



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

REFERENCE: IC/0014/18

Date: 04.09.2018

Country: Uzbekistan

Description of the assignment: International Expert on Environmental Education and Public Awareness Raising is fully responsible for (a) development of the environmental education and outreach programmes; (b) training of community members; (c) design of information and educational materials, and media for the information and awareness-raising 'road shows', and other information and media products; and (d) designing display materials and interactive exhibits for the visit centers of two protected areas.

The International Expert on Environmental Education and Public Awareness Raising will work under the overall guidance of the UNDP Head of Sustainable Development Cluster (SDC), and direct supervision of the Project Manager.

The assignment will be based on home-based work with at least two missions (approximately six calendar days per mission) each year (2019, 2020, 2021) to Tashkent, Uzbekistan for a total of 66 working days from October 2018 to December 2021 (total 66 w/d). The International Expert will be fully and solely responsible for undertaking the below tasks and quality and timely producing the expected outputs and deliverables indicated below.

Project name: "Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity".

Period of assignment/services: Total 66 working days from October 2018 to December 2021.

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents in Part 5. of Procurement Notice no later than end of September 18, 2018 (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

Application submitted via email, incomplete applications or received after the closing date (September 18, 2018) will not be given consideration. Please be informed that we don't accept application submitted via email.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

You can find detailed Procurement Notice, Terms of Reference and Technical/Financial forms to be submitted at the Procurement Notices site following the link http://procurement-notices.undp.org/view_notice.cfm?notice_id=49507

1. BACKGROUND

The United Nations Development Programme (UNDP) assists the host Government to implement a Global Environmental Facility (GEF) Full-Sized Project: **“Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity”**.

Uzbekistan is globally and regionally important in terms of its biodiversity due to its location between the European, Middle Eastern, and Asian biogeographical regions. Its varying landscapes of high mountain ranges, wide steppes, deserts, riparian wetlands, and the Aral Sea has results in a wide diversity of habitats. UNDP, for many years, have supported the Government of Uzbekistan in tackling environmental challenges, including in the area of biodiversity.

UNDP/GEF and Republic of Uzbekistan project on “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity” will further support the country in addressing biodiversity conservation challenges, specifically with focusing on mountain ecosystems such as the western-most outliers of the western Tian Shan (Chatkal, Pskem, Ugam and Kuramin ranges) and Pamir-Alai (Gissar, Turkestan and Zaravshan ranges), which are home to the endangered snow leopard, and provide important habitat for its key prey species.

The project objective is ‘To enhance the conservation, and sustainable use, of natural resources in the biodiverse high-altitude mountain ecosystems of Uzbekistan’, and the project is structured into four components, with each component comprising a complementary suite of two to three outputs:

- i) Component 1: Landscape level planning and management decision-making;
- ii) Component 2: Strengthening key biodiversity areas;
- iii) Component 3: Sustainable economic development incentives for communities;
- iv) Component 4: Promoting cooperation and collaboration.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Outputs and deliverables presumed under this assignment will be performed in close collaboration and coordination with the Project Manager, Field Coordinator on Protected Areas as well as local/national government agencies.

It is expected that to implement the set tasks, an international expert will actively involve in its work advisory national organizations, including NGOs and national specialists.

All communication, education and awareness materials should be reviewed by a UNDP gender specialist.

The International Expert on Environmental Education and Public Awareness Raising will bear responsibility for the following project outputs and will undertake the following functions:

1. Analysis of the situation and development of the environmental education and outreach programme for raising public awareness and environmental education.

