



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 02/01/2018

REF NO.: BBRSO36316

Country: Barbados

Description of the assignment: Socio-economic/livelihood assessment consultancy

Project name: Conserving Biodiversity and reducing habitat degradation in Protected Areas and their areas of influence

Period of assignment/services (if applicable): 20 days over 4 months

ADMINISTRATION

To apply, interested persons should upload the **combined*** *Technical Proposal/Methodology* (if applicable), *CV* and *Offeror's Letter* 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=77024 (cut and paste into browser address bar if the link does not work)

*** PLEASE NOTE:** *The system allows the upload of one (1) document ONLY – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror's Letter, MUST be combined and uploaded as one*

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 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 within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses** two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

http://procurement-notices.undp.org/view_notice.cfm?notice_id=43892 (cut and paste into browser address bar if the link does not work)

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

**** UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary**

1. Background

BACKGROUND

There are three recently established Marine Management Area (MMA) Conservation Zones and three existing terrestrial protected areas units in the Federation of St. Kitts and Nevis. Only the Central Forest Reserve National Park was established primarily for ecological conservation, and there are no legally declared terrestrial protected areas on the island of Nevis. The Global Environment Facility (GEF) investment, through the Conserving Biodiversity and reducing habitat degradation in Protected Areas and their areas of influence Project (Conserving Biodiversity Project), will expand the protected areas system from two terrestrial sites totaling 5,260 hectares to four terrestrial sites totaling 8,810 hectares and three marine sites totaling 11,693 hectares. The project will further enable support for improved ecosystem representation in the protected areas system through the establishment of these new conservation / protected areas, strengthening of the institutional, policy and legal/regulatory frameworks, development of sustainable finance mechanisms and the establishment and strengthening of protected areas management operations at key sites. However, for effective support for conservation of biodiversity and ecosystems of national, regional and global significance, there needs to be appropriate and sufficient data to inform effective decision-making.

As part of the overall development and operationalization of a system of protected areas, the project aims to enhance both opportunities for sustainable livelihoods in and around its network of protected areas as well as community participation and collaboration in effective management of the sites and their resources. This would entail increasing community members' access and capacity for livelihood opportunities in keeping with the goals and objectives of the protected areas. As such, there is a need for a consultant to carry out a socio-economic and livelihood assessment of the communities around the protected areas that depend on the natural resources for these livelihoods, as well as provide accompanying recommendations to enhance and strengthen livelihood opportunities, developed through a community and stakeholder engagement. Community needs and associated capacity opportunities would also require identification. Sustainable finance plans will be developed for 3 terrestrial protected areas and 3 Marine Management Area (MMA) Conservation Zones, incorporating existing sustainable finance plans (2017, 2012, to be provided to consultant), including supporting the implementation of a visitor/user fee system, as outlined in the Conserving Biodiversity Project Document. Furthermore, enhanced sustainable livelihoods, including small- and micro-enterprises that support protected area objectives and conservation, will be integrated into overall financial planning for the protected area sites.

2. Description of Responsibilities

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

Objective

The purpose of this consultancy is to carry out a gender responsive socio-economic / livelihood (existing and proposed) assessment of the communities in and around SKN protected areas, identify livelihood needs and opportunities that also support protected area objectives and conservation, bearing in mind the resources upon which they depend.

A comprehensive understanding of the socio-economic context of the communities living around the National Parks is required to determine the economic viability of current and new livelihood opportunities that are compatible with the Government's national objectives and the objectives of the National Parks. The consultancy will assess the socio-economic situation of the communities in and

around the PAs, using a gender responsive approach to analyse existing livelihoods, determine their economic viability with regard to use of natural resources and PA management objectives, assess/consider alternative sustainable and resilient livelihoods that can support conservation and PA management objectives as well as contribute, as possible, to overall sustainability and management of the PA itself. This will be based on a gender responsive approach to research and analysis of findings and will focus attention on socio-economically marginalised and vulnerable groups/communities.

This Consultancy will continue to support an overall Project aim of enhancing community/stakeholder co-management, which should be further explored when assessing livelihood opportunities to support PA management. Activities related to strengthening socio-economic capacities through livelihoods interventions will utilise existing information on the actual benefits communities can draw from ecosystems while maintaining ecosystem health and the benefits provided by the ecosystem services generated from the PA sites. In addition, existing capacities and capacity needs to implement these livelihood activities producing social capital that will benefit communities will be identified. Socio-economic indicators will be gender responsive and related activities will seek to build on existing information on the actual benefits women and marginalised and vulnerable groups/communities can draw from ecosystems, with socio-economic benefits to the buffer zone communities in maintaining ecosystem health and the benefits provided by the ecosystem services generated from the PA sites.

Scope of Work

Task 1:

Inception Report

- Submit an inception report to the Project Coordinating Unit and UNDP no later than two weeks from commencement of the consultancy that includes: (i) methodologies and approaches to conduct the socio-economic/livelihood assessment, including tools, indicators, community and stakeholder engagement plan, and process for country participation / training of national counterpart in assessment techniques ; (ii) target communities, community groups and stakeholders, and (iii) detailed work plan and schedule. Incorporate reviews and comments, ensuring approval by PCU and UNDP. Data collection methodology (Task 2) should be developed and presented for approval, ensuring data needs are identified and appropriate tools for their collection are implemented. A validation workshop of the inception report with stakeholder comments incorporated will take place at the start of the consultant team's first mission.

