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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **7th May 2019**

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**TITLE OF CONSULTANT:** Individual Consultant (IC) for the valorisation of genetic resources and associated traditional knowledge (ABS) in Botswana

**COUNTRY:** BOTSWANA

**DESCRIPTION OF ASSIGNMENT:** This consultancy aims to identify high value Genetic Resources and associated Traditional Knowledge (GR/aTK), analyse the economic potential of priority ABS value chains and develop a business plan for genetic resource value addition for Botswana on selected genetic resources.

**PROJECT NAME:** Strengthening human resources, legal frameworks, and institutional capacities to implement the Nagoya Protocol, the Access and Benefit Sharing (ABS) Project

**PROJECT NUMBER:** 00099240

**SUPERVISION:** Project Officer ABS

Proposals with reference Access and Benefit Sharing Project should be submitted in a sealed envelope clearly labelled, "**Individual Consultant (IC) for the valorization of genetic resources and associated traditional knowledge (ABS) in Botswana**"

Should be submitted at the following address no later than **17 May 2019 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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### **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.

The project therefore seeks to engage the services of an Individual Consultant for the valorisation of genetic resources and associated traditional knowledge (ABS) in Botswana. Valorisation refers to the assignment or establishment of the value of genetic resources and associated traditional knowledge. The consultant will work closely with key national stakeholders to identify high value Genetic Resources (GR) and associated Traditional Knowledge (aTK) and analyse the economic potential of priority ABS value chains.

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

The Consultant shall work in close coordination with the project country team to develop a Project Proposal on genetic resources value addition for economic gain with due consideration to ABS principles within the Gantsi district. This consultancy will:

- Identify two high value Genetic Resources and associated Traditional Knowledge and priority value chains from genetic resources and establish who are the current/potential users and providers of Genetic Resources and associated Traditional Knowledge in the identified priority value chains
- Undertake an in-depth socio-economic analysis of the selected two high value genetic resources to determine the feasibility and viability of their sustainable exploitation
- Develop business plans for the two selected high value genetic resources

### **3. DELIVERABLES**

The following results shall be delivered:

1. Inception Report including a detailed plan of action with a detailed framework of activities, methodology to be applied, schedule etc.
2. A scoping report detailing an assessment of the two high value genetic resources identified, the benefits that can be derived from the genetic resources and the current/potential users of the genetic resources and associated traditional knowledge. The scoping report will also include an in-depth report on the socio-economic analysis of the selected two high value genetic resources to determine the feasibility and viability of their sustainable exploitation
3. Two business plans for two selected Genetic Resources

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.

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

a) Qualifications and Experience:

- Master's degree in economics, finance, business, environmental economics;
- 10 years' experience in the environment and natural resources sector;
- Experience in multi-lateral environmental agreement processes;

- Experience in planning, management, and coordination of national projects is an asset;
- Previous work experience in Botswana or in the Africa region related to natural resource valuations;

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

The consultant is expected to work 30 man-days over 5 months; In consultation with the UNDP (ABS Project) and DEA, the consultant will elaborate a detailed schedule / workplan for the assignment.

## **6. 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.

## **7. SUPERVISION**

The IC will be supervised by the 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. If sampling methods are used, ensure that the samples are representative.
- Undertake desk review of relevant documents and databases.
- Undertake this assignment in consultation and collaboration with relevant stakeholders including UNDP, MENT, MLGRD, DEA, ABS Project structures i.e. the Technical Reference Group and the Project Steering committee, 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 intended process for the valorisation of Genetic resources and associated traditional knowledge for 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:

<b>Technical Criteria</b>	<b>70% of total evaluation</b>	
Criteria A	Relevant education background: Master's degree in environmental economics environmental finance or policy	Yes/No
Criteria B	Adequate work and/or professional experience: 10 years' experience in valuation of natural resources or genetic resources;	Yes/No
Criteria C	Complete Consultancy package submitted (Technical and financial proposals)	Yes/No
Criteria D	Knowledge of the science-policy-business interface related to ABS and the ability to apply it to strategic and/or practical situations; Experience in working with key sectors using genetic resources or associated traditional knowledge (GR/aTK) A good understanding of the sustainable development contextualized to local issues;	20 5 10
Criteria E	Methodology/Approach A clear description of the methodology – that will be used to identify high value genetic resources and associated traditional knowledge, the method that will be used analyze the economic potential of priority ABS value chains, outlining the parameters that will be considered in drafting a business	50
Criteria F	Previous work experience in one or more countries or in the region on issues related to Access to Genetic Resources and Benefit-Sharing	5
Criteria G	Knowledge of environmental issues, natural resources management, environmental law-policy concepts and principles and the ability to apply these to strategic and/or practical situations;	10

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 and Project Steering Committee, the ABS Project Officer 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:

1. First payment (30%) upon delivery and acceptance of the first draft report of a scoping report of an assessment of the value addition of resources and benefits that can be derived at the local level two high value genetic resources identified, the benefits that can be derived from the genetic resources and the current/potential users of the genetic resources and associated traditional knowledge. The scoping report will also include an in-depth report on the socio-economic analysis
2. Second payment (30%) upon delivery of two business plans for two selected Genetic Resources
3. Third and final payment (40%) upon delivery and acceptance of Final Report with PSC comments incorporated.