- (i) Identify a limited number of examples of best practices in the organization and conduct of work on raising public awareness and environmental education in the context of PAs around the globe, with a particular focus on countries with similar legislation and/or similar environmental conditions and socio-economic development.
- (ii) Prepare a concept/roadmap on review of the national experience in working with the local population on environmental awareness raising as well as on conduct of an in-depth analysis of project stakeholders/partners, including, various organizations and agencies, and social groups, including SWOT analysis and identification of the main focus groups for the development of relevant "communication strategies".
- (iii) Prepare and finalize the draft survey questionnaire for baseline assessment of environmental awareness of target communities located adjacent to pilot PAs.
- (iv) Develop a concept of celebration/marketing of an 'International Snow Leopard Day' and 'International Biodiversity Day' for each year.
- (v) Review the national experience in working with the local population on environmental awareness raising.
- (vi) Provide technical support and assistance to conduct an in-depth analysis of project stakeholders/partners, including, various organizations and agencies, and social groups. This should include SWOT analysis and identification of the main focus groups for the development of relevant "communication strategies". The SWOT analysis and identification of the main focus groups for the development of "communication strategies" should cover, at a minimum, the following:
 - Age categories of local residents (preschool children, schoolchildren, students of colleges and lyceums, middle-aged and elderly people);
 - Summary of organizations and departments at the local level of khokimiyats (district administrations), rural gatherings of citizens, forest enterprises, law enforcement agencies, border guards;
 - Identification of NGOs and foundations;
 - Identification of relevant public and private sector target groups (e.g. teachers, etc.), permanent residents of the pilot territories, businessmen temporarily located in the area (such as shepherds, hunters), housewives;
 - Categories of tourists.
- (vii) Provide technical support and assistance to conduct a replicable baseline survey of environmental awareness among the communities to be targeted in areas neighbouring PAs, with the project support.
- (viii) Based on the analysis and taking into account national and international practices, prepare a "Strategy and action plan for raising public awareness" and environmental education for the medium-term (until the end of the contract) and long-term periods.

The activities provided for in the "environmental education and outreach programme" should have appropriate links with existing programmes and strategies in the field of biological diversity and environmental education (for example, the "National Strategy and Action Plan for the Conservation of Biological Diversity", relevant work plans of the State Committee of Uzbekistan for environmental protection and ecology, etc., relevant strategies and policies from the Ministry of Public Education) and national and cultural traditions of Uzbekistan.

2. Preparation of environmental education programs.

- (i) Based on international experience and own knowledge, provide appropriate assistance in the preparation of training programs (training courses) for each of the target groups in accordance with the developed "Strategies and Action Plan for Raising Awareness". Training programs should include advisory information support (lecture notes, presentations, visual aids, etc.), as well as handouts for training course participants.
- (ii) Based on the developed educational programme, develop methodological recommendations and training programmes for local targeted community members, primarily those involved in teaching and training to ensure sustainability and opportunities for continuing awareness-raising activities after the project completion.
- (iii) Develop environmental education materials to supplement current teacher materials, focusing on biodiversity conservation, including snow leopard conservation, to integrate with teacher class room materials (e.g. a binder or "box" of curriculum materials for teachers).
- (iv) Carry out education and awareness events for target groups in at least 10 villages/communities of the project territory, with the support of the project.
- (v) Develop a common design for all project promotional products (print, audio, video, etc.).

3. Support local initiatives to raise awareness and environmental education.

- (i) Support the creation of environmental clubs (in schools, lyceums, colleges) dealing with environmental issues/subjects.
- (ii) Determine the locations for establishment of info sign boards at various places in communities.

4. Support to the administration of PAs in the work on environmental education, awareness and work with local communities.

- (i) Prepare, in close cooperation with the administration of protected areas, workplans for the PAs on environmental education awareness and work with local communities. These workplans should be included in the overall annual workplans of the PAs.
- (ii) Conduct a capacity needs assessment of PA staff regarding environmental education, awareness and work with local communities (if any), with the support of the project.
- (iii) Based on the capacity needs assessment, develop a capacity strengthening program for the PAs' staff responsible for environmental education, awareness and work with local communities, with the support of the project.
- (iv) Provide technical support and advice in organizing and conducting trainings for at least four employees (one from each four PAs) on environmental education, public outreach and work with local communities, with the support of the project.
- (v) Identify printing materials for informing a wide range of stakeholders about PA activities (posters, rifles, banners), develop their design and content and submit to the project for publication.

5. Development of the content and concept of visit centers for Chatkal State Biosphere Reserve and Gissar State Reserve.

- (i) Conduct an analysis of limited international and national experience in establishing visit centers for protected areas.
- (ii) Based on the analysis and identified target audience (focus groups), develop a general concept for the establishment of visit centers for two PAs (Chatkal State Biosphere Reserve and Gissar State Reserve).

In close cooperation with the PA staff and the project, support the preparation of the necessary information materials (such as the history of the establishment of PA, the features of geology, ecological, flora and fauna, etc.).

Outputs

1. Report on best practices in the organization and conduct of work on raising public awareness and environmental education in the context of PAs around the globe.
2. A concept/roadmap on review of the national experience in working with the local population on environmental awareness raising as well as on conduct of an in-depth analysis of project stakeholders/partners.
3. Final draft survey questionnaire for baseline assessment of environmental awareness of target communities located adjacent to pilot PAs.
4. "Environmental education and outreach programme", including baseline awareness survey results, relevant communications strategies for project partners as well as workplans prepared and approved by the project.
5. General concept for the establishment of visit centers for two PAs (Chatkal and Gissar State reserve) developed and the necessary information materials (such as the history of the establishment of PA, the features of geology, ecological, flora and fauna, etc.) prepared.
6. Work plans for awareness-raising and environmental education for the four PAs have been prepared and submitted to the PAs administration for inclusion in the relevant management plans for these protected areas.
7. Education programs (lecture notes, presentations, visual and handouts) for various focus groups (including local teachers (trainers), PA staff) prepared.
8. At least four PA employees (1 employee from each PA) are trained in the methods of work on environmental education and public ecological work.
9. The final report on the activities, which includes an analysis of the implementation of activities, summary of post-baseline awareness survey results, lessons learned and best practices, as well as recommendations for further work on awareness and environmental education prepared and approved by the project.

3. RECRUITMENT QUALIFICATIONS

- Education: Advanced degree (master's level, equivalent or higher) in the field of environment, natural resources management, journalism, management or related field.
- Experience: At least 10 years of on the ground experience in conducting activities in the field of awareness raising of a wide range of stakeholders, environmental education and training, and a work experience the CIS region, preferably in Central Asia is desirable.
- Language Requirements: Proficiency in English, excellent analytical and presentation skills; working knowledge of written and spoken Russian language will be an asset.
- Others: Good understanding of local policies and practices in protected areas management. Outstanding time-management, organizational and interpersonal skills.

4. DELIVERABLES AND TIMEFRAME

The following deliverables and indicative schedule are expected from the consultancy contract. The final schedule will be agreed upon in the beginning of consultancy assignment.

#	Deliverables	Timeframe
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1	Outputs 1, 2 and 3	Two months from the beginning of the contract
2	Output 4	4 months from the beginning of the contract
3	Output 5	5 months from the beginning of the contract
4	Output 6	10 months from the beginning of the contract
5	Output 7	14 months from the beginning of the contract
6	Output 8	20 months from the beginning of the contract
7	Output 9	30 months from the beginning of the contract

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex III);
2. **CV** with indication of the e-mail and phone contact, but successful consultant will be requested to submit filled in and signed a **Personal History Form** (P11 form) before contract issuance
3. **Brief description of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 8 pages)
4. **Financial Proposal** – specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, daily subsistence allowance and any other possible costs), using template provided.

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Detailed Application process: To submit your application online, please follow the steps below:

- Download and complete the UN Personal History Form (P11), Letter confirming interest, availability and Financial form. Prepare brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment.
- Merge your P11, Confirmation of interest and financial Offer form, Technical proposal and other relevant documents into a single PDF file.
- Click on the Job Title.
- Click “Apply Now” button, fill in necessary information on the first page, and click “Submit Application”.

- Upload your application.

You will receive an automatic response to your email confirming receipt of your application by the system.

6. FINANCIAL PROPOSAL

Fixed price contracts

This is a lump sum contract that should include costs of consultancy and international travel costs (in-country air ticket costs will be covered by the project), accommodation and meal (DSA or per diems in Uzbekistan) and visa costs required to produce the above deliverables.

Payment will be released in 7 (seven) installments below upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.

1st (15% of the total contract amount) to be made upon achievement of Deliverables 1, 2 and 3

2nd (10 % of the total contract amount) to be made upon achievement of Deliverable 4

3rd (10% of the total contract amount) to be made upon achievement of Deliverable 5

4th (15 % of the total contract amount) to be made upon achievement of Deliverables 6

5th (15% of the total contract amount) to be made upon achievement of Deliverable 7

6th (15% of the total contract amount) to be made upon achievement of Deliverable 8

7th (20 % of the total contract amount) to be made upon achievement of Deliverable 9

Travel:

All envisaged travel costs must be included in the financial proposal.

7. EVALUATION

Applicants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract shall be made to the applicant 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 49 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> At least 10 years of on the ground experience in conducting activities in the field of awareness raising of a wide range of stakeholders, 	20%	20

environmental education and training, and a work experience the CIS region, preferably in Central Asia is desirable.		
<ul style="list-style-type: none"> Advanced degree (master's level, equivalent or higher) in the field of environment, natural resources management, journalism, management or related field. 	15%	15
<ul style="list-style-type: none"> Perfect command of English language; working knowledge of written and spoken Russian language will be an asset. 	10%	10
<ul style="list-style-type: none"> Proposed methodology and work approach 	25%	25
<u>Financial</u>	30%	30

Abbos Akhadov, Project manager _____