

ANNEX I



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ETHIOPIA

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description: Consultancy service for preparation of need assessment to enhance effectiveness of protected area management in the project sites

Project/Program Title: Enhanced Management and Enforcement of Ethiopia's Protected Area Estate Project

Post Title: Individual Contractor

Consultant Level: Level C (Senior Specialist)

Duty Station: Addis Ababa and field visits to project sites

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: 60 working days distributed over two months

Expected Start Date: Immediately after Signing the Contract and/or indicate range of months the consultancy assignment will commence

I. BACKGROUND / PROJECT DESCRIPTION

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 agro-biodiversity. 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 component of the project to achieve the objective is to strengthen the law enforcement for wildlife crime and poaching in the five pilot project sites (PAs). An integral part of information needed for this is detailed analysis of needs for human and financial resources, infrastructure and equipment (including, for example, vehicles, solar equipment, communications equipment, etc.). The analysis will demonstrate why any given piece of infrastructure or equipment is needed and how the resources, infrastructure and equipment will lead directly to achieving a targeted result and improvement of management.

The study will be conducted in the five project sites, namely: Chebera Churchura, Omo, Mago and Kafta Sheraro National Parks and Babile Elephant Sanctuary. The consultant also need to visit regional bureaus of culture and tourism (any relevant bureau for protected areas management) for Southern Nations, Nationalities and People's Regional State, Tigray Regional State Oromia Regional State, Ethiopian Somali Regional State, Partners for the project sites, key stakeholders of the project sites, Ethiopian Wildlife Conservation Authority headquarter and Ethiopian Biodiversity Institute. An inception and validation workshop is needed before and after the assignment respectively.

The result and documentation of the need assessment study in the selected project sites will simplify the development of management plan as the requirements are already identified and the available resources documented. Finally the need assessment study document will be used to gradually fill the gaps with regard to resources requirements on a step by step basis.

II. SCOPE OF THE WORK

The consultant will work with the UNDP, EWCA and project and the five parks staff and other appropriate partners and stakeholders to gather data and information designed to inform and support the preparation of need assessment study. The study will be done within the context of the prevailing policy and legal framework of the institution. The IC will have to critically analyse how protected area management is performed in on law enforcement, anti-trafficking, pouching using the existing resources and how the resources are being used. Moreover, the consultant will analyze the physical resource requirement, the additional human resource needs including the required experience and profession. Finally, the consultant is expected to come up with recommendations on the structural arrangement of the five protected areas under consideration.

III. Methodology

- Assess the existing resources and infrastructure available and identify the gaps and limitations pertaining for effective protected area management in the specified project sites,
- Come up with an optimum list of resources required for experiences on law enforcement, anti-trafficking, pouching and effective protected area management.
- Review other countries' experiences with similar Socio-economic and Geographical setting with regard to resource needs of all categories, review other country's experiences on law enforcement, anti-trafficking, pouching (human resource, organization, logistics, infrastructure, facilities, materials, equipment, operational procedures etc).
- Review of documentations at headquarters, including the project document, and at project sites which will include study materials, inventory lists, wardens' reports and any other relevant documents,
- Consultative meetings and interviews with EWCA HQs personnel, staff of protected areas and other relevant stakeholders,
- Take best practices from other places within the country,
- Carryout the study based on the agreed terms of reference with the user organization.

III. EXPECTED OUTPUTS AND DELIVERABLES

1. Inception report

2. Draft need assessment document that will be adequately reviewed by key stakeholders and make ready for validation and approval by the ultimate users.
 - i. A detailed need assessment document (law enforcement, anti-trafficking, poaching and effective protected area management) that has been reviewed and commented by stakeholders and users and finally endorsed by the Ethiopian Wildlife Conservation Authority. Specifically, the document produced will contain results of i) detailed analysis of needs for human and financial resources, infrastructure and equipment (including, for example, vehicles, solar equipment, communications equipment, etc.), and ii) justifications on why any given piece of human resource development (hiring new employee, training need, etc), infrastructure or equipment is needed and how the resources, infrastructure and equipment will lead directly to achieving a targeted result and improvement of management stated in the project document. Detailed analysis of the resources at present and the gaps identified
 - ii. The future needs for;
 - a. Human resource, required skills and professions,
 - b. Logistics for optimal protected area conservation which include materials and equipment such as vehicles, office and field equipment, , etc,
 - c. Infrastructure requirements such as roads, residential buildings, office buildings, outposts, IT, communication, etc.
 - d. Ecosystem and wildlife management facilities and infrastructure such as tools for habitat management, watering points for wildlife, veterinary services, fencing(if necessary), etc
 - e. Structural organization amendments and other relevant system necessity can be recommended (optional)
3. A comprehensive need assessment report.

Time Frame of the Work

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required (Indicate designation of person/Unit who will review output and confirm acceptance)
1	Inception report	5 Working days	
2	Progress report for validation	20 Working days	
3	Final Draft	15 Working days	
4	Final Report	20 Working days	

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The consultant will report to the Project Management Unit of the Enhanced Management and Enforcement of Ethiopia's Protected Area Estate and the UNDP country office.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC (if any)

- The IC will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and will cover all logistic expenses.

VI. DURATION OF THE WORK¹

- 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 45 days of the contract signature.
- Final document is expected within 60 days of the contract signature.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

[Below is a reference list of requirements. The final list of requirements must be adapted in accordance with the nature and complexity of the assignment]

a. 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.

c. Functional Competencies:

- Practical experience on protected area management and experience of management plan development is important

d. Language and other skills:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions; It will be advantageous if the consultant speaks local languages of the intervention regions.
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.
- 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.

e. 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;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the abovementioned professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- 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. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	50	50 pts*
▪ Relevant educational background as per the requirement in the ToR	10	5 pts**
▪ Experience in similar assignments	40	5 pts **
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

* It is mandatory criteria and shall have a minimum of 50%

**Regarding the rest criteria, you may select from the following or include which is/are relevant evaluation criteria as per the ToR and fix allocated weightage corresponding to each criterion. Examples:

- a. Minimum educational background as per the requirement in the ToR
- b. Minimum 5 years of experience in similar consultancy projects and/or IC contracts
- c. Ability to discharge the consultancy service within the timeframe as per the ToR

- d. **Competency-based Interview** which allow to evaluate individual competencies in terms of language proficiency; analytical and comprehension skills; presentation skills; confidence; problem solving skills; teamwork ability, managerial ability, . . .
- e. Other criteria that help to objectively evaluate the required knowledge, skills, behaviors, . . . of prospective consultants

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars all-inclusive² lump sum contract amount when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Submission of inception report		20%
2 nd Installment	Submission of first Draft	"	30%%
3 rd Installment	Submission of final draft	"	50%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

² The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal