



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08/01/2017

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**REF NO.: BBRSO28514**

**Country: St. Vincent and the Grenadines**

**Description of the assignment: Project Development Expert**

**Project name: Conserving Biodiversity and Reducing Land Degradation Using a Ridge-to-Reef Approach**

**Period of assignment/services (if applicable): 60 Working Days Over 12 Months**

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### Administration

To apply, interested persons should upload the *Technical Proposal* (if applicable) and CV to “UNDP Jobs” by navigating to the link below and clicking “APPLY NOW”, no later than the date indicated on the “UNDP Jobs” website. Application submitted via email will not be accepted: -

☐ UNDP Job Site – [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=73756](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=73756)

**NOTE:** The *Financial Proposal* should not be uploaded to “UNDP Jobs”.

**If requested by the Procurement Unit,** the *Financial Proposal* should be submitted to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) within 24 hours of a request. Failure to submit the *Financial Proposal* will result in disqualification.

Any request for clarification must be sent in writing to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) prior to the application deadline date, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the response, including an explanation of the query without identifying the source of inquiry, to: -

[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=39670](http://procurement-notices.undp.org/view_notice.cfm?notice_id=39670)

A detailed Procurement Notice and all annexes can be found by clicking the above link.

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## 1. BACKGROUND

St. Vincent and the Grenadines is a multiple island nation consisting of 32 Islands and Cays. The mainland, the largest island at 34,462 ha and 105 km of coastline, is volcanic with rugged mountainous topography and short transitions areas between terrestrial and marine ecosystems. Within approx. 6 km, this SIDS extends in elevation from sea level to the highest point of 1234 m (La Soufriere, an active volcano that last erupted in 1979) in the north, and to 932 m (Mt. Brisbane) in the south.

St Vincent has a diverse biodiversity with multiple endemics, and consists of approximately 1,150 species of flowering plants, 163 species of ferns, 7 species of amphibians, over 18 species of reptiles, including 4 endangered sea turtles, over 150 species of birds, and 22 species of mammals including 12 species of bats, 25 species of freshwater fish, crayfish and crabs, 25 species of diplopods, 220 species of arachnids, over 2000 species of insects, 35 terrestrial crustaceans, 800 marine and 75 terrestrial species of mollusks.

Like many of its Caribbean neighbors, St. Vincent and the Grenadines faces significant threats to these biodiversity and ecosystem services. These are primarily related to habitat destruction and fragmentation from unsustainable agricultural capital development practices that have contributed to a 3-5% rate of annual forest destruction; invasive alien species (IAS) and disease, which have been adversely affecting both marine and terrestrial ecosystems; and climate change, which has led to an increase in the frequency and severity of extreme weather events, leading to adverse impacts on ecosystems, livelihoods and economic growth.

In attempting to address these threats, several major barriers have been identified related to the lack of sufficient regulatory and institutional framework for PA management and landscape level planning (INRM), insufficient personnel, technical capacities and resources for expansion of the PA estate and conservation of its biodiversity and insufficient awareness, planning and technical capacities for landscape level resource management. To address these challenges, the Conserving Biodiversity and Reducing Land Degradation Using a Ridge-to-Reef Approach project will implement the following components:

- Strengthening the institutional framework for Protected Areas, Ecosystem Conservation and Sustainable Land Use, including improved policy, legal, regulatory, planning and financial systems.
- Establishment and effective management of new and existing PAs with legally recognized and demarcated boundaries
- Integrated watershed management measures in R2R setting to reduce threats to upstream PA and downstream MPA/MMA and develop alternative livelihoods and businesses
- Knowledge management for SLM, CSA and biodiversity conservation that improves technical capacities, raises public awareness and changes behaviors

A Project Preparation Grant (PPG) has been approved by the GEF Secretariat to support development of a full-sized project (FSP) that must be submitted no later than September 1, 2018.

This PPG preparatory phase aims to finalize the formulation of project arrangements, enabling stakeholder consultation and supporting the collection of data for the formulation of baseline and complementary activities. Careful analysis is necessary to determine how the project will contribute most effectively to environmental impacts across two focal areas, Biodiversity and Land Degradation. The final output of the initiation plan will be a UNDP project document and GEF CEO endorsement template, both will be submitted to the GEF Sec within the agreed upon timeframe and with all the supporting documentation required; including co-financing letters.

