



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18/04/2016

Country: Congo Brazzaville

Location : Home Based with Some Travel to Republic of Congo

Description of the assignment: International Team Leader & GEF Project Development Specialist

Project Name: Integrated and Transboundary Conservation of Biodiversity in the Basins of the Republic of Congo (Congo Republic)

Reference short title: PIMS 5612 Congo Wildlife Trade

Duration: 45 days

Application Deadline: 30-April-16

The Terms of Reference are available on:

- UNDP Job : <https://jobs.undp.org>

Proposal should be submitted at the following address Angle Avenue Emile Biayenda (ex Foch)/Rue Behagle, Centreville, Brazzaville, République du Congo or by email to ic.soumission.cg@undp.org Not later than **30 April 2016 at 5:30PM** (local time) with the reference of the notice Clearly indicated on the envelopes or object:

«International Team Leader & GEF Project Development Specialist – PIMS 5612 Congo Wildlife Trade»

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail above indicated registry.cg@undp.org 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

In mid-2015, the Council for the Global Environment Facility (GEF) approved, as part of its "Programmatic Approach" titled Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development, a Child Project Concept for the Republic of Congo with UNDP as the selected GEF agency. The project has the following titles and reference:

UNDP-GEF Project Title: **Integrated and Transboundary Conservation of Biodiversity in the Basins of the Republic of Congo (Congo Republic).**

Reference short title: **PIMS 5612 Congo Wildlife Trade**

See more information about the GEF's Programme here:

www.thegef.org/gef/project_detail?projID=9071

Refer to the approved Child Project Concept for Congo here:

<http://bit.ly/1OnqFjW>

The project's target GEF funding is \$3.1M and it has been duly endorsed by the Government of Congo.

The full project to be developed on the basis of the Child Project Concept will be implemented by the Ministry of Forest Economy and Sustainable Development with support from UNDP and key management agencies at the focal PAs and landscapes (to be selected during the PPG phase).

The project's objective is to build Congo's capacity for protection of key persecuted species (such as forest elephants) and natural resources management through increased capacity and coordination of key law enforcement agencies (for wildlife and general crime) at both national and site level, and supporting sustainable rural development and conservation through a landscape approach in key poaching hotspots. This will be achieved through the delivery of three integrated components, including:

- o Improving the effective management of globally significant protected areas in the Congo Basin
- o Strengthening capacity for effective PA and Illegal Wildlife Trade governance in Congo, and
- o Reducing poaching and illegal trade in threatened species [site level].

Project Preparation Process

The project responds to national priorities and its PRODOC needs to be prepared in alignment with international wildlife crime strategies and in close collaboration with key government partners in several institutions, financing partners, research entities, the private sector and in particular with the CSOs responsible for the management of targeted protected areas.

In order to prepare the required documentation for the final approval of the project, a Project Preparation Grant (PPG) provided by the GEF is being implemented with clear and realistic targets and deliverables.

The GEF submission documentation to be prepared consists of a complete UNDP Project Document (PRODOC) and a CEO Endorsement Request form, to be duly filled in on the basis of the PRODOC, which takes precedence. These two key documents are to be accompanied along with co-financing letters, indicator tracking tools for the applicable GEF focal areas and social-environmental risk screening, using UNDP's methodological procedure.

All PPG consultants share the responsibility of mobilizing co-financing and forging partnerships useful for the project. They are expected to work as a team to implement the following activities:

PPG Activity 1: Baseline review

PPG Activity 2: Site-level engagements and assessments to strengthen wildlife protection against IWT
PPG Activity 3: Design of a capacity-building programme for IWT law enforcement in Congo
PPG Activity 4: Assess baseline investment, project risk, develop the strategy, budget and consolidate the project documentation for submission

The PPG phase will be implemented between **may 2016 and November 2016**. Consultants are expected to start work in **May 2016** and follow a detailed chronogram.

The final deadline for delivering the complete and finalized UNDP-GEF documentation for the internal review by government, partners and **UNDP is 30 November 2016**. This deadline is non-negotiable.

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

The incumbent will be required to:

Lead the implementation of the following PPG Activities **for the Congo PRODOC**:

- (1.1) PPG Inception workshop
- 3.3) Design and cost activities to strengthen law enforcement and natural resources management (community-based as far as possible) in selected sites (for Components 1 and 3 of project)
- 3.5) Apply the relevant GEF Tracking Tool (TT) to selected PAs, for use in the indicator framework
- 4.1) Financial baseline assessment
- 4.3) Negotiate and finalize the management arrangement for the project in collaboration with the UNDP Country Office, the government and CSOs
- 4.4) Leverage the project's co-financing
- 4.5) Compose relevant and required chapters in the PRODOC for national validation
- 4.6) PRODOC Validation Workshop
- 4.7) Completion of project documentation in view of submission to the GEF

Co-lead, together with other PPG consultants, the implementation of the following PPG Activities:

- 3.2) Design and cost activities to strengthen coordination and implementation of law enforcement (including investigation and intelligence, regional and trans-border collaboration, arrests, prosecutions and convictions) – at national level (for Component 2 of project)
- 3.3) Design and cost activities to strengthen law enforcement and natural resources management (community-based as far as possible) in selected sites (for Components 1 and 3 of project)
- 3.4) Stakeholder engagement for draft design and costing of activities to strengthen institutional capacity to reduce poaching and illegal trafficking of large mammals

