



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date : July 3, 2018

Country: Ethiopia;

Description of the assignment: *Recruitment of Individual Consultant to Develop standard operations procedure for protected areas;*

Project name: *Enhanced Management and Enforcement of Ethiopia's protected area Estate project;*

Period of assignment/services: *Sixty (60) Working days distributed over two months;*

The United Nations Development Programme (UNDP) is currently implementing an **Enhanced Management and Enforcement of Ethiopia's protected area Estate project** that requires the services of an individual to perform the work described in the corresponding TORs.

Proposal should be submitted through the online eTendering system <https://etendering.partneragencies.org> (search for Event ID 0000002511) as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to info.procurementet@undp.org. UNDP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

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

- Letter of presentation highlighting main qualifications and experience relevant to this TOR;

- CV or P11 form;
- Copy of education certificate;
- Completed financial and technical proposals.

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.

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: National Consultant to Develop *standard operations procedure for protected areas*;
Project Name : *Enhanced Management and Enforcement of Ethiopia's Protected Area Estate Project*

Reports to: UNDP, CRGG unit;

Duty Station: Addis Ababa, Ethiopia;

Expected Places of Travel: 1) Southern Regional state in Chebera Churchura, Mago and Omo National Parks;

2) Tigray Regional state in Kafta Sheraro National Park,

3) Ethio Somali and Oromia Regions in Babile Elephant Sanctuary;

Duration of Assignment: Sixty (60) working days distributed over two months,

REQUIRED DOCUMENTATION FROM CONTRACTOR:

- ☐ Letter of presentation highlighting main qualifications and experience relevant to this TOR CV ;
- ☐ CV or P11 form;
- ☐ Copy of education certificate;
- ☐ Completed financial and technical proposals;

I. BACKGROUND

Driven by low risk and high profitability, the trade in wildlife products and live animals continues to flourish. Ethiopia has been identified as a key transit (as well as source) country for wildlife products and live animals. The proposed project is seeking to implement solutions that will counter the threats to biodiversity and overcome the barriers to effective management of protected areas and to combatting illegal wildlife trade. It seeks to achieve the project's objective: to build Ethiopia's capacity for biodiversity conservation through increased effectiveness of protected area management and implementation of measures to reduce Illegal Wildlife Trade (IWT) and poaching. The objective will be achieved through the implementation of three project components. Component 1: Protected area management and biodiversity conservation. This component will focus on demonstrating how effective management of protected areas in Ethiopia can be achieved by targeting a small number of protected areas, given that the selected pilot sites are those protected areas in which key target species (elephants and big cats) are found. Component 2: Implementation of anti-trafficking measures. This component will focus on improving different aspects of law enforcement so as to increase the deterrent to illegal wildlife trafficking. Component 3: Landscape approach to forest and agro-biodiversity conservation. This component focuses on realizing the value of agro-biodiversity for the country and specifically for people living in the

vicinity of the protected areas targeted in Component 1. Finally, Component 4 Knowledge Management, Gender Mainstreaming, and M&E: Lessons learned from the project via active participation of all stakeholder groups in the project implementation, gender mainstreaming and M&E will be made available nationally and internationally to facilitate the fight against IWT. Ultimately, the project will contribute to long-term impacts or global environmental benefits including: i) the recovery of wildlife populations in project sites Ethiopia, specifically targeting elephants, lions and cheetahs: these were selected as GWP flagship species to measure the success of the proposed project, and ii) there is no loss of habitat and agrobiodiversity. This project forms part of the GEF Programmatic Approach to Prevent the Extinction of Known Threatened Species, and falls under the GEF Programme Global Partnership on Wildlife Conservation and Crime Prevention For Sustainable Development (9071). Under this programmatic framework, with the coordination through the programme steering committee, coordinated knowledge management and cross-fertilization of the individual regional and national projects will be assured.

Context of the required services

One of the outcomes of the project is to ensure improved protected area management effectiveness in order to deliver enhanced protection in the targeted protected areas. The management of protected areas should be assisted by pertinent tools and system for proper operationalization of planned activities. The human resource requires clear guidance and procedures to perform their routine activities. Apart from using consistent systems of day to day operations, protected area staff will have the skills of using various types of tools and equipment. This will create a convenient environment for the overall management of protected areas and will help managers easily coach workers under them and they will be able to monitor their implementation performance. Similarly it enables protected area managers to increase delivery of quality results within planned schedule and reduced cost. A manual of standard operating procedures (SOPs) will be developed (with the participation of protected area managers) that will describe the different management systems and will guide the day-to-day work of protected area managers and their members of staff. The manual will be designed such that it is adaptive (both by site and through time) and can be amended and updated on a regular basis.

