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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 April 2018

TITLE OF CONSULTANT: Individual Consultant (IC) - Communication for the Access and Benefit Sharing (ABS) Project in Botswana

COUNTRY: BOTSWANA

DESCRIPTION OF ASSIGNMENT: This consultancy aims to develop communications strategies for the project at the national and community levels in Botswana, such as through the development of a Communication Strategy and Action Plan, including various communication products and publications, and the preparation of, and participation in, national and community level events, as appropriate.

PROJECT NAME: ABS Project

PROJECT NUMBER: 00099240

SUPERVISION: Programme Specialist Environment and Climate

Proposals with reference should be submitted in a sealed envelope clearly labelled, “**Individual Consultant (IC) for development of a Communication Strategy and Action Plan on Access to Genetic Resources and Benefit-Sharing (ABS) in Botswana**”

Should be submitted at the following address no later than **26 April 2018 at 12:00pm (Botswana Time)**

to:

*The Resident Representative
United Nations Development Programme
P.O. Box 54
Gaborone*

or by email to: procurement.bw@undp.org

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mailed to enquiries.bw@undp.org UNDP Botswana 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 the inquiry to all prospective facilitators.

NOTE: Consultancy firms/companies interested in applying for this assignment are free to do so provided they submit a CV of only one qualified consultant and present its bid in a manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in these solicitation documents. That is, the experience required is that of the individual whose CV would have been submitted by the company rather than that of the company. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.

1. BACKGROUND

1.1 Introduction:

The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS), an agreement under the Convention on Biological Diversity, was adopted on 29 October 2010 in Nagoya (Japan) and entered into force on 12 October 2014, it provides a transparent legal framework for the effective implementation of the 3rd objective of the Convention on Biological Diversity (CBD) - to be pursued in accordance with its relevant provisions, are the conservation of biological diversity, the sustainable use of its components and “the fair and equitable sharing of the benefits arising out of the utilization of genetic resources, including by appropriate access to genetic resources and by appropriate transfer of relevant technologies, taking into account all rights over those resources and to technologies, and by appropriate funding”. The Protocol applies to genetic resources that are covered by the CBD and to the benefits arising from their utilization, it also covers traditional knowledge (TK) associated with genetic resources held by indigenous and local communities. Contracting parties to the Nagoya Protocol need to fulfil core obligations to take measures in relation to access to genetic resources, benefit-sharing and compliance.

The UNDP-GEF Project “Strengthening human resources, legal frameworks, and institutional capacities to implement the Nagoya Protocol” (Global ABS Project) is a 3-year project that specifically aims at assisting 24 countries in the development and strengthening of their national ABS frameworks, human resources, and administrative capabilities to implement the Nagoya Protocol. The project seeks to achieve this through its 4 components namely:

- Component 1: Strengthening the legal, policy and institutional capacity to develop national ABS frameworks;
- Component 2: Building trust between users and providers of genetic resources to facilitate the identification of bio-discovery efforts; and
- Component 3: Strengthening the capacity of indigenous and local communities to contribute to the implementation of the Nagoya Protocol.
- Component 4: Implementing a Community of Practice and South-South Cooperation Framework on ABS.

As per the approved Annual Work Plans for the year 2018 for Botswana, the project will proceed with the recruitment of a national consultant to strengthen the national ABS legal frameworks. The consultant will work closely with key national stakeholders to undertake an assessment of the policy, legal and institutional aspects of ABS in Botswana. The outcome of the assessment should guide the development of a national instrument in a simple, efficient manner, which can be adapted to national and local circumstances

a. Legal and Institutional Context

The Department of Environmental Affairs (DEA), in the Ministry of Environment, Natural Resources Conservation and Tourism, is the focal point for the CBD and the Nagoya Protocol on ABS. The type of biological resources accessed and the purpose of access determine whether and which other institutions are involved in ABS management. For example, the Department of Wildlife and National Parks is primarily responsible for animal biodiversity as well as other resources found in wildlife management areas, national parks, private game reserves, and other such designated conservation areas. The Ministry of Agricultural Development and Food Security is responsible for plant resources and agro-biodiversity, including veldt products and medicinal plants on state and communal lands. However loosely, the institutional framework

does provide an access process, and in some cases specific procedures such as the requirement for permits. However, the key elements of Prior Informed Consent (PIC), mechanisms for consultation with relevant stakeholders, legal certainty and clarity, and a clear application process for ABS are not covered by the current institutional framework.”

