



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17<sup>th</sup> June 2020

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**Country:** Zambia

**Description of the assignment:** Local consultant to conduct Terminal Evaluation

**Project name:** Strengthening Management Effectiveness and Generating Multiple Environmental Benefits Within and Around the Greater Kafue National Park and West Lunga National Park in Zambia Project (GEF V).

**Period of assignment/services (if applicable):** 34 days spread over a period of 57 days

Proposal should be submitted at the following address by email to [procurement.zm@undp.org](mailto:procurement.zm@undp.org) no later than **17:00 hrs** Friday **26<sup>th</sup> June 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail indicated above by **19<sup>th</sup> June 2020**. The Procurement Team will respond in writing or by standard electronic mail and will upload written copies of the response, by **23<sup>rd</sup> June 2020** including an explanation of the query without identifying the source of inquiry, to the link below:

[https://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=66986](https://procurement-notices.undp.org/view_notice.cfm?notice_id=66986)

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### 1. BACKGROUND

The project area, covering the Greater Kafue National Park ecosystem comprises Kafue National Park, West Lunga National Park, 13 Game Management Areas (GMAs and several open forest areas. The project which covers a total area of 78,185km<sup>2</sup> and supports over 225,000 people is threatened by wildlife poaching, deforestation and forest degradation, unsustainable land uses, extensive fire and loss of a large, intact ecosystem that provides multiple benefits including forest protection, water and HEP, and biodiversity. The underlying causes of these threats is weak management effectiveness, financial unsustainability, open access exploitation of land and resources, exacerbated by centralized and uncoordinated resource management policies, poverty, land degradation and climate change.

The project was developed to address these threats through a number of interventions targeted at both the National Parks and the Game Management Areas, through a multi-focal approach addressing issues affecting biodiversity, land degradation and climate change.

Specifically the project interventions were targeted at increasing management effectiveness and financial sustainability of the Greater Kafue and West Lunga Protected Areas System, strengthening land use governance and planning and supporting communities to manage land and forest resources more sustainably.

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

The local consultant is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the GEF operational focal point, UNDP Country Office, project team, and the UNDP GEF Technical Adviser based in the region. Depending on the COVID-19 situation, the consultant is expected to undertake a field visit to some identified project areas in order to verify and ground truth information and hold consultations with key stakeholders including community members, district and provincial based Implementing Partners and Implementing Agents. Additionally the consultant is expected to review all relevant documents such as the project document, project reports – including Annual APR/PIR, project budget revisions, mid-term review, , progress reports, GEF focal area tracking tools, project files, national strategic, National Development Plan and legal documents as well as any other documents deemed relevant. Note on Standard 6).

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Below is a reference list of requirements:

### I. Academic Qualifications:

- Minimum of a Masters Degree in Development Studies, International Development, Environmental Economics, Natural Resources Management, Geography, Forestry, Social Sciences, Policy Analysis, or related field;

### II. Years of experience:

- A Minimum 10 years of relevant professional experience working in Zambia on protected areas systems and social-biodiversity issues;
- Minimum 10 years of evaluation experience and knowledge of natural resources management sector and biodiversity policies and issues

### III. Competencies:

- The candidate must have experience in participatory protected area management implementation processes, as well as knowledge and experience in community-based natural resource management in Southern Africa, REDD+ and Sustainable Forest Management;

- Competence in adaptive management as applied to Biodiversity; Climate Change Mitigation; and Land degradation focal areas. Demonstrated understanding of the focal areas in relation to Gender, will be an added advantage;
- Knowledge and understanding of the target area is an added advantage;
- Knowledge of UNDP and GEF;
- Previous experience with results-based monitoring and evaluation methodologies;
- Demonstrated analytical skills, clarity in writing, ability in translating abstract concepts into concrete actions/recommendations;
- Proficiency in both written and spoken English.

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

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)<sup>1</sup> provided by UNDP;
- b) **CV**;
- c) 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 1 page)
- d) **Financial Proposal**

#### 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.

#### 6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

##### **Cumulative analysis**

*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*

<sup>1</sup><https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

*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 70 point would be considered for the Financial Evaluation*

*Below is technical evaluation criteria:*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<ul style="list-style-type: none"> <li>Minimum of a Masters Degree in Development Studies, International Development, Environmental Economics, Natural Resources Management, Geography, Forestry, Social Sciences, Policy Analysis, or related field</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>A Minimum 10 years of relevant professional experience working in Zambia on protected areas systems and social-biodiversity issues</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>Minimum 10 years of evaluation experience and knowledge of natural resources management sector and biodiversity policies and issues</li> </ul>	20%	20
<ul style="list-style-type: none"> <li>The candidate must have experience in participatory protected area management implementation processes, as well as knowledge and experience in community-based natural resource management in Southern Africa, REDD+ and Sustainable Forest Management</li> </ul>	15%	15
<ul style="list-style-type: none"> <li>Competence in adaptive management as applied to Biodiversity; Climate Change Mitigation; and Land degradation focal areas. Demonstrated understanding of the focal areas in relation to Gender, will be an added advantage</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>Knowledge and understanding of the target area is an added advantage</li> </ul>	5%	5
<ul style="list-style-type: none"> <li>Knowledge of UNDP and GEF</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>Previous experience with results-based monitoring and evaluation methodologies</li> </ul>	15%	15
<ul style="list-style-type: none"> <li>Demonstrated analytical skills, clarity in writing, ability in translating abstract concepts into concrete actions/recommendations</li> </ul>	5%	5
<b>Total</b>	<b>100%</b>	<b>100</b>

**ANNEX**

**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**