



## Terms of Reference

<b>Project Title</b>	Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde (PIBT-AP)
<b>Position Title</b>	Consultant to develop a gap analysis for the marine component of the National Protected Areas System in Cabo Verde
<b>Post Level</b>	International Consultant
<b>Office</b>	UNDP-GEF- Office Cabo Verde
<b>Location</b>	Praia (Santiago Island) and Mindelo (Sao Vicente Island), Cabo Verde.
<b>Category</b>	Biodiversity conservation and sustainable tourism
<b>Type of Contract</b>	Consultant with international experience/expertise
<b>Languages Required</b>	English, or French, or Spanish, Portuguese is an advantage.
<b>Estimated Start Date</b>	10 <sup>rd</sup> of July 2018
<b>Duration of Contract</b>	4 months
<b>Assignment Duration</b>	60 working days, including two field missions, for a total amount of 40 days missions in Cabo Verde.

### I. Background and Project Description

The consultancy will be developed in the framework of the project “Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde”, executed by the Ministry of Agriculture and Environment (MAA), through the National Directorate of the Environment (DNA), in close collaboration with the Ministry of Tourism and Transport, and co-funded by the UNDP and the GEF.

The project’s main objective is 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 (PAs) 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 to establish more sustainable tools for PA financing, protected area management and local community development, contributing 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 two project 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, fisheries and associated real estate/construction and fisheries sectors. This will involve: (1) strengthening the capacity at the institutional/governmental level for integrating biodiversity into the tourism sector, including through Strategic Environmental Assessments (SEAs), Environmental Impact Assessments (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, Special Touristic Zones (ZTEs), Zones of Integral Tourism Development (ZDTIs), Zones of Touristic Reserve and Protection (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, 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 PAs 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 7 in-operational PAs (i.e. one on Santiago, four on Boa Vista and two on Sal) to address existing and emerging threats to biodiversity; (2) identification of new potential Marine PAs (MPAs) sites for inclusion in the national PAs 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 PAs governance, including co-management and conflict resolution mechanisms; (4) agreements on the regulation, management and enforcement of the use of land and natural resources 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 PAs 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 Education and Communication (ICE) campaigns to promote the role of PAs and sustainable tourism.

More specifically, under Project Output 2.2. *“New potential MPA sites are identified, and the representativeness and connectivity of the PA system improved through biodiversity assessments around the marine shelf of target islands”*, the project will support processes to identify and declare new MPAs, in order to preserve biodiversity, genetic diversity, conserve ecosystems, to sustain natural assets for tourism experiences, and also to replenish depleted fish stocks.

A team compounded by the international consultant and two national researchers specialized on marine biodiversity, respectively belonging to the National Institute for Fishery Development (INDP) and to the University of Cabo Verde (UVICV), will be in charge to collaboratively develop the technical work associated to the MPA gap analysis.

## II. Scope of Work

The international consultant will support the MAA, through the DNA and the Project Management Unit (PMU) to:

- ⇒ Review, present and discuss with national stakeholders international best practices, and local lessons learned, in MPA system planning, supporting selection of suitable methodologies and processes to develop a gap analysis of the MPA national network;
- ⇒ Develop and propose to national stakeholders a methodology to implement a systematic assessment of biodiversity resources on marine shelf and territorial national waters, and a systematic identification of key ecological areas, corridors and linkages with other MPAs. Selection



of candidate sites will be based on scientifically sound and recognized system-wide criteria and standards.

- ⇒ Implement approved methodology, presenting and discussing with national stakeholders: i) the current MPA national network, evaluating its effectiveness in meeting conservation objectives, and representativeness of the marine biodiversity and gaps in protection; and ii) providing proposals to fill major identifies gaps in the MPA national network.
- ⇒ Define with relevant national stakeholder a road map for the establishment of the identified sites as new MPAs.