Specific Objectives

- i. Assessment of the existing operation systems and the gaps and limitations identified**
- ii. Identify areas of operation that require the development of standard operation procedures ;**
- iii. Develop a standard operation procedure manual for selected protected area operations as described on in section ii above.**

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The results to be achieved by the consultant include;

The contractor will work with close contact with UNDP CO, the Ethiopian Wildlife Conservation Authority (EWCA), Southern Nations, Nationalities and People's Regional State (SNNPRS) bureau of culture and tourism, the PMU and the respective protected areas offices.

The major tasks expected to be accomplished by the contractor include but not limited to:

- Site visit and evaluation of day-to-day activities of the targeted Protected areas,
- Analysis of the current operations in the respective protected areas
- Consultative meetings and interviews with EWCA HQs personnel, staff of protected areas, relevant regional authorities and other key stakeholders or partners of conservation,
- Review of best practices from other places within the country and from abroad
- The SOP manual will be developed within the framework of the current working policies, strategies, laws, regulations and guidelines.
- Identify required materials, equipment, software, and other systems to do protected area operations,
- A completed SOP manual on the various issues of protected area management that include but not limited to; a) human resource systems, b) the maintenance of infrastructure, capital assets and equipment, c) the use of equipment and tools, d) law enforcement plans and implementations g) data management and reporting, and h) financial management i) ecological monitoring etc.

The study will be conducted for the five project sites, namely: Chebera Churchura, Omo, Mago and Kafta Sheraro National Parks and Babile Elephant Sanctuary. The consultant also need to visit Southern Nations, Nationalities and People's Regional State bureau of culture and tourism, Partners for the project sites, key stakeholders of the project sites and Ethiopian Wildlife Conservation Authority headquarter. An inception and validation workshop is need before and after the assignment respectively.

Expected Outputs and deliverables:

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals R
1	Inception report	5 days	UNDP, PM, Project Coordi M&E specialist
2	Draft SOP manual report	30 th day	Program specialist, PM, PC management
3	Validation Workshop	35 th day	Key stakeholders
4	Final Draft Report	50 th day	
	Final validation SOP manual report	45 th day	Key stakeholders
4	Final SOP manual report	60 th day	UNDP, PM, PC, EWCA management

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will report to UNDP Co and the Enhanced management of protected Area Project Manager Project Management Unit (the project manager, the project coordinator and the M&E officer).
- The consultant is expected to communicate with UNDP, interact and collaborate with EWCA's director general, protected areas coordinating directorate director, planning directorate director, development and conservation directorate director, human resources administration and development directorate director, protected areas wardens, experts, chief scouts, scout heads, other scouts, supporting staff at all levels and partners working with protected areas such as Born free foundation, heads of regional bureau and other key stakeholders around protected areas.
- Upon the request of the consultant the project may provide technical assistances. The project will not commit anything related to transportation and DSA.

Duration of the Work

- The total expected duration of the assignment is two months from contract signature
- The inception report is expected within five days of contract signature.
- Draft document is expected within 30 days of the contract signature.
- Final document is expected within 60 days of the contract signature.

Duty Station

- 1) Southern Regional state in Chebera Churchura, Mago and Omo National Parks,
- 2) Tigray Regional state in Kafta Sheraro National Park,
- 3) Ethio Somali and Oromia Regions in Babile Elephant Sanctuary;

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

A minimum of Master's degree in Protected area management, wildlife management, natural resources management, conservation biology, environmental sciences and at least 10 years of experience in the area of natural resources management/protected areas management.

Years of experience:

- At least 10 years of experience in the area of natural resources management/protected areas management, strategic planning and 3 years of experience in consultancy service in similar areas.

III. Competencies and special skills requirement:

a. Functional Competencies:

- Practical experience in protected area management and conservation of natural resources, analytical skills, leadership skill, team work and knowledge of working in hardship places is advantageous.

b. Language and other skills:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

c. Compliance of the UN Core Values:

- Demonstrates integrity by modelling 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 favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment;

V. EVALUATION METHOD AND CRITERIA

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 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		
• Criteria A: <i>qualification requirements as per TOR:</i>		
1. <i>Relevance of Education/ Degree</i>	15%	15
2. <i>Years of Relevant Experience</i>	28%	28
3. <i>Adequacy of Competencies for the Assignment</i>		

• <i>Criteria B: Brief Description of Approach to Assignment</i>	<i>57%</i>	<i>57</i>	
<i>Grand Total</i>	<i>100%</i>	<i>100</i>	

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

Annex II

Date _____

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 Expert on Information Technology under the Establishing Long Term Agreements for Data Centers project;
- 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 CV or 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;
- e) I hereby propose to complete the services based on the following payment rate:

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) 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;
- g) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- h) 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];*
- i) 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:

j) 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

- k) 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.
- l) **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.
- m) 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]:*

- ☐ CV or Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief summary of experience, qualifications, and skill relevant to this assignment

BREAKDOWN OF COSTS

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Deliverables*

No	Deliverables/ Outputs	Quantity	UOM	Price in ETB	Total
1	All inclusive daily fee				