



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 April, 2014

Country: Papua New Guinea

Consultancy Title: Capacity Development Technical Specialist

Description of the assignment: The Capacity Development Technical Specialist will be responsible for the evaluation and analysis of the existing capacity in PNG for protected area management and sustainable land management. The Consultant will provide support to the International Project Design Specialist/Team Leader in drafting of the project documentation in full and following UNDP and GEF guidelines. Support will include: baseline analysis, project logical framework and indicators, incremental-cost analysis, quantified description of the global environmental benefits of the project, risk analysis and mitigation strategy, sustainability of proposed project activities, replication of project activities and project budget.

Project name: Strengthening the Management Effectiveness of a National System of Protected Areas

Period of assignment/services (if applicable): 5 Months

Proposal should be submitted at the following postal address: UNDP Resident Representative, UNDP PNG Country Office, P.O.Box 1041, Port Moresby, National Capital District or street address: UNDP PNG Country Office, Level 14 Deloitte Tower, Douglas Street, Downtown Port Moresby, National Capital District or by email to: gwen.maru@undp.org no later than 09th May, 2014.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Country Office focal point, Ms. Gwen Maru, Programme Analyst (Environment) for the project 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 inquiry, to all consultants.

1. BACKGROUND

<p>The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Government of Papua New Guinea's (GoPNG) Department of Environment and Conservation (DEC) in the preparation of the GEF Full Size Project (FSP) "<i>Strengthening the Management Effectiveness of the National System of Protected Areas</i>."</p>
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The main objective of the project is to strengthen national and local capacities to effectively manage the national system of protected areas, and address threats to biodiversity and ecosystem functions in these areas. To achieve this goal, the project will assist the GoPNG in four key areas: i) improve decision-making to guide conservation site action; ii) better target investments for biodiversity conservation at site level; iii) strengthen traditional conservation measures; and iv) promote advancement of conservation on landscapes. These interventions will enhance PNG's commitment to establish comprehensive, and effectively manage ecologically- representative national system of protected areas in the country.

Project Description

The Government of Papua New Guinea (GoPNG) has made a renewed commitment to support a viable and sustainable protected area system in the country, working in partnership with community landowners, non-government conservation organizations and local administrations. The Government is strengthening its capacities to manage the environment, by setting up a Conservation and Environmental Protection Authority (CEPA) under the Ministry of Environment and Conservation. This will strengthen the capacity of Government to license and regulate development and improve capacities to manage biodiversity in situ, including within PAs.

This project is designed to support this country commitment, by strengthening links between the central government's policy and institutional systems and 'bottom up' conservation initiatives that are being established by community landowners and conservation partners in key biodiversity areas throughout the country. The project will help the planned Conservation and Environment Protection Authority (CEPA) put in place a system for supporting and overseeing conservation areas—improving governance of the PA system while simultaneously strengthening PA management in areas with high biodiversity values. These conservation areas will generally be managed by other institutions, including community landowner groups (often with support from conservation NGOs) and Government institutions such as the planned PNG Dam Authority, power and water supply companies or private-sector partners.

This project is part of a medium-term modular approach to strengthening biodiversity conservation in PNG. It complements work undertaken under the GEF-4/ Australia supported Community-Based Forest and Coastal Conservation and Resource Management project (GEFSEC PMIS 3954) to develop models for conservation in the Owen Stanley Range and New Britain island. A third module focusing on biodiversity financing is planned in consultation with various partners, which will focus on biodiversity finance (biodiversity offsets framework, concession bidding, development of effective fund management mechanisms such as trust funds, etc).

Interventions will be located to spearhead a landscape approach to conservation—addressing threats within the site and in surrounding landscapes as needed to secure biodiversity values. This conforms to the ridge to reef approach. Three landscapes have been chosen for this project; the YUS Conservation Area in the Huon Peninsula, the Torricelli Mountain Range in north-western PNG and the Varirata National Park and Sogeri Plateau outside Port Moresby. Each is characterized by different approaches to PA establishment and management. Two of these (YUS and Torricelli) are community-established and managed Conservation Areas, while Varirata is a nationally designated and state-managed National Park located within a critical watershed—supplying water to the capital city.

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

The Capacity Development Technical Specialist will be responsible for the evaluation and analysis of the existing capacity in PNG for protected area management and sustainable land management. The Consultant will provide support to the International Project Design Specialist/Team Leader in drafting of the project documentation in full and following UNDP and GEF guidelines. Support will include: baseline analysis, project logical framework and indicators, incremental-cost analysis, quantified description of the global environmental benefits of the project, risk analysis and mitigation strategy, sustainability of proposed project activities, replication of project activities and project budget.

For detailed scope of work, please refer to Annex 1 for the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Other - Advanced University degree in the fields of forest/biodiversity conservation, environmental management or relevant fields in organisational/capacity development.

II. Years of experience:

- Minimum of 7 years of relevant professional experience in protected area management

III. Competencies:

- Extensive experience in managing organizational change and developing institutional and human capacities;
- Experience in community-based conservation is a must and working experience in PNG and coordinating with different government agencies, private sectors and civil society organisations is a strong asset;
- Sound understanding of PNG's natural resource management policies, legislations challenges and opportunities;
- Knowledge of governance systems with demonstrated expertise in PNG's policy and legislative framework related to environment and conservation;
- Demonstrated knowledge and understanding of PNG's diverse social and cultural systems to include a strong network within civil society;
- Experience with writing concept notes and TORs, preparing briefs, project reports, development of annual work plans and budgets, and making financial arrangements among government agencies and its key partners;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

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 instalments 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. 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:

1. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable is defined as fully meeting the TOR provided., 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; [To be determined]*

** Financial Criteria weight; [To be determined]*

Only candidates obtaining a minimum of XXX point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
• Criteria A		
• Criteria B		
• Criteria C		
• Criteria [...]		
<u>Financial</u>		

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS