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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **27 JULY 2018**

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**TITLE OF CONSULTANT:** Individual Consultant (IC) To develop a Project Identification Form (PIF) and a Full Project Document for the Strengthening of institutional capacities to enable improvement in the implementation of national capacity to deliver on the CITES, CBD Programme of Work on Protected Areas and AEWA obligations project.

**COUNTRY:** BOTSWANA

**DESCRIPTION OF ASSIGNMENT:** The overall objective of the consultancy is to draft a Project Identification Form (PIF) and a Full Project Document (ProDoc) for a new project titled Strengthening of institutional capacities to enable improvement in the delivery of the CITES, CBD Programme of Work on Protected Areas and AEWA national obligations, which will be implemented by the Department of Wildlife and National Parks. The project will be implemented and funded within the context of the Global Environment Facility (GEF) Cross Cutting Capacity Development (CCCD) program. The process of developing the PIF and ProDoc will be consultative, and require careful consideration of existing, planned or missing capacity within the Department of Wildlife and National Parks to realise the effective implementation of the three abovementioned Multilateral Environmental Agreements (MEAs) which are the direct responsibility of the Department of Wildlife and National Parks.

**PROJECT NAME:** Environment and Climate Change

**PROJECT NUMBER:** 00104661

**SUPERVISION:** Programme Specialist Environment and Climate

Proposals with reference should be submitted in a sealed envelope clearly labelled, “**INDIVIDUAL CONSULTANT FOR DEVELOPMENT OF PROJECT IDENTIFICATION FORM AND PROJECT DOCUMENT FOR STRENGTHENING OF INSTITUTIONAL CAPACITIES TO ENABLE IMPROVEMENT IN THE IMPLEMENTATION OF NATIONAL CAPACITY TO DELIVER ON THE CITES, CBD PROGRAMME OF WORK ON PROTECTED AREAS AND AEWA OBLIGATIONS**” should be submitted at the following address no later than **8 August 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](mailto: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](mailto: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

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Botswana has ratified or acceded to a number of Multilateral Environmental Agreements (MEAs), including the Convention on Biological Diversity (CBD), Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and the African Eurasian Waterfowl Agreement (AEWA), with the Department of Wildlife and National Parks (DWNP) being the focal point for the three abovementioned MEAs. All countries that have become members, or are Parties to these conventions, are bound to implement them. There is recognition that there needs to be capacity to implement these. To test the ability of the country to deliver on its MEA obligations, a National Capacity Needs Assessment (NCSA) for the Effective Implementation of Multilateral Environmental Agreements (MEAs) was undertaken by the Department of Environmental Affairs in 2007, and this represents the last time such a systematic appraisal of the implementation capacity for the MEAs was undertaken in Botswana. The capacity of the MEA focal points (including DWNP) was assessed at three levels, being:

- 1) *Individual capacity*: this refers to specific attributes enabling individuals to perform functions, make decisions and ensure these are implemented in an effective, efficient and sustainable manner;
- 2) *Institutional capacity*: refers to institutional levels, focusing on the overall performance and functional capabilities of an organisation, access to finances, information, technology, infrastructure and other resources, its organizational structure and its ability to adapt to change; and,
- 3) *Systemic capacity*: which was concerned with the creation of “enabling environments”, including policies and plans, economic, regulatory and accountability frameworks within which institutions and individuals operate; and relationships and processes between institutions, both formal and informal, as well as their mandates, are important.

The NCSA found that the Department of Wildlife and National Parks have capacity gaps (across all three levels) for the CBD and CITES, although with CITES implementation capacity being slightly better than that for the CBD. As AEWA was only acceded to in November 2017, this Agreement was not part of the NCSA, but being a new Agreement, whose technical requirements are outside of DWNP’s core competencies (as the department does not have an ornithology division), it is safe to assume that the department is not likely to have the required capacity to ensure adequate implementation of Botswana’s obligations to AEWA.

In realising the need to enhance the capacity to implement MEAs, the Global Environment Facility (GEF) developed a Cross-Cutting Capacity Development (CCCD) program as part of its funding mechanisms to support the implementation of MEAs in developing countries. The GEF defines capacity development as “*the process by which individuals, organizations and societies strengthen their ability to address environmental issues, manage natural resource issues, and mainstream environmental sustainability into development policies, plans and decisions.*” Botswana is eligible as a GEF grant recipient having ratified the three Rio Conventions, i.e., the Convention on Biological Diversity (CBD) on 12 October 1995; Convention to Combat Desertification and Drought (CCD) on 11 September 1996; and the UN Framework Convention on Climate Change (UNFCCC) on 27 January 1994.

As a result of the weak implementation capacity for the three MEAs that fall within the direct mandate of the Department of Wildlife and National Parks, it is crucial for the DWNP to develop capacity building initiatives, which would at a minimum cover the following four categories: (i) individual capacity of DWNP staff, (ii) DWNP’s institutional capacity, (iii) systemic capacity (within DWNP, the Ministry of Environment, Natural Resources Conservation and Tourism, and other

government agencies whose mandate impacts on the implementation of CITES, CBD Programme of Work on Protected Areas and AEWA), as well as (iv) the capacity for non-state actors (especially communities), who either implement parts of the three above-mentioned MEAs, or are directly affected by the implementation of the national obligations to these three MEAs.

In light of this, UNDP Botswana and the Ministry of Environment, Natural Resources Conservation and Tourism's Department of Wildlife and National Parks (DWNP) are launching the process of developing the proposal to the GEF (under the CCCD program) and are seeking a local consultant to develop the Project Identification Form (PIF) and subsequently a Full Project Document (ProDoc). The consultant would have to conduct baseline studies and stakeholder consultations in Gaborone, but with the option to visit and consult in other parts of the country as the process may dictate. A local consultant will be recruited and will be tasked with developing the Project Identification Form (PIF), a Medium-Sized UNDP Project Document (ProDoc) and a GEF CEO Endorsement Request using templates to be provided by UNDP. The UNDP/GEF Regional Coordination Unit will facilitate further contributions to ensure close linkages to other relevant UNDP projects at the global and Africa-level.

## **1. SCOPE OF WORK & RESPONSIBILITIES**

The expert will be responsible for two main deliverables, (i) a Project Identification Form (PIF) and (ii) an approved Project Document (ProDoc).

With regards the Project Identification Form (PIF), the consultant will:

- a) Consult with Department of Wildlife and National Parks, UNDP Country Office and Global Environment Facility Secretariat on the main elements that should constitute the PIF;
- b) Draft and ensure approval by Global Environment Facility of a Project Identification Form (PIF) for the *Strengthening of institutional capacities to enable improvement in the implementation of national capacity to deliver on the CITES, CBD Programme of Work on Protected Areas and AEWA obligations* project, under the GEF's CCCD portfolio.

With regards the Project Document, following the approval of the PIF, the consultant will:

- a) Organize an Inception Workshop with participation of key stakeholder representatives to ensure country ownership and to discuss the institutional, technical and systemic challenges and opportunities that must inform the elaboration of the project design;
- b) Elaborate on the project design (objectives, components and activities) as outlined in the PIF and as guided by additional information from the Inception Workshop, as appropriate;
- c) With support from UNDP and with guidance from the Department of Wildlife and National Parks, undertake an analysis of project risks and project design options to reduce project risks;
- d) In collaboration with UNDP and the Department of Wildlife and National Parks, develop the project logical framework (with gender sensitive indicators) and SMART indicators;
- e) Undertake consultations with stakeholders to secure agreement(s) on project implementation arrangements, including roles, responsibilities, and accountabilities of lead and partner agencies;
- f) In collaboration with UNDP and guidance from Department of Wildlife and National Parks, work with the project partners to identify and secure project co-financing;
- g) In collaboration with Department of Wildlife and National Parks, draft the medium-size project document and the GEF CEO Endorsement, in line with the Botswana priorities and those of the GEF CCCD program;

- h) With the support of UNDP, help organize a Stakeholder Validation Workshop to review and endorse the project strategy and design; and
- i) Support UNDP and Department of Wildlife and National Parks on additional organization matters, as appropriate to realise the approval of the Project Document by the GEF.

## **2. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

### **a) Qualifications and experience:**

- Post-graduate degree, preferably a PhD in wildlife ecology, natural resources management, wildlife management, wildlife biology or related field;
- At least 10 years of work experience in natural resources management, wildlife research, protected area management, wildlife management, or related field;
- Demonstrable experience of working with and understanding CITES, CBD Programme of Work on Protected Areas and AEWA;
- Experience in conservation, ecological, zoological or natural resources related research methodology development, data collection, analysis and report writing;
- Demonstrable experience of understanding the Department of Wildlife and National Park's strategic priorities;
- Demonstrable familiarity with the Wildlife Conservation and National Parks Act within whose confines the project would be implemented;
- Experience in development Global Environment Facility (GEF) Project Documents, proved by at least two such medium- and Full-size Project Documents;
- Demonstrable understanding of the United Nations Development Programme strategic plan and synergistic projects, especially within Botswana and Africa;
- Experience in developing capacity building initiatives, including simple and cost-effective monitoring programs for such programmes; and
- Traceable experience of working in similar assignments is required.