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

The Project Development Expert will ensure that the project design adheres to GEF criteria and meets international best practice. Specific responsibilities include to:

1. Define detailed PPG schedule, in coordination with other consultants and the NWG
2. Provide methodological orientation to other experts in the team and to the Government of SVG and National Working Group (NWG) to ensure a harmonised approach to data collection and consultation with stakeholders;
3. Provide overall orientation to PPG team in relation to GEF requirements and international best practices for project planning and monitoring;
4. Familiarize herself/himself with the SESP pre-screening at the start of the PPG (in consultation with the UNDP CO and RTA, as appropriate), to ensure all risks are addressed through targeted assessments and that measures (e.g. avoidance through site selection) and management plans are built into the project design, in line with the UNDP Social and Environmental Standards (SES).
5. Review, provide feedback, and validate the results of the studies undertaken and recommendations made by the PPG team members, as well as information provided by national stakeholders, assessing technical feasibility, cost-effectiveness and incrementality of proposed FSP activities; Provide guidance and orientation on indicators and quantified targets to track project progress and effectiveness;
6. Provide guidance and orientation on SMART<sup>1</sup> indicators and quantified targets to track project progress and effectiveness;
7. Provide methodological guidance for data collection related to planning and monitoring, with particular attention given to the description and quantification of the baseline investments;
8. Provide inputs on specific proposed PA management activities for the FSP, such as management planning, zoning, partnerships, PA management capacity building, landscape-wide planning, PA financing and invasive species;
9. Provide guidance on the use of the GEF BD and LD Tracking Tools, and review the completed tracking tool;
10. Lead/facilitate relevant consultation processes when in country;
11. Provide organization and support of meetings, consultations, including inception and validation workshops;

The final output of this consultancy will include a complete Project Document and CEO Endorsement Template, based on UNDP and GEF guidelines including all relevant sections. Working in collaboration with regional and national specialists and stakeholders, the Project Document Development Expert will perform the following tasks:

1. Support refining, drafting TORs for the key technical specialists to constitute the PPG team of experts under the project, as necessary.
2. Ensure that inputs from the PPG team, National Working Group (NWG), UNDP and wider stakeholders are streamlined into a cohesive narrative with the theory of change;
3. Incorporate best practices and lessons learned from previous GEF projects;
4. Compile the final baseline/situational analysis for the project based on the inputs from the PPG team and in close cooperation with the NWG and other key national stakeholders. This will include a precise definition of baseline projects, activities, budgets, goals and co-financing

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<sup>1</sup> SMART: specific, measurable, achievable, realistic, time-bound

links to GEF outcomes, definition of GEF incremental value per outcome and output, and development of incremental cost matrices;

5. Validate and update the problem analysis defined in PIF
6. Validate and update the barrier analysis
7. Identify the most strategic, cost-effective and risk-informed project intervention, with input from the PPG team;
8. Define the Project Strategic Results Framework (with input from national lead agencies, team of experts and UNDP);
9. Define and validate the project outcomes, outputs and activities based on a logical framework analysis and the results of the studies undertaken by the PPG team;
10. Define a robust project management and institutional arrangements, including setup for Project Board, Project Management Unit and support technical experts (with indicative TORs), and technical partner institutions as responsible parties to support specific project deliverables during implementation phase
11. Prepare an indicative Total Budget and Work Plan, and an indicative procurement plan (which will be confirmed by the SRO).
12. Develop the project Monitoring and Evaluation Plan;
13. Identify project incrementality, and incorporate global environmental benefits (GEBs);
14. Identify and include strategies for project sustainability (exit strategy);
15. Ensure that the Tracking Tools are completed following UNDP and GEF guidelines;
16. Complete the review and update of the Social and Environmental Standards Procedure (SESP) template and oversee targeted risk assessment(s), and formulate an Environmental and Social Management Plan (in case of overall moderate or high risk rating of SESP); with inputs from other consultants and NWG, and potential support from a safeguards expert.
17. Develop a stakeholder engagement plan (in coordination with the gender and socioeconomic expert)
18. Draft the CEO Endorsement document as per the most up to date template;
19. Review the specific technical issues and questions raised by the GEF Secretariat and STAP on PIF and address these as applicable;
20. Respond to comments from GEF Secretariat and Council members on the draft project document in cooperation with the UNDP-GEF Regional Technical Advisor;
21. Work with the Barbados SRO to select an indicator for one of the outcomes of the (Integrated Results and Resources Framework) IRRF.

