



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
(National Consultant – Team Leader – CBD Report)

UNDP/PN/17/2018

Date: 10 April 2018

Country: Nepal

Description of the assignment: Biodiversity is currently being lost at unprecedented rates due to human activities around the globe. To address this problem, the Convention of Biological Diversity (CBD) COP adopted a Strategic Plan in 2002 (Decision VI/26). In its mission statement, CBD Parties committed themselves to more effective and coherent implementation of the three CBD objectives with the purpose of achieving a significant reduction of the current rate of biodiversity loss at the global, regional and national level by the year 2010, as a contribution to poverty alleviation and to the benefit of all life on earth. The targets associated with the 2010 Biodiversity Commitments inspired action at many levels, however, they were not achieved at a sufficient enough scale to successfully address the pressures on biodiversity. While the commitments did result in some understanding of the linkages between biodiversity, ecosystem services and human well-being, biodiversity issues were insufficiently integrated and generally not reflected into broader policies, strategies, programmes, actions and incentive structures. As a result, the diversity of genes, species and ecosystems continued to decline, as the pressures on biodiversity remained constant or increased in intensity, mainly because of human actions.

COP 10 decisions recognize that achieving positive outcomes for biodiversity requires actions at multiple entry points. The new Strategic Plan for Biodiversity 2011-2020 (CBD COP decision XI/2) reflects this perspective by including 20 headline targets for 2015 or 2020, which are referred to as the Aichi Biodiversity Targets (ABT), and are organized under five strategic goals. The decision invites Parties to set their own targets within this flexible framework, considering national needs and priorities, while also considering how national actions contribute to the achievement of the global targets. National Biodiversity Strategy and Action Plans (NBSAPs) are the key conduit for implementing the Strategic Plan and achieving the ABTs at a national level, and are a central policy-making tool for national biodiversity management. The Convention requires countries to prepare a national biodiversity strategy, or equivalent instrument, and to ensure that it, and the principles of conservation and sustainable use, are integrated into the planning and activities of those sectors whose activities can have an impact (positive and negative) on biodiversity. Consequently, post-2010, countries were called to revise their NBSAPs, or equivalent documents, with the purpose of setting national targets to attain the Strategic Plan, and prescribe national strategies and actions to

achieve them. It is these targets whose implementation and attainment will be assessed during the 6NR process.

Number of consultant required: 1

Project name: Environment Unit

Period of assignment/services (if applicable): 90 days spread over 1 May to 30th September 2018

Duty Station: Kathmandu with visits to provinces

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/17/2018: Team Leader – CBD Report**, by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 22 April 2018.**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/17/2018: Team Leader – CBD Report**, on or before **15 April 2018.** The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to the attached ToR (Annex 1)

Please submit your application at the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education & Experience:

Minimum Master Degree, Preferably Ph. D. in Natural Resource Management/Forestry or related field with knowledge on gender and social inclusion issues in biological diversity conservation

Experience

- At least 15 years of professional experience of working in the field of Natural resource/Forestry
- Experience of working with various stakeholders including government, civil society, communities, bilateral and international agencies
- Excellent knowledge on socio-economic and gender and social inclusion issues in Biological diversity
- Strong data analytical skills, ability to produce analytical report

- Previous experience of undertaking similar type of analytical report preparation in the field of Natural resource management
- Experience in facilitating stakeholders' consultation workshops

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

Note:

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

4. 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:

- responsive/compliant/acceptable, and*
- 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 in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
Criterion A: <ul style="list-style-type: none"> Experience of working in Natural resource management/ Forestry/Biodiversity and good know-how on Convention on Biological Diversity (20) 	20%	20
Criterion B: <ul style="list-style-type: none"> Experience of leading similar type of assignment, preparation of report on biodiversity/natural resource management/project evaluation (20) 	20%	20
Criterion C: <ul style="list-style-type: none"> Experience and Excellent knowledge on socio-economic and gender and social inclusion issues in Biological diversity (20) 	20%	20
Criterion D: <ul style="list-style-type: none"> Results-oriented, creative, confident and self-motivated person able to work independently and a good team player (10) 	10%	10
<u>Financial</u>		
Lowest financial proposal	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 1

UNITED NATIONS DEVELOPMENT PROGRAMME

Terms of Reference for Lead National Consultant to prepare

Nepal 6th National Report to the Convention on Biological Diversity (CBD)