### **Key Responsibilities and Tasks**

The International Consultant will have the following functions and responsibilities:

- ⇒ Develop and agree with the PNUD Country Office (CO) (Environment and Disaster Risk Reduction Unit) and the DNA/PMU, the work plan for the whole consultancy and planned methodology;
- ⇒ Carry out an data collection and reference analysis that will include:
  - a. Compilation of scientific and technical literature on MPAs national systems gap analysis carried out in other countries, with special reference to SIDS, and other similar archipelagos.
  - b. Extensive compilation of formal and informal literature on marine ecosystems and biodiversity in Cabo Verde.
  - c. Data collection, on GIS basis, of resources available at national and international level relevant to the work to be carried out.
- ⇒ Hold meetings with national level stakeholders in order to:
  - a. Complete data collection (see point above).
  - b. Discuss preliminary findings and the current status of MPAs in Cabo Verde, with specific focus on their territorial structure and conservation/sustainable use of natural resources.
  - c. Explore possibilities to structure the methods for the national gap analysis of the MPAs network.
  - d. Collect additional feedbacks on potential MPAs sites with limited availability of scientific/technical information.
- ⇒ In collaboration with the two associated national researchers from INDP and UNICV, co-lead a two-day national workshop which will aim to:
  - Present and discuss with national stakeholders, international best practices and local lessons learned in MPA system planning.
  - Propose a workshop concept/methodology
  - Present and discuss the key findings based on current availability of data sets, as well as scattered data and information useful to support the MPAs national network gap analysis and identification of new MPAs.
  - Present, discuss and refine the proposed methodology to implement a systematic assessment of biodiversity resources on marine shelf and territorial national waters, and a systematic identification of key ecological areas and corridors and linkages with already established MPAs. The selection of candidate sites will be based on scientifically sound and recognized system-wide criteria and standards. If applicable (e.g. availability of suitable data sets), priority will be given to methodologies based on GIS tools for systematic conservation planning of marine environments/ecosystems available at international level.
- ⇒ Periodically review and discuss, at different stages, with UNDP-CO (Environment and Disaster Risk Reduction Unit), DNA/PMU, associated national researchers the findings and outputs from



consultancy mission.

- ⇒ Prepare the consultancy progress Report that will include:
  - A brief description of the activities carried out during the first field mission.
  - A list of persons met and brief results from these meetings.
  - Workshop report and key results/recommendations from the national workshop and other public presentations.
  - Annotated compilation of scientific and technical literature on MPAs national systems gap analysis carried out in other countries, with special reference to SIDS, and other archipelagos.
  - Bibliographic list and associated assessment of the extensive compilation of formal and informal literature on marine ecosystems and biodiversity in Cabo Verde, carried out by the consultant in collaboration with the two associated national researchers.
  - The proposed methodology to develop the MPAs national network gap analysis and associated proposals for the identification of new MPAs.
  - Overall findings from the first in-country mission, including constrains and limitations occurred.
  
- ⇒ Review the consultancy progress Report according to the feedbacks received from UNDP-CO and DNA/PMU, and key stakeholders such as the National Directorate for Marine Economy (DNEM), the INDP, and UNICV; and deliver Progress Report final draft.
  
- ⇒ Implement approved methodology to develop the MPAs national network gap analysis and associated proposals for the identification of new MPAs.
  
- ⇒ Prepare the first draft of the consultancy Final Report that will include:
  - The approved methodology to develop the MPAs national network gap analysis and associated proposals for the identification of new MPAs.
  - The systematic assessment of biodiversity resources on marine shelf and territorial national waters.
  - The systematic identification of key ecological areas and corridors and linkages with other MPAs, particularly around Sal, Boa Vista and Maio.
  - As annexed documentation, the data sets and bibliographic resources used to develop the analysis and deliver proposals.
  
- ⇒ In collaboration with the two associated national researchers from INDP and UNICV, co-lead a two-day validation workshop with relevant stakeholders which will aim to:
  - Present and discuss the systematic assessment of biodiversity resources on marine shelf and territorial national waters.
  - Present and discuss and agreed the systematic identification of key ecological areas and corridors and linkages with other MPAs.
  - Discuss, define and agree a road map to establish of the agreed identified sites as new MPAs.
  
- ⇒ Deliver to the UNDP-CO and DNA/PMU the whole set of data collected within the framework of the consultancy, especially those used to carry out every stage of the gap analysis, including GIS-associated data sets.
  