### **Institutional Arrangements**

The Project Development Expert will report directly to the UNDP Programme Manager for Energy and the Environment in the Sub-Regional Office for Barbados and the OECS and the Regional Technical Advisor in Panama and will work in close coordination with the PPG team. The Expert will communicate on the progress of the work, any challenges being encountered or risks foreseen, mitigation measures proposed or taken, and where UNDP/national support may be required. Outputs produced will undergo review for certification of acceptance.

The Expert is expected to have the appropriate software, equipment, facilities or access to such as relevant to complete the required services. The Expert will operate from their usual base and undertake missions to St Vincent and the Grenadines as needed.

### **Deliverables**

The contract price is a fixed output-based price regardless of extension of the duration specified herein. The Financial Proposal will include all fees and costs associated with the execution of the

contract, including professional fees, travel, equipment and all other expenses that will be incurred during the execution of the work.

Payment will be remitted subject to the approval of final deliverables by UNDP, and based on the contractor's price proposal. Expected deadlines and proposed payment allocations are as follows:

<b>Deliverables</b>	<b>Expected deadline</b>	<b>Percentage payment</b>
Task 1: Finalisation of baseline/situational analysis	4th month	15%
Task 2: Finalisation of theory of change, project strategy (outcomes, outputs, activities) and strategic results framework, monitoring and evaluation plan and sustainability plan	6th month	25%
Task 3: Completion of the review and update of the Environmental and Social Safeguards Procedure checklist and GEF focal area tracking tools	8th month	15%
Task 4: Detailed multi-year budget and work plan	9th month	10%
Task 5: CEO Endorsement document (including all the annexes, the full set of letters of co-finance and completed Letter of Agreement for project support services) and draft final project document	10th month	25%
Task 6: Final project document	12th month	10%

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

<b>Education:</b>	<ul style="list-style-type: none"> <li>A post-graduate university degree in ecology, natural resources/environmental management, biodiversity conservation or related field from a recognized University.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>12 years' experience in at least two relevant fields such as conservation, integrated natural resource management, sustainable land use management, protected areas management, adaptation to climate change, climate smart agriculture, or related subjects</li> <li>5 years of experience in project management</li> <li>8 years of experience with ecosystem conservation and/or protected areas management (both preferred)</li> <li>Excellent understanding of proposal requirements and proven experience in project proposal development and design (esp. GEF projects), and in project management</li> <li>Experience in managing multi-discipline expert teams, coordination skills, setting project development milestones, including in designing and facilitation of stakeholder consultations</li> <li>Ability to define project strategies and interventions at different levels</li> <li>Good Understanding of results-based management'</li> <li>Advantage in experience in small island setting, especially in the Caribbean and SVG</li> <li>Fully proficient in the following software applications: Word, Excel, PowerPoint</li> </ul>

**Competencies**

- Proven ability to provide technical oversight to a wide range of stakeholders and multi-disciplinary teams to achieve stated project objectives
- Strong data management, reporting and analytical skills
- Strong leadership and team-building skills
- Fully proficient in the following software: Word, Excel, PowerPoint
- Self-motivated and ability to work in diverse settings, with diverse audiences
- Excellent interpersonal and conflict resolution skills
- Ability to meet deadlines and prioritise multiple tasks
- Excellent verbal and writing communication skills in 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 explaining why they are the most suitable for the work and describing their portfolio of past successful projects developed
2. Personal CV including past experience in similar projects and at least 3 references
3. Financial proposal

**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 methodology:

### 2. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight [70%]

\* Financial Criteria weight [30%]

Only candidates obtaining a minimum of **49 points** would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70	70
• Relevance of academic qualifications		15
• Relevant technical experience		30
• Regional experience		15
• Competencies for the assignment		10
<u>Financial</u>	30	30

## ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR)

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR'S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT

ANNEX VI – P11 FORM