b. Baseline investments

Existing and planned investments for programs and baseline activities for the 2016-2019 period in Botswana are estimated to be \$462,941 USD. This government investment (Department of Environmental Affairs, Ministry of Environment, Natural Resources Conservation and Tourism) will be directed to strengthening the legal and institutional frameworks for the implementation of the Nagoya Protocol and specific ABS activities with the participation of multiple stakeholders (e.g., various government agencies, ILCs, researchers, and the private sector). The NBSAP establishes the following priority actions in regard to ABS: a) enactment of necessary national legislations for conservation and sustainable use of biodiversity taking into consideration the matters related to access and benefit-sharing as well as protection of the local communities, farmers, and pastoralist rights to biological resources and their indigenous knowledge, practices, and technologies; including issuance of a national legislation on PGR; b) the finalization and implementation of the Indigenous Knowledge Systems Policy and Action Plan consistent with the international instruments of relevance such as CBD and the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA); and c) documentation assessment and legal protection of indigenous knowledge, practices, and technologies as it relates to the conservation and sustainable use of biodiversity.

2. SCOPE OF WORK & RESPONSIBILITIES

The Consultant shall work in close coordination with the project country team including, at minimum the National Project Director or Coordinator, the National Project Manager from UNDP country office and the Regional Project Specialist for Botswana from the Global ABS project team. The Consultant will be working under the direct supervision of the ABS Project Officer and in close collaboration with the national ABS Project team, the global Communications Expert as applicable. The consultant will be responsible for the provision of the following services:

- Project communications strategy:
 - Develop the national and community level communication strategy and action plan for the Botswana ABS Project, including key messages of the project in Botswana to advocate for policy recommendations.
 - The communication strategy must clearly guide the Project in increasing visibility and what tools should be used
 - The strategy should guide how to develop effective communication products such as factsheets, news articles, case studies, press releases, infographics, website pages and articles, videos and other media products.
 - The strategy should map the relevant stakeholders and their roles in the project

3. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

a. Qualifications and Experience:

- Minimum Bachelor's degree in communications, journalism or other closely related field.

- 5 years of proven experience in communications and outreach in international development;
- Experience with environmental and/or biodiversity issues or experience and basic knowledge of ABS issues would be an advantage;
- Proven experience with developing and implementing communications strategies at the local, national, regional or international level, including experience in journalism, public relations or media relations;
- Proven experience with developing, editing and layout of publications, reports and content management for websites and social media;
- Experience and good network with the international media is an advantage;
- Previous work experience with UNDP or a related organization and familiarity with their branding and visibility identity requirements is also an advantage.
- Excellent writing, editing, and oral communication skills in English; knowledge of Setswana will be an advantage.
- Fully competent management of the MS Office package (particularly MS Word, MS Excel, MS Power Point, MS Outlook);
- Experience in graphic design and publishing programmes (Adobe Illustrator, Photoshop, InDesign or equivalent) is an advantage.

b. Competencies

- Creativity and innovative thinking in responding to challenges and formulating solutions;
- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team;
- Openness to change and ability to receive/integrate feedback;
- Ability to work under pressure and stressful situations;
- Strong research analytical, reporting and writing abilities.
- Ability to work with multiple stakeholders across a wide range of disciplines.
- Maintains relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Seeks and applies knowledge, information, and best practices as relevant to the ABS processes.

4. TIME SCHEDULE AND PERIOD OF THE CONSULTANCY

The consultant is expected to work 20 man-days; In consultation with the UNDP (ABS Project) and DEA, the consultant will elaborate a detailed schedule / workplan for the assignment.

5. DUTY STATION

The individual consultant will be home-based with the possibility of field missions based on needs and as would be agreed upon at inception.

