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**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

Date:  **21 June 2019**

**Country:** Cabo Verde

**Description of the assignment***: “Consultancy to carry out a training program on Strategic Environmental Assessment”*

**Project name:** Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde (BIO-TUR)

**Period of assignment/services (if applicable):** 45 working days, including one field mission to Cape Verde of 32 working days

Proposal should be submitted at the following address **N/A** or by email to **procurement.cv@cv.jo.un.org** no later than **15 July 2019, 4H30 pm Cape Verde Time**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Respond will be send 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 inquiry, to all consultants.

**1. BACKGROUND**

**See attached TOR**

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

*[Provide a brief description of the assignment or refer to the Annex covering TOR]*

**See attached TOR**

For detailed information, please refer to Annex 1- Terms of Reference.

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

***Preference will be given to candidates who have a:***

* **Qualifications**
* Hold a Master degree with expertise in the areas of Environmental Sciences, Environmental Engineering, or other fields assessed as suitable to carry out the appointment.
* Hold a PhD in fields assessed as relevant to carry out the appointment is a plus.
* Additional relevant professional trainings and courses are a plus.
* **Experience and Skills**
* Have at least 10 years of proven experience in the assessment of social and environmental impacts and its management in strategic, sectorial and land planning, or alternatively to have at least 10 years of proven experience in developing Strategic Environmental Assessment processes.
* Previous experience in the implementation of similar trainings on Strategic Environmental Assessment and/or Environmental Impact Assessment.
* Demonstrated track record of production of relevant publications and technical documents (papers, guidelines, planning documents, etc.) on socio-environmental impacts and their prevention and mitigation in strategic, sectorial and land planning.
* Previous working experience in the fields related to the consultancy in SIDSs, in archipelagos of the Macaronesian Region, or Sub-Saharan Africa is an asset.
* Previous experience with GEF project development and technical support is an advantage.
* **Language**
* It is required the working knowledge of at least one of the following languages: English or French. Working knowledge of spoken and written Portuguese or Spanish is a strong competitive advantage.

***More information in the TOR***

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Applications should be submitted to the following email address: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) indicating the following reference **“*Consultancy to carry out a training program on Strategic Environmental Assessment****”* by **15/07/2019, 04H30 pm Cabo Verde time**.

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

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by the UNDP;
2. Personal CV and P11 form, duly signed and contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. Brief description of why the candidate considers him/herself as the most suitable for the assignment;
4. Financial Proposal that indicates the all-inclusive fixed total contract price. The term “all-inclusive” means that it has to include the international travels from home to duty station, national travels from duty station to project sites (i.e. Praia-Maio-Praia, Praia-Sal-Praia, and Praia-Boavista-Praia), fees, insurance, living allowance, in-town transportation,and others related costs. The Financial Proposal has to be supported by a breakdown of costs, as per template provided. Preferred Currency of Offer: United States Dollars (US$). If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

***Incomplete applications will be excluded from further consideration.***

***Only selected candidate will be notified.***

**5. 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 and field 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.

**6. EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

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| --- | --- | --- |
| **Selection Criteria** | **Weight** | **Max. Points** |
| * **Technical evaluation** | **70%** | **70 points** |
| Hold a PhD in fields assessed as relevant to carry out the appointment is a plus. | 2 |
| Hold a Master degree with expertise in the areas of Environmental Sciences, Environmental Engineering, or other fields assessed as suitable to carry out the appointment. | 3 |
| Additional relevant professional trainings and courses. | 2 |
| Have at least 10 years of proven experience in the assessment of social and environmental impacts and its management in strategic, sectorial and land planning, or alternatively to have at least 10 years of proven experience in developing Strategic Environmental Assessment processes. | 25 |
| Previous experience in the implementation of similar trainings on Strategic Environmental Assessment and/or Environmental Impact Assessment. | 15 |
| Demonstrated track record of production of relevant publications and technical documents (papers, guidelines, planning documents, etc.) on socio-environmental impacts and their prevention and mitigation in strategic, sectorial and land planning. | 7 |
| Previous working experience in the fields related to the consultancy in SIDSs, in archipelagos of the Macaronesian Region, or Sub-Saharan Africa. | 10 |
| Previous experience with GEF project development and technical support. | 3 |
| It is required the working knowledge of at least one of the following languages: English or French. Working knowledge of spoken and written Portuguese or Spanish is a strong competitive advantage. |  | 3 |
| **Financial evaluation** | **30%** | **30 points** |

**ANNEXES:**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3 - OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**ANNEX 4 – P11 form**