Support other PPG consultants with the implementation of the following PPG Activities:

- 1.2) Conduct comprehensive review of current policies, legislation and practices of forest and biodiversity conservation and management in Congo
- Review of current means and modes (and capacity) of law enforcement with respect to wildlife crime
- 2.1) Stakeholder engagement and baseline studies in significant protected areas in the Congo Basin and more specifically in Messok Dja PA – local councils, site managers, supporting NGOs, local communities, private sector
- 2.2) Assessment of other NPs in Congo to determine suitability/need for local establishment of Ranger Training Centres, Wildlife Crime Units and other law enforcement teams (for Component 3 of project)
- 3.1) Design/update national strategies for PA management and for combating poaching and the illegal wildlife trade, in line with relevant international strategies (for Component 2 of project)

- 3.5) Apply the relevant GEF Tracking Tool (TT) to selected PAs, for use in the indicator framework
- 3.6) Assess the capacity of prospective project CSO implementing partner to play this role – to be tendered out [role: to coordinate the management consultancy]
- 4.2) Apply the UNDP Social and Environmental Safeguards (SESP) screening to the content of the PRODOC

Manage PPG phase budgeting, accounts and financial reporting

According to UNDP requirements and guidelines

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. I. Academic Qualifications:

- Master degree in a relevant field such as social sciences, biodiversity, land use management and ecosystem services (either with ecological or socio-economic background) and with professional specialization in issues of biodiversity, sustainable landscape management and wildlife crime.

II. Years of experience:

- At least 15 years of overall professional experience, with incremental responsibilities, preferably with some experience in the UN system;
- At least 7 years of experience and in-depth knowledge of biodiversity and sustainable landscape management issues in the context of project design, management or oversight at the international level, is an eliminatory requirement;
- Demonstrated track record in the preparation of documents, project proposals, evaluation reports and, preferably also, publications within the theme of biodiversity, wildlife crime, ecosystem services and land-use is a highly sought qualification for this position;
- Knowledge of environmental issues, policies and programs in Eastern Africa is preferred, but not required;
- Specific experience with GEF project development, with a demonstrated track record in preparation of PRODOCs, is an eliminatory requirement.

III. Competencies:

- Promoting ethics and integrity, creating organizational precedents;
- Building support and political acumen;
- Building staff competence, creating an environment of creativity and innovation;
- Building and promoting effective teams;
- Creating and promoting enabling environment for open communication;
- Leverages multi-disciplinary, institutional knowledge and experience;
- Creates and cultivates networks of partners to promote UNDP's image;
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses;
- Leverages different experiences and expertise of team members to achieve better and more innovative outcomes;
- Strong analytical and writing skills;
- Ability to communicate effectively in order to communicate complex, technical information to both technical and general audiences;
- Skills in negotiating effectively in sensitive situations;
- Skills in achieving results through persuading, influencing and working with others;
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise.

IV. Language:

- Excellent mastery of written English is an eliminatory requirement. (max. 10 pts). Good working level of

oral French will award 2/3 of max points for this aspect, while excellent skills in written French will award full points.

Bonne communication orale et écrite en Anglais et en français .

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Submission must be online following the instruction given on the website. Please submit the following to demonstrate your interest and qualifications. Please note that all the documents below must be submitted as one PDF file.

Qualified candidates are invited to send their tenders (technical and financial), in a sealed envelope in two separate envelopes, bearing respectively the mention technical offer and the mention financial offer. The tender must contain:

- P11 (required), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Personal CV (optional);
- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided [see link further down];
- Financial proposal (All-inclusive daily fee): Interested individuals are kindly requested to submit an all-inclusive daily consultancy fee.

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. 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.

Payment of travel costs including tickets, lodging and terminal expenses and cost of living at the mission duty station must be included in the financial offer and separated from daily fees.

6. EVALUATION

Individual consultants will be evaluated based on the Cumulative Analysis 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:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of 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 100 points in technical evaluation would be considered for the Financial Evaluation.

Récapitulatif des formulaires d'évaluation		Note maximum
1	Education: Master degree in a relevant field such as social sciences, biodiversity, land use management and ecosystem services (either with ecological or socio-economic background) and with professional specialization in issues of biodiversity, sustainable landscape management and wildlife crime.	10%
2	Experience	
	<ul style="list-style-type: none"> • At least 15 years of overall professional experience, with incremental responsibilities, preferably with some experience in the UN system. 	15%
	<ul style="list-style-type: none"> • At least 7 years of experience and in-depth knowledge of biodiversity and sustainable landscape management issues in the context of project design, management or oversight at the international level, is an <u>eliminary requirement</u> 	15%
	<ul style="list-style-type: none"> • Demonstrated track record in the preparation of documents, project proposals, evaluation reports and, preferably also, publications within the theme of biodiversity, wildlife crime, ecosystem services and land-use is a highly sought qualification for this position. 	25%
	<ul style="list-style-type: none"> • Knowledge of environmental issues, policies and programs in Eastern Africa is preferred, but not required. 	10%
	<ul style="list-style-type: none"> • Specific experience with GEF project development, with a demonstrated track record in preparation of PRODOCs, is an <u>eliminary</u> 	15%

	<u>requirement.</u>		
3	Language : <ul style="list-style-type: none"> Excellent mastery of written English is an <u>eliminator</u> requirement. 	10%	

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE ICS