



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

14th November 2014 2014

TITLE OF CONSULTANT: PROTECTED AREA / PARK MANAGEMENT EXPERT

COUNTRY: BOTSWANA

DESCRIPTION OF ASSIGNMENT: HUMAN RESOURCE EVALUATION/NEEDS ASSESSMENT OF CHOBE NATIONAL PARK STAFF

PROJECT NAME: IMPROVED MANAGEMENT EFFECTIVENESS OF THE CHOBE-LINYANTI-KWANDO MATRIX OF PROTECTED AREAS

PROJECT NUMBER: 00079968dfe

DURATION: 40 DAYS

Submission Deadline: Proposal should be submitted at the following address no later than 26th November 2014

*The Resident Representative
United Nations Development Programme
P.O. Box 54
Gaborone*

Or by email to

procurement.bw@undp.org

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. 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. In this regard, the company by submitting a CV is bidding as an individual bidder rather than a company/firm. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.

1. BACKGROUND

Botswana has established an impressive PA estate which covers approximately 40% of the total land territory (approximately 243,000 km²). The Chobe Complex, along with the Okavango, is Botswana's flagship conservation area, with human livelihoods being closely tied to biodiversity and water resources. The Chobe-Kwando-Linyanti (CKL) complex in northern Botswana links the Okavango Delta, Caprivi Region of Namibia and Matetsi-Hwange PA complex in Zimbabwe. The CKL area covers Chobe District with its protected areas. It comprises the iconic Chobe National Park (CNP), 6 forest reserves (FRs), and nine Wildlife Management Areas. A small area to the east is dedicated to commercial agriculture (Pandamatenga Farms) while agriculture and stock herding are also practiced by local people in the Chobe Enclave and around Pandamatenga. It is hinged along the Chobe and Kwando-Linyanti river systems that also mark its northern boundary and international boundary separating Caprivi of Namibia and Botswana. As the Kwando-Linyanti river systems extends beyond administrative boundaries of the Chobe District, additional land units (wildlife management areas - WMAs) of the Ngamiland District also make part of the CKL area, i.e. all WMAs adjacent to the river systems.

The CKL is home to the biggest herd of elephants in the world, with some 200,000 sharing a range covering eastern Zimbabwe, northern Botswana, north eastern Namibia and south east Angola. Chobe is also said to have more large mammal species than any other PA. It forms a vital component of the habitats of species that move seasonally over large distances in these environments. It also lies at the hub of the emerging Kavango-Zambezi Transfrontier Conservation Area.

Therefore, due to its location, constituent land units, and, water resources and biodiversity significance, the CKL area is of high national, regional and international importance. Multiple land uses are characteristic of the CKL area; these include community based natural resources management concessions, protected areas, human settlements and accompanying livelihood activities, safari hunting and photographic tourism. Also, to a very large extent, human livelihoods in the CKL area are very closely tied with biodiversity and water resources.

The Ministry of Environment, Wildlife and Tourism (MEWT), through the Department of Environmental Affairs (DEA) has taken the initiative to develop an Integrated Management Plan (IMP) for the area's biological and other natural resources. This initiative is similar to the recent work done under the Okavango Delta Management Plan (ODMP), Makgadikgadi Framework Management Plan (MFMP), Biokavango and others. The Improved Management Effectiveness of the Chobe-Kwando-Linyanti Matrix of Protected Areas Initiative is an integral part of the implementation of the United Nations Convention on Biodiversity (CBD), the Draft Botswana Wetland Policy and Strategy and the Ramsar Convention on Wetlands of International Importance, Government's drive towards

economic diversification and sustainable development, as laid out in the 10th National Development Plan and the 7th District Development Plans.

Therefore with tourism being hailed as a 'new engine of economic growth' and targeted as one of the major sectors for facilitating the diversification of Botswana's economy, expectations of economic growth through development of the tourism sector are high and the wildlife in the PAs is the main tourist attraction. Chobe National Park attracts over 100,000 tourists per year. Effective management of the PA state, therefore, is one of the critical elements for tourism development and the key enabler for this process is the skills and capacity development for the Protected Area management and support staff.

In light of this, UNDP is seeking to engage the services of a Park Management Expert to conduct a Human Resource evaluation/needs Assessment of Chobe National Park Staff and develop a training and capacity development plan for the staff in order to ensure effective management of the park and attract more tourists.