### **b) Competencies**

- Demonstrated ability to establish priorities and to plan, organize the work elements in a complex and dynamic environment;
- High technical skills in workshop facilitation and report writing;
- Strong coordination skills;
- Good interpersonal and communication skills;
- Good computer skills; and
- Excellent command of the English language.

## **3. TIME SCHEDULE AND PERIOD OF THE CONSULTANCY**

In consultation with the UNDP and DWNP, the consultant will elaborate a detailed schedule / workplan for the assignment. However, tentatively the assignment will run from August 2018 and be completed by February 2019

## **4. REPORTING AND SUPERVISION**

The individual consultant will be supervised by UNDP Programme Specialist (Environment and Climate Change) and work closely with the DWNP Directorate (under the direct supervision of the Deputy Director – Strategy and Research).

## 5. OUTPUT/DELIVERABLES

For the PIF, the consultant will deliver the following:

- Draft PIF for DWNP and UNDP CO review
- Draft PIF submitted to GEF Secretariat, and revised as per their comments and inputs
- Approved PIF

For the Project Document, the consult will deliver the following:

- An inception report outlining the work schedule for delivering the Project Document, with specific tasks, outputs / deliverables and time frames
- Draft project document for review by DWNP and UNDP to review, and then onward submission to GEF Secretariat
- Workshop proceedings from the validation workshop
- Draft final project document submitted to the GEF Secretariat
- Approved Project Document

## 6. PAYMENT SCHEDULE

The contract will be performance-based. Payments will be made against the following deliverables:

%	milestone
20%	on approval of the PIF by the GEF Secretariat
30%	on submission of the draft Project Document to the GEF Secretariat
20%	On submission of <ul style="list-style-type: none"><li>i. the validation workshop report</li><li>ii. the final draft Project Document to the GEF Secretariat</li></ul>
30%	on approval of the Project Document by the GEF Secretariat

## 7. TRAVEL

All envisaged travel costs must be included in the financial proposal. The assignment will be based in Gaborone but include national travel as may be necessary. Although most consultations will be held in Gaborone with Department of Wildlife and National Parks, the Ministry of Environment, Natural Resources Conservation and Tourism management and departments as necessary, and with all other government and non-governmental organisations, some travel may be required to meet in-person those agencies who need to be consulted but whose headquarters are outside Gaborone. Consultant would within their proposal state upfront the destinations out of Gaborone which would be visited, the motivation for such, and the estimated costs associated with such travel. All pre-approved travels will be reimbursed by UNDP.

## 8. 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 comments or suggestions on the TORs and appreciation of the assignment – the objectives, tasks and deliverables.
- A clear description of the methodology and work plan that the consultants proposes to execute the assignment, illustrated where appropriate, with bar charts of activities.
- A timeline for carrying out the assignment.

**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 at least 3 references

**9. UNDP CONTRIBUTION**

UNDP will provide the consultant with organizational and logistical support to carry out his/her duties as outlined above.

**10. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

**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 Individual Consultants obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<b>Technical evaluation</b>		
<b>Criteria A:</b> Qualifications (academic & technical, minimum university degree)	10	10
<b>Criteria B:</b> Adequate work experience in wildlife management projects, research, practice, and thorough understanding of DWNP strategic priorities	20	20
<b>Criteria C:</b> Complete Consultancy package submitted (Technical and Financial	5	5

Proposal)		
<b>Criteria D: Context</b> - Knowledge of Botswana's wildlife management issues and biodiversity conservation, including specific priorities for DWNP	10	10
<b>Criteria E: Technical Competence</b> - Knowledge of CITES, CBD Programme of Work on Protected Areas and AEWA	20	20
<b>Criteria F: Relevant Professional /Work Experience</b> – Demonstrable experience in developing UNDP and GEF Project Documents.	20	20
<b>Criteria G: Approach</b> - Demonstrated understanding of the assignment; and response to the terms of reference.	10	10
<b>Criteria H: Presentation &amp; Packaging</b> – good writing, interpretation and communication skills.	5	5