6. DELIVERABLES

The following results shall be delivered:

- National and community level communication strategy
- National and community level communication action plan

The submission of the final report should be in a CD (soft copy) and two bound copies. The Report should be of high quality in terms of presentation, relevance and utility, presented in Times New Roman Text, font size 12 and have the following attributes:

- Concision: The report should cover the required material without being irrelevant and unwieldy.
- Readability: The report should be written in jargon-free language. Its language should be simple, clear and reader-friendly, and

7. SUPERVISION

The IC will be supervised by the UNDP Programme Specialist and ABS Project Officer supported by the Department of Environmental Affairs. The Supervisor(s) will give real time structured feedback as required.

8. METHODOLOGIES

The consultant will adopt a consultative approach to develop the expected deliverables. Specifically, the consultant will;

- Detail the methods to be used in data collection and information dissemination. If sampling methods are used, ensure that the samples are representative.
- Undertake desk review of relevant documents and material previously used in communication of similar tasks.
- Undertake this assignment in consultation and collaboration with relevant stakeholders including UNDP, MENT, AGCs, DEA, ABS Project Technical Reference Group, CBOs, communities, NGOs, etc.

9. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

a. **Technical Proposal:** The technical proposal should include the following:

- Profile of consultant and an outline of recent experience on assignments of a similar nature.
- The consultant's interpretation and demonstrated understanding of the assignment. Including a clear description of the methodology - describing the proposed communication strategies for the implementation of the Nagoya Protocol in Botswana
- A work plan with indicative timelines that the consultant proposes to employ in executing the assignment, with graphical illustrations where appropriate.

b. **Financial proposal:**

- Lump-sum consultancy fee
- The lump sum should be broken down to clearly indicate: travel, per diems, and actual consultancy fees (daily fee)
- An indication of whether this rate is flexible

c. Personal CV including past experience in similar projects and contacts of at least 3 referees

10. 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.

11. EVALUATION

Only those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

- **Stage 1:** Preliminary evaluation of the proposals will be based on yes/no response as per the table below. If the response is “no” for any of the 3 criteria, the consultant will be disqualified from further evaluation.
- **Stage 2:** Technical Capability of the Consultant to deliver the required consultancy outputs evaluated on a scale of 0-100 points wherein the qualifying mark is 70%. The criteria to be used are shown below:

Technical Criteria	70% of total evaluation	
Criteria A	Relevant education background: Minimum Bachelor’s degree in communications, journalism or other closely related field.	Yes/No
Criteria B	Adequate work and/or professional experience: 5 years of proven experience in communications and outreach in international development;	Yes/No
Criteria C	Complete Consultancy package submitted (Technical and financial proposals)	Yes/No
Criteria D	Experience in planning, management, and coordination of communications of multi-disciplinary projects Experience and good network with the international media is an advantage; and Excellent writing, editing, and oral communication skills in English; knowledge of Setswana will be an advantage.	25
Criteria E	Methodology/Approach Interpretation and demonstrated understanding of the assignment. Including a clear description of the methodology - describing the proposed communication strategies for the	35

	implementation of the Nagoya Protocol in Botswana	
Criteria F	Experience with developing and implementing communications strategies at the local, national, regional or international level, including experience in journalism, public relations or media relations;	20
Criteria G	Proven experience with developing, editing and layout of publications, reports and content management for websites and social media; Fully competent management of the MS Office package (particularly MS Word, MS Excel, MS Power Point, MS Outlook) and Experience in graphic design and publishing programmes (Adobe Illustrator, Photoshop, InDesign or equivalent is an advantage	15
Criteria H	Working experience in an international organization or knowledge of UN policies, procedures and practices and familiarity with their branding and visibility identity requirements is also an advantage.	5

Individual consultants will be evaluated based on the Cumulative Analyses Methodology (weighted scoring method), where the award of the contract will 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 Individual Consultants obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation would be considered for the Financial Evaluation. The total number of points allocated for the price component is 100. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price

UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores.

UNDP retains the right to contact references directly.

12.REMUNERATION

With the support of the ABS Project Technical Reference Group, Project Steering Committee, and the ABS Project Officer, the Programme Specialist Environment and Climate Change will oversee the work of the consultant.

The payment schedule will be as follows:

Payment shall be made against deliverables following the suggested schedule as below and/or as agreed as per the approved inception report:

First payment (50%) upon delivery and acceptance of the first draft report of

1. National and community level communication strategy
2. National and community level communication action plan

Second and final payment (50%) upon delivery and acceptance of Final Report with PSC comments incorporated.