Location : Home based with travel to provinces

Additional Category: Environment and Biodiversity

Type of Contract: : National Consultant

Starting Date: : 1 May 2018

Duration of: : 90 days spread over 1 May to 30th September 2018

1. Background

Biodiversity is currently being lost at unprecedented rates due to human activities around the globe. To address this problem, the Convention of Biological Diversity (CBD) COP adopted a Strategic Plan in 2002 (Decision VI/26). In its mission statement, CBD Parties committed themselves to more effective and coherent implementation of the three CBD objectives with the purpose of achieving a significant reduction of the current rate of biodiversity loss at the global, regional and national level by the year 2010, as a contribution to poverty alleviation and to the benefit of all life on earth. The targets associated with the 2010 Biodiversity Commitments inspired action at many levels, however, they were not achieved at a sufficient enough scale to successfully address the pressures on biodiversity. While the commitments did result in some understanding of the linkages between biodiversity, ecosystem services and human well-being, biodiversity issues were insufficiently integrated and generally not reflected into broader policies, strategies, programmes, actions and incentive structures. As a result, the diversity of genes, species and ecosystems continued to decline, as the pressures on biodiversity remained constant or increased in intensity, mainly because of human actions.

COP 10 decisions recognize that achieving positive outcomes for biodiversity requires actions at multiple entry points. The new Strategic Plan for Biodiversity 2011-2020 (CBD COP decision XI/2) reflects this perspective by including 20 headline targets for 2015 or 2020, which are referred to as the Aichi Biodiversity Targets (ABT), and are organized under five strategic goals. The decision invites Parties to set their own targets within this flexible framework, considering national needs and priorities, while also considering how national actions contribute to the achievement of the global targets. National Biodiversity Strategy and Action Plans (NBSAPs) are the key conduit for implementing the Strategic Plan and achieving the ABTs at a national level, and are a central policy-making tool for national biodiversity management. The Convention requires countries to prepare a national biodiversity strategy, or equivalent instrument, and to ensure that it, and the principles of conservation and sustainable use, are integrated into the planning and activities of those sectors whose activities can have an impact (positive and negative) on biodiversity. Consequently, post-2010, countries were called to revise their NBSAPs, or equivalent documents, with the purpose of

setting national targets to attain the Strategic Plan, and prescribe national strategies and actions to achieve them. It is these targets whose implementation and attainment will be assessed during the 6NR process.

1. RATIONALE

Parties are required by Article 26 of the Convention to submit national reports to the COP on measures taken to implement it, and the effectiveness of those actions in meeting the Convention's objectives. Because the global biodiversity strategic plan is ending in 2020, and because there is need to have quality reporting from Parties on progress in implementing the plan, COP 13 requested that the GEF "provide adequate funding for the preparation of the sixth national report in a timely and expeditious manner". The 6NR will focus on monitoring the effectiveness of national strategies and actions in achieving National and ABTs and related biodiversity outcomes. This will require an assessment of progress on achieving national targets, using the global and/or national indicators of biodiversity status and trends. The 6NR approach necessitates new thinking about how to develop a dynamic reporting framework and decision support system that builds the capacity of countries to facilitate dynamic monitoring, reporting, and decision making to ensure they can more efficiently and effectively undertake their national reporting obligations. In this context, UNDP Nepal received GEF funding to support Ministry of Forests and Environment (MoFE) to prepare the 6th National Report to Convention of Biological Diversity. A 6NR Coordination Committee has been formed by MoFE in the leadership of Chief of the Biodiversity and Environment Division and CBD Focal point. The committee has the overall responsibility to guide the 6NR preparation. In this connection, UNDP Nepal wishes to hire the services of a Lead consultant to facilitate the preparation of 6th National Report to the Convention on Biological Diversity.

2. Objective

This ToR defines the requirements for the lead consultant to develop and finalize the 6th National Report to the CBD. The general objectives are as follows:

1. To get an overview of Biodiversity status, trends and threats by analyzing the status of National Biodiversity Strategy and Action Plan (NBSAP)
2. To discuss sectoral and cross-sectoral integration or mainstreaming of biodiversity considerations
3. To review progress towards the Aichi Biodiversity Targets (ABT), and Implementation of the NBSAP
4. To assess capacity building of relevant stakeholder institutions
5. To facilitate in organizing meeting, seminar and workshop at different level
6. Prepare the 6th National Report based on Technical Reporting Guidance for the 6thNR

3. duties and responsibilities:

The lead consultant will be responsible for the overall outcome of this assignment; however, s/he will be assisted by an assistant consultant. For the logistic support required to organize consultation workshops such as Inception workshop, field level consultation and validation workshop, UNDP will

hire an institution that will facilitate all the logistics. The lead and assistant consultants will be focused solely on the technical part of the report preparation.

The tasks of the consultants are divided under three components:

Component 1: Project inception

- Coordinate and consult with the Sixth National Report Coordination Committee formed under the leadership of Ministry of Forests and Environment.
- Prepare a detail plan and timeline to complete the assignment within 5 months
- Preparation and facilitation of Inception workshop

Component 2: Assessment of progress towards each national target

Prepare a scoping report/zero draft for each ABT and/or national equivalent is prepared. Activities include:

- Consultations with stakeholders to verify data and progress assessments and address information gaps.
- Facilitating a process that convenes experts from a full range of disciplines, including gender equality women's rights experts, women's organizations, indigenous groups and business sectors, to determine the status of NBSAP implementation, identify data gaps and validate spatial information;
- Working with experts during stakeholder workshops to draw conclusions on national progress related to NBSAP implementation and achievement of ABT, in support of Decision VII/25.
- Develop reports for each ABT and/or national target equivalent. Activities include:
 - (a) Develop progress assessments for each ABT and/or national target equivalent;
 - (b) Review NBSAP implementation
 - (c) Review actions to mainstream biodiversity
 - (d) Assessing of the effectiveness of the actions undertaken to implement the Strategic Plan and NBSAPS.

Component 3: Sixth national Report production and submission

Compile, review, revise and finalize the 6NR. Activities include:

- compiling the target level assessments into a comprehensive draft 6NR, and following all formatting requirements to ensure consistency across targets;
- circulating the draft 6NR to the Coordination Committee and UNDP for a technical peer review;
- revising the assessment to incorporate additional data sources and technical expertise;
- facilitating additional stakeholder consultations, as suggested by the 6NR Coordination Committee;
- developing a final 6NR report; and
- organize validation workshop and finalized the 6NR by incorporating suggestion and comments
- obtain final approval from coordination committee

4. Methodology:

The National Report will be prepared through wider consultations with the stakeholders. Information will be collected by reviewing published and unpublished literatures; field level consultations and national level interaction workshops. A detailed methodology will be worked out later with the consultant together with the coordination committee

- The consultants (lead and assistant) should prepare the report based on Technical Reporting Guidance for the 6th National Report available at <https://www.cbd.int/nr6>
- In addition, the consultant will engage, support and seek support of the selected government staff member/s in the whole process of the report preparation – so that the capacity of the respective staff/s is enhanced.
- Field level consultation will be carried out at least one in each province
- The consultant and the team should use the indicators developed at the national and global levels.
- The consultant will work in close supervision of CBD Focal Point in MoFE and ACD of UNDP. However, for day to day consultation the consultant work together with Environment Programme Analyst, UNDP

5. DELIVERABLES

Following are the deliverables of this assignment:

- Inception report after conduction of inception workshop
- Updates with progress as per the work plan
- Province level consultation Workshops report
- Draft report of 6th NR
- Complete 6th National Report based on the reporting guideline (hard copy and digital).
- Completion report

6. Qualification and Experience

Qualification

Minimum Master Degree, Preferably Ph. D. in Natural Resource Management/Forestry or related field with knowledge on gender and social inclusion issues in biological diversity conservation

Experience

- At least 15 years of professional experience of working in the field of Natural resource/Forestry
- Experience of working with various stakeholders including government, civil society, communities, bilateral and international agencies
- Excellent knowledge on socio-economic and gender and social inclusion issues in Biological diversity
- Strong data analytical skills, ability to produce analytical report

- Previous experience of undertaking similar type of analytical report preparation in the field of Natural resource management
- Experience in facilitating stakeholders' consultation workshops

7. DURATION

A total of 90 days stretched over a period of 5 months starting from 1st May 2018 to September 2018.

8. RELEVANT DOCUMENTS

While preparing the 6th national report to the CBD, reference should be made to following documents:

- Technical Reporting Guidance for 6th National report
- Previous National reports submitted by Nepal to the CBD
- Provisional framework of goals, targets and indicators to assess progress towards the 2020 Biodiversity Target/ Aichi Targets
- Targets of the Global Strategy for Plant Conservation
- UN Sustainable Development Goals (SDGs)
- Commitment made by Nepal in multilateral environmental agreements particularly on biodiversity conservation
- NBSAP
- 14th Plan
- All other relevant documents prepared by Government and other national agencies related with conservation of Biological diversity.
- CBD website for further information and assistance

9. PAYMENT SCHEDULE

The payments will be made in instalments as below:

Installment	Milestones	Payments	When
1 st payment	Submission of inception report after conduction of inception workshop	20%	By 2 nd week of May 2018
2 nd payment	Submission of Progress Report capturing at least 3 Province level consultation Workshops	30%	By 2 nd week of June 2018
3 rd payment	Submission of draft of Nepal 6 th National Report	30%	By 4 th week of August 2018
4 th payment	After acceptance of Final Report	20%	By 4 th week of September 2018

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

(Ref. # UNDP/PN/17/2018 – Team Leader – CBD Report)

Date _____

United Nations Development Programme
Procurement Unit
Nepal

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- k) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

Duly signed P11 Form

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

Cost Components	Quantity	Unit Rate	Total Amount for the Contract Duration
I. Personnel Costs			
Professional Fees (all-inclusive daily rate)	90 days		
Travel cost to visit provinces	Lumpsum		
DSA	Lumpsum		
Total			