2 - TEMPLATE FOR CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 4 - P11 MODIFIED FOR SCs AND ICs