- ⇒ Based on the outputs from validation workshop, UNDP, DNA/PMU, prepare the final draft of the consultancy Final Report that will include:
  - The approved methodology to develop the MPAs national network gap analysis and associated proposals for the identification of new MPAs.
  - The systematic assessment of biodiversity resources on marine shelf and territorial national waters.
  - The systematic identification of key ecological areas and corridors and linkages with other MPAs.



- The proposed list of new identified MPAs, with tentative geographical definition of their location.
- Road map to establish identified new MPAs agreed with relevant national stakeholders.
- Overall findings from the consultancy, including i) constraints and limitations occurred during the implementation of the consultancy, ii) lesson learned, and iii) recommendations.

#### IV. Expected Outputs and Deliverables, Scope of Price Proposal and Schedule of Payments

The consultant will be paid based on the lump sum contract, which will include the international travel, fees, insurance, living allowance, in-town transportation, and others related costs, upon satisfactory delivery, according to the Payment structure shown in the table of this section of the Terms of Reference.

Deliverables/Outputs	Estimated Duration to Complete	Submitted to and approved by	Payment structure
Submission of the workplan and planned Methodology for the whole consultancy.	10 days from the contract signature	UNDP-CO (Environment and DDR unit) and DNA	20% of contract amount
National workshop on MPAs gap analysis. Submission of the first draft of the consultancy Progress report. Approval of the final draft of the consultancy Progress Report.	Within 30 days from the completion of the first field mission.	UNDP-CO (Environment and DDR unit) and DNA	25% of contract amount
Submission of the first draft of the consultancy Final Report.	Within 30 days from the approval of the Inception Report.	UNDP-CO (Environment and DDR unit) and DNA	25% of contract amount
Carry out a two-day validation workshop. Approval by the UNDP-CO of the final draft of the consultancy Final Report.	Within 15 days from the completion of the second field mission.	UNDP-CO (Environment and DDR unit) and DNA	30% of contract amount

#### V. Institutional Arrangement

The consultant will work under the supervision of the Head of Environment and Disaster Risk Reduction Unit of UNDP-CO, and in close collaboration with the DNA/Project Coordinator, two associated national researchers, the Project Technical Adviser, and the project team. The Head of Environment and Disaster Risk Reduction Unit of UNDP-CO is in charge to approve/accept outputs and deliverables from the consultancy; decision will be based also on the positive evaluation on consultant performance made by the National Project Coordinator and the Project Technical Adviser.

The UNDP-CO and the DNA/PMU will provide the International Consultant with the following, needed for effective and timely implementation of the assignment tasks:

- logistical support during the field missions;
- project related documentation;
- contact details of stakeholders;
- in site logistical support, including the organization of validation workshops, meetings and trainings.



The consultant is expected to provide his/her own computer. The consultancy products have to be delivered in one of the languages indicated for the consultancy, in an electronic version. Consultancy reports, as well as other non-legal/non-regulatory documents, shall include an executive summary in English anyway. The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

## VI. Duration of the Work and Duty Station

The consultancy is expected to start in July 2018, and to be completed in November 2018. It requires 60 working days to be carried out within a four-month contract period. The duty station will be Praia, Cabo Verde. It is also expected the consultant will visit Mindelo, in Sao Vicente Island, where most of the Institutions related to marine environments, marine resources management and research have their headquarters.

Proposed period	Location	N° of days
July-August 2018	Home-based	5
August-September 2018	Praia, on Santiago Island, and Mindelo, on Sao Vicente Island.	30
September-October 2018	Home-based	13
November 2018	Praia, on Santiago Island, and Mindelo, on Sao Vicente Island.	10
November 2018	Home-based	2
<b>July – November 2018</b>	<b>TOTAL</b>	<b>60</b>

UNDP-CO and DNA/PMU are committed to provide review outputs and give comments, or certify approval/acceptance, within two weeks from the delivery of each Deliverable/Output due at each stage of the consultancy (referring to table in § IV.).

## VII. Required Competencies and Expertise

### 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

- 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 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;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills.

#### **Qualifications**

- Hold an advanced degree (Master or PhD) with expertise in the area of marine Biology, marine natural resources management, Environment or related fields, or a mix of one degree in those fields, and one degree, or specialization in geography, or landscape/seascape planning, or related fields.
- Additional relevant professional trainings and courses are an asset.

#### **Experience and Skills**

- Have at least 10 years of proven experience in marine natural resources planning and management, and/or MPAs planning and management.
- Have at least one previous professional experience in designing and establishing MPAs national/regional systems/networks. Additional similar experiences, including in identifying single MPAs, are considered as a strong asset.
- Demonstrated track record of production of relevant publications and technical documents on marine ecosystems, marine PAs, seascape planning, fishery resources management, and related fields (papers, project proposals, guidelines, manuals, planning documents, etc.).
- Relevant professional experience in GIS-based seascape planning;
- Previous working experience in MPAs and/or marine biodiversity conservation in SIDS, in archipelagos of the Macaronesian Region, or Sub-Saharan Africa is an asset.
- Previous experience with GEF project development and technical support is an advantage.

#### **Language**

It is required the working knowledge of at least one of the following languages: Portuguese, English, French, or Spanish. Working knowledge of spoken and written Portuguese is a strong competitive advantage.

### **VIII. Application Process**

Applications should be submitted to the following email address: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) indicating the following reference “**Consultant to develop a gap analysis for the marine component of the National Protected Areas System in Cabo Verde.**” by 04/07/2018, 04.30 pm Cabo Verde time.

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

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by the UNDP;
2. Personal CV and P11 form, duly signed and contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. Brief description of why the candidate considers him/herself as the most suitable for the assignment;
4. Technical proposal with the proposed methodology
5. Financial Proposal that indicates the all-inclusive fixed total contract price. The term “all-inclusive” means that it has to include the international travels, fees, insurance, living allowance (for 40 days of in-country missions), in-town transportation, and others related costs. The Lump Sum Amount should not include costs related to in-country travels between duty station and Mindelo, or other project sites. The Financial Proposal has to be supported by a breakdown of costs, as per template provided. Preferred Currency of Offer: United States Dollars (US\$). 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.

Any request for clarification must be sent in writing, or by standard electronic communication to [humanresources.cv@cv.jo.un.org](mailto:humanresources.cv@cv.jo.un.org). A response in writing or by standard electronic mail will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

#### Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment.

Where there is no UN office or a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

#### Inoculations/Vaccinations

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.

### IX. Criteria for Selection of the Best Offer

Offers will be evaluated according to the Combined Scoring method, where the technical criteria will be weighted a max. of 70% (70 points, on a total amount of 100 points), and combined with the price offer which will be weighted a max. of 30% (30 points on a total amount of 100 points).

Applicants obtaining 49 points (70% of available points) or more of the total technical evaluation points will be considered for financial evaluation.

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

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

Selection Criteria	Weight	Max. Points
<b>Technical evaluation</b>		<b>70 points</b>
Advanced degree (Master or PhD) with expertise in the area of marine Biology, marine natural resources management, Environment or related fields, or a mix of one degree in those fields, and one degree, or specialization in geography, or landscape/seascape planning, or related fields.	<b>70%</b>	10
Additional relevant professional trainings and courses are an asset.		2
Proven experience in marine natural resources planning and management, and/or MPAs planning and management.		10
Previous professional experience in designing and establishing MPAs national/regional systems/networks, and/or in identifying single MPAs.		12
Demonstrated track record of production of relevant publications and technical documents on marine ecosystems, marine PAs, seascape planning, fishery resources management, and related fields (papers, project proposals, guidelines, manuals, planning documents, etc.).		10
Relevant professional experience in GIS-based seascape/landscape planning;		10
Previous working experience in MPAs and/or marine biodiversity		7



conservation in SIDS, in archipelagos of the Macaronesian Region, or in the Sub-Saharan Africa.		
Previous experience with GEF projects development and technical support.		3
Working knowledge of spoken and written Portuguese.		6
<b>Financial evaluation</b>	<b>30%</b>	<b>30 points</b>

**This TOR is approved by:**

Signature *Maria Celeste Foerter Benchimol*

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Name and Designation Maria Celeste Benchimol – Head of Environment and Disaster Risk Reduction Unit  
Date of Signing 22.6.2018