Task 2:

Carry out gender responsive socio-economic assessment and evaluation of existing and proposed livelihood strategies and activities. Provide recommendations for livelihood opportunities that support community needs as well as PA objectives and ecosystem health.

- Conduct review, field visits to identified communities, interviews, stakeholder consultations/workshops, working meetings and public consultations to assess socio-economic context in identified communities (TBD). Present preliminary findings, including summary of stakeholder engagements, to the Project Coordinating Unit.
- Incorporate, as available, existing relevant studies and reports from SKN that have identified sustainable livelihood opportunities and community needs into socio-economic assessment and identification of protected area and natural resource based livelihood opportunities.
- Investigate and identify collaboratively with community members and stakeholders 'income-generating opportunities that support conservation and PA objectives for the communities in the vicinity of the protected areas. Identify those needs that also complement protected area and resource management objectives. Integrate co-management, as identified in SKN Conserving

Biodiversity Project and existing protected area management plan objectives, as appropriate, into exploration of these income generating opportunities. Collaborate with other ongoing livelihood and small/micro-enterprise projects for conservation (i.e. EU PISCES Project), as needed.

- Prepare gender responsive Livelihood Capacity Building Plan that supports implementation of identified livelihood interventions. Recommendations for PA associated livelihoods and small- and micro-enterprises should be practicable and capacity development needs identified.
- Identify the roles and responsibilities of all stakeholders who were / will be involved in livelihood opportunities identified. Outline the financial resources required to implement/operationalize the livelihoods to include, but not limited to, capacity building, enterprise development, and marketing. Collaborate with Project team members and consultants carrying out livelihood related training activities and the development of PA site based finance plans.
- Present the results to stakeholders, ensuring that communities engaged are presented findings for comment (workshops, community meetings, other), as well as key government and collaborating groups. Incorporate comments and feedback into assessment and recommendations.

Task 3.

Prepare Final Report on the consultancy with assessment of tasks performed and recommendations for future planning. Include lessons learned.

DELIVERABLES

Deliverables	Due Date	%
Task 1. Inception report with action plan to carry out assessment identified, detailing methodology and approach to data gathering and stakeholder engagement, including plans for re-engagement for output review. Include plan for training of local counterpart in data gathering for Socio-economic/Livelihood Assessments	March 15, 2018	10%
Task 2 a) Approved detailed gender responsive socio-economic and livelihood assessment for local communities in/around SKN protected areas. In addition to details described in Scope of Work/Task 2 (above), report should also include stakeholder engagement details and recommendations from local communities for engaging in livelihood generating activities that support PA co-management in areas within and adjacent to PAs, with stakeholder feedback.	May 15, 2018	45%
b) Capacity Development Plan (with stakeholder capacity needs outlined) for implementation of sustainable livelihood initiatives identified	June 7, 2018	35%
Task 3. Final Report on the consultancy with assessment of tasks performed and recommendations.	June 30, 2018	10%

3. Qualifications and Competencies

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant should show evidence of professional qualifications and extensive relevant experience in socio-economic and livelihood assessments, protected area management, community engagement and stakeholder participatory engagement, and community livelihood enhancement, amongst others.

Preference is for a consultant that has undertaken similar work in the Caribbean or has experience working with Caribbean protected areas and community stakeholders.

I. Academic Qualifications:

- Minimum of a Master's degree in sociology, environment, community development, natural resource management, sustainable rural livelihoods, or related fields
- Background in people-centered approaches to biodiversity conservation and associated livelihoods an asset

II. Work experience:

- Minimum of 7 years of experience in socio-economic assessments, community development, and needs assessment, including sustainable livelihoods related to natural resources and conservation
- Demonstrated experience developing and delivering high quality socio-economic assessments, including gender analyses, with livelihood assessments associated with meeting protected areas, natural resource management, and/or conservation objectives
- Demonstrated experience in and excellent skills for stakeholder engagement at the national and community levels, including efficient facilitation during meetings between various stakeholders (government, NGOs, CBOs , international community and communal levels). Participatory stakeholder engagement and livelihood skills should also be gender responsive.
- Advanced practical knowledge about PA management at the national/institutional level and carrying out national and community level socio-economic assessments, ideally in the context of Small Island Developing States in the Caribbean
- Experience implementing community-based and participatory approaches
- Previous experience with UNDP and/or GEF projects is an added plus, but not mandatory

III. Competencies:

- Strong technical report writing, data acquisition and analysis skills
- Excellent writing and speaking 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
2. Personal CV including past experience in similar projects and at least 3 references
3. Financial proposal (prepared, but **not submitted unless requested to do so**)

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

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
<ul style="list-style-type: none"> Number of years of experience in socio-economic assessments, community development and needs assessment 	20	20
<ul style="list-style-type: none"> Demonstrated experience in and excellent skills for stakeholder engagement at the national and community levels 	15	15
<ul style="list-style-type: none"> Advanced practical knowledge about PA management, natural resource management and/or biodiversity conservation 	15	15
<ul style="list-style-type: none"> Experience implementing community-based and participatory approaches 	10	10
<ul style="list-style-type: none"> Previous experience with UNDP and/or GEF projects 	10	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