



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3<sup>rd</sup> May 2016

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**TITLE OF CONSULTANT:** CONSERVATION BIOLOGIST/ECOLOGIST

**COUNTRY:** BOTSWANA

**DESCRIPTION OF ASSIGNMENT:** SURVEY AND ASSESSMENT OF THE CONSERVATION THREATS OF THE CHOBE NATIONAL PARK AND CHOBE FOREST RESERVES

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

PROJECT NUMBER: 00079968

**DURATION:** 40 DAYS

**Submission Requirements:** Proposals should be submitted in a sealed envelope clearly labelled: "SURVEY AND ASSESSMENT OF THE CONSERVATION THREATS OF THE CHOBE NATIONAL PARK AND CHOBE FOREST RESERVES" and be submitted to:

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

Or by email to [procurement.bw@undp.org](mailto:procurement.bw@undp.org)

**Submission Date:** Proposals should be submitted to the address above no later than the **6<sup>th</sup> May 2016 at 12:00 noon (Botswana Time)**

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 (**PER ASSIGNMENT**) 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.

## BACKGROUND

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Botswana has established an impressive PA estate which covers approximately 40% of the total land territory (approximately 243,000 km<sup>2</sup>). 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. It comprises the iconic Chobe National Park (CNP), six 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.

Although the Botswana Protected Area estate is impressive, there are concerns that have been noted about the progressive decline of biodiversity in the Botswana protected areas, including in the Chobe Complex (Child 1968; Campbell and Child 1971; Williamson 1994; Wheelwright, J. Mark Dangerfield et al. 1996). This decline is attributed, at least in part, to anthropogenic influences, including uncoordinated sectoral policies and land use conflicts, failure to re-invest in the PA/wildlife resource, and outdated management systems. Chobe is fully stocked, but there are some concerns that domination of the biomass by elephants (91%), the effects of past land uses (cattle stock routes, logging, burning), inappropriate or disruptive land uses (e.g. fencing, farms on PA boundaries) may be exacerbated by climate change so careful monitoring and adaptive management of these ecosystems is critical. Like elsewhere in the world, the impact of human and associated economic and livelihood activity is real in the Chobe Complex, and human population growth, anthropogenic effects on biodiversity are expected to continue rising.

In order to mitigate the observed decline in biodiversity in the Chobe Complex the District is developing an integrated land use Plan. The conservation threats assessment are a vital piece of information needed to inform especially on sustainable management of the Chobe Complex protected areas need to be identified and assessed. The assessment should be detailed enough to guide the development of the threat mitigation strategies and threat monitoring programme, management planning of the Chobe Complex protected areas.

In light of this, UNDP is seeking to engage the services of a Conservation Biology or Zoology, or Ecology or Natural Resource Management Expert to conduct a Survey and Assessment of the Conservation Threats of the Chobe National Park and Chobe Forest Reserves.

## **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 seek the services of the Conservation Biologist Analyst/Expert will be responsible for:

- i. Identify major conservation threats to PAs; and establish the magnitude, severity and sources of the identified threats
- ii. Conduct a detailed assessment of all the identified threats
- iii. Develop a ranking matrix with participation of all key stakeholders
- iv. Using the approved methodology rank (rate/score) such threats based on severity and/impact, e.g. spatio-temporal context/dynamics, most affected parties including environs
- v. In addition, identify and make detailed descriptions of possible aggravating factors for the threats
- vi. Suggest threat abatement/mitigation strategies for each identified threat, paying particular attention to major threats
- vii. Develop a threat monitoring programme, and where applicable apply/relate the monitoring programme to existing environmental monitoring programmes, e.g. MOMS
- viii. Define the role of stakeholders in the management (monitoring and abatement) of threats
- ix. Facilitate a stakeholder workshop to consult on the identified threats, develop a ranking matrix and verify the roles of different stakeholders in management of conservation threats.

## **3. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

### **a) Qualifications and Experience:**

- Advanced degree, preferably PhD in Conservation Biology, Zoology, Ecology, natural resource management or a closely related field
- At least 10 years of work experience in conservation biology, ecology, zoology, natural resources management or closely related field
- Traceable regional or international experience is required
- Extensive experience in conservation, ecological, zoological or natural resources related research methodology development, data collection, analysis and report writing
- Experience of working in similar assignments 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.

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

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

A. **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.

B. **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

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

#### 5. 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

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<br>(academic & technical, minimum Masters) | Adequate work and/or professional experience | Complete Consultancy package submitted (Technical and Financial Proposal) | Context – knowledge of Botswana & Bio-Chobe Project area with regard to biodiversity conservation issues. (20) | Technical Competence – Understanding of natural resources management and conservation policy environment). (30) | Relevant Professional/Work Experience – knowledge on identification of Protected Area conservation threats, threats assessments and analysis, conservation policy analysis & review. (20) | Methodology/Approach – clear understanding of methodologies (research methodology, sampling techniques and data collection), quantitative and qualitative analytical skills. (10) | Presentation & Packaging – good writing, interpretation and communication skills. (10) |
|---|--|---|--|---|---|---|--|
| Yes/no  | Yes/no                                       | Yes/no  |  |   |   |   |  |

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.

## 7. DELIVERABLES

### a. Inception Report

To be submitted in hard and soft copy to 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 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 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.**

## **8. 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.