2. SCOPE OF WORK & RESPONSIBILITIES

Under the overall guidance of the UNDP Resident Representative in Botswana and direct supervision of the Ministry Environment, Wildlife and Tourism in Botswana and Programme Analyst (Energy and Environment) of the UNDP Country Office in Botswana the Park Management Analyst/Expert will be responsible for:

- i. Perform human resource evaluation of the Chobe National Park staff to establish the skills and capacity needs that will strengthen management effectiveness of the Park.
- ii. Do a needs assessment for the Chobe National Park staff required for strengthening management effectiveness and financial sustainability in the Core Protected areas in order to address existing and emerging threats to biodiversity
- iii. Identify skills gaps and recommend necessary and effective trainings for strengthening Protected Area management strategies
- iv. Develop a training and capacity development strategy for CNP staff
- v. Prepare capacity development scorecard.
- vi. Recommend required entry level qualifications and experience for each unit/ section of the Protected Area operations
- vii. Recommend induction training plan for newly recruited employees for different sections/ different job responsibilities of the Protected Area operations
- viii. Identify capacity development needs and opportunities for strengthening capacity of the parks staff for improved management effectiveness of the Chobe National Park and the Forest Reserves; using UNDPs Organization Capacity Assessment Tool where appropriate

- ix. Identify shortcomings and gaps in the departmental staff movements and transfer procedures that may affect the efficacy of the proposed park management capacity building plan, and recommendations on how to address them.
- x. Make acquaintance tour of the Chobe National Park's eight (8) stations and Chobe Regional Wildlife Office to assess the operations and meet with staff.

3. SUBMISSION REQUIREMENTS:

Proposals should be submitted in a sealed envelope clearly labeled

“Human Resource evaluation/needs Assessment of Chobe National Park Staff”.

The submission should be registered upon delivery at the following address:

The UNDP Resident Representative
 United Nations Building
 Ground Floor Reception
 Cnr Khama Crescent and President's Drive
 P. O. Box 54
 Or by email to procurement.bw@undp.org

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

a) Qualifications and Experience:

- Advanced degree, preferably PhD in protected area management, natural resource management, analysis or a closely related field
- At least 10 years of work experience in protected area management, environmental governance, natural resources or closely related field
- Traceable regional or international experience is required
- Extensive experience in natural resources related research methodology development, data collection, analysis and report writing
- Experience of working in protected areas in Botswana is an added advantage

b) Competencies

- Good communication skills for effective communication with the various stakeholders in the CLK area; community, private sectors, government, CBOs etc.
- Good command of English (speak, read & write).
- Ability to use information and internet technology applications effectively as a tool and resource.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. 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 comments or suggestions on the TORs and appreciation of the assignment – the objectives, tasks and deliverables.
- A clear description of the methodology and work plan that the consultants proposes to execute the assignment, illustrated where appropriate, with bar charts of activities.
- A timeline for carrying out the assignment.

2. Financial proposal:

- Lump-sum consultancy fee
- The lump sum should be broken down to clearly indicate: travel, per diems, and actual consultancy fees
- An indication of whether this rate is flexible

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

6. 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.

7. EVALUATION

The consultants' CVs and a Price Schedule will be evaluated according to the Criteria below,

- **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:

Qualifications (academic & technical, minimum Masters)	Adequate work and/or professional experience	Complete Consultancy package submitted (Technical and Financial Proposal)	Context – knowledge of Botswana & BioChobe Project area with regard to biodiversity conservation issues.	Technical Competence – appropriate technical and academic qualification (biodiversity conservation vis-à-vis institutional arrangements & policy environment)	Relevant Professional /Work Experience – knowledge on institutional analysis (arrangements, roles, capacity, needs identification), policy analysis & review.	Methodology/ Approach – clear understanding of methodologies (research methodology, sampling techniques and data collection), quantitative and qualitative analytical skills.	Presentation & Packaging – good writing, interpretation and communication skills.
Yes/no	Yes/no	Yes/no	30	30	20	10	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.

8. DELIVERABLES

a. Inception Report

To be submitted in hard and soft copy to Ministry of Environment and Tourism, Bio-Chobe Project Office at the Department of Wildlife and National Parks, Kasane Office and UNDP Country Office **within 1 week of engagement**. The inception report should contain background on the scope of work (desktop study), detailed and dated workplan.

b. Draft Report

To be submitted in hard and soft copy to Ministry of Environment and Tourism, Bio-Chobe Project Office at the Department of Wildlife and National Parks, Kasane Office and UNDP Country Office. The draft consultancy report should detail all major findings of the study and should have covered and addressed all specific objectives of the consultancy. Date for submission of the draft report will be agreed upon during revision/approval of the Inception Report by the reference group.

c. Final Report

To be submitted in hard and soft copy to Ministry of Environment and Tourism, Bio-Chobe Project Office at the Department of Wildlife and National Parks, Kasane Office and UNDP Country Office **within ten working days after the approval of the draft report by the project reference group. The Final Report must address comments and issues emanating from the evaluation of the draft report by the Reference Group.**

At all these three stages of appraisal, the reference group or the client (Bio-Chobe Project Management Unit, Department of Wildlife and National Parks, and UNDP) can reject the consultancy report and instruct the consultant(s) to re-do the report or some stage(s) of the consultancy.

9. REMUNERATION

The payment schedule will be as follows:

1. 20% upon signing of the contract and presenting an acceptable inception report.
2. 40% after presentation of an acceptable Draft report to a reference group review workshop.
3. 40% upon submission of an acceptable Final Report to UNDP.

ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS