



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref No.: IC/002/19 - International expert on implementation of SMART patrol system

Date: 20.02.2019

Country: Uzbekistan

Description of the assignment: International expert on implementation of SMART patrol system is fully responsible for (a) development of a country smart patrol system; (b) implementation of the smart patrol system; (c) training the respective protected area staff (e.g. rangers) on smart patrol system implementation.

The International expert on implementation of SMART patrol system will work under the overall guidance of the UNDP Head of Sustainable Development Cluster (SDC), and direct supervision of the Project Manager.

The assignment will be based on home-based work with at least two missions (approximately six days per mission) each year (2019, 2020) to Uzbekistan for a total of 150 working days from March 2019 to September 2020 (total 150 w/d). The International Expert will be fully and solely responsible for undertaking the below tasks and quality and timely producing the expected outputs and deliverables indicated below.

Project name: “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity”.

Period of assignment/services: Total 150 working days from March 2019 to September 2020.

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents (*Technical Proposal/Methodology, CV/P11 form, Offeror's Letter of confirmation and Financial Proposal*) in Part 6 of Procurement Notice **no later than end of March 6, 2019** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?job_id=83616 (*cut and paste into browser address bar if the link does not work*).

Application submitted via email, incomplete applications or received after the closing date (March 6, 2019) will not be given consideration.

Failure to submit the *Financial Proposal* by the deadline or without reference to the subject above will result in disqualification.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org. UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and

minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

The United Nations Development Programme (UNDP) assists the host Government to implement a Global Environmental Facility (GEF) Full-Sized Project: **“Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity”**.

Uzbekistan is globally and regionally important in terms of its biodiversity due to its location between the European, Middle Eastern, and Asian biogeographical regions. Its varying landscapes of high mountain ranges, wide steppes, deserts, riparian wetlands, and the Aral Sea has results in a wide diversity of habitats. UNDP, for many years, have supported the Government of Uzbekistan in tackling environmental challenges, including in the area of biodiversity.

UNDP/GEF and Republic of Uzbekistan project on “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity” will further support the country in addressing biodiversity conservation challenges, specifically with focusing on mountain ecosystems such as the western-most outliers of the western Tian Shan (Chatkal, Pskem, Ugam and Kuramin ranges) and Pamir-Alai (Gissar, Turkestan and Zaravshan ranges), which are home to the endangered snow leopard, and provide important habitat for its key prey species.

The project objective is ‘To enhance the conservation, and sustainable use, of natural resources in the biodiverse high-altitude mountain ecosystems of Uzbekistan’, and the project is structured into four components, with each component comprising a complementary suite of two to three outputs:

- i) Component 1: Landscape level planning and management decision-making;
- ii) Component 2: Strengthening key biodiversity areas;
- iii) Component 3: Sustainable economic development incentives for communities;
- iv) Component 4: Promoting cooperation and collaboration.

More information about the project is available through the following link:

http://www.uz.undp.org/content/uzbekistan/en/home/operations/projects/environment_and_energy/sustainable-natural-resource-and-forest-management-in-key-mounta.html

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

Outputs and deliverables presumed under this assignment will be performed in close collaboration and coordination with the Project Manager, project Field Coordinator on Protected Areas as well as local/national government agencies.

It is expected that to implement the set tasks, an international expert will actively involve in its work advisory national organizations, including NGOs and national specialists.

The International expert on implementation of SMART patrol system will bear responsibility for the following project outputs and will undertake the following functions:

Situational analysis and smart patrol system development.

1. Carry out analysis of best practices in organization and functioning of the smart patrol system around the globe, with particular focus on countries with analogous legislation and/or similar environmental conditions and socio-economic development.
2. Analyze the needs and priorities for establishment and implementation of a smart patrol system in the PAs targeted by the project, including clearly defining the clear and specific objectives to be achieved through use of a smart patrol system, and the expected benefits from implementation of a smart patrol system through defined quantitative performance indicators (i.e. % reduction in poaching or illegal activities, % improved monitoring coverage of patrolling, increased rigorousness and extent of biodiversity monitoring data, etc.)
3. Study the respective enabling conditions for implementation of a smart patrol system, including the legislation context, potential limited use of various communication means (i.e. inadequate cellular networks in remote areas, etc.), including the radio communication and internet for the smart patrol system implementation, in close cooperation with the project team.
4. Conduct analysis of physical and geographical (terrain features) and technical (internet availability, mobile communication, etc.) conditions of project territories (Chatkal State Biosphere Reserve and Gissar State Reserve) for use in smart-patrolling.
5. Analyze existing capacity of pilot protected areas and the PA staff for identification of opportunities and limitations in use of various types of smart patrol systems and development of a respective comprehensive smart patrol ranger training programme (including patrol planning, mapping, GPS technology, data collection, animal and plant identification, search and arrest, data processing and storage, etc.) based on the analysis.
6. Collect existing data on inspection work (i.e. current level of patrolling effort per hectare, cost per unit time/area of patrolling, etc.) for baseline identification and for further identification of the effectiveness of the smart patrol system (for tracking the progress).
7. Develop list of data categories that will be used in smart patrol system such as type of illegal incidents, ways of conducting inspection work (inspecting on-foot, horses, vehicles), animal species and traces of their activities, etc., in close cooperation with the project team, protected area staff and the inspection service on control and use of biodiversity and protected areas of the State Committee of the Republic of Uzbekistan for Ecology and Environmental Protection.
8. Prepare possible scenarios of smart patrol system introduction, including detailed description of proposed scenarios for Chatkal State Biosphere Reserve and Gissar State Reserve, based on analysis and consultations.

Smart patrol system should include the following, apart from others:

- a. Detailed description of data collection, fixing and transfer of data for storage and processing;
 - b. Prompt processing of data, their storage, access and sharing amongst stakeholders, and further use and analysis;
 - c. Mechanism of adaptive management of nature protection activities in accordance with the data obtained as a result of smart patrolling;
 - d. Mechanism of assessment of the system performance (“success indicators” of using the system).
9. Develop the respective list of necessary equipment (hardware) with detailed technical specifications for the selected smart patrol system.
 10. Develop technical specifications for organization and work of the smart patrol center.
 11. Provide the relevant software for the smart patrol system which is adapted to local conditions (interface language, cartographic materials, etc.), including development of an application for the

GPS-enabled data collection devices to capture the spatial and attribute data collected by patrolling rangers.

12. Develop the detailed training programmes:
 - a. For training of inspectors to conduct smart patrolling (knowledge/educational and hand-out materials, etc.);
 - b. For training of trainers, who will further be able to independently conduct training courses for inspectors on smart patrol system.
13. Develop detailed plan of smart patrol system work at least during project life-cycle (on reporting, conducting analysis, dissemination of practices, etc.).
14. Develop financial plans on smart patrol implementation and its maintenance for long-term conditions and sustainability.

Introduction and implementation of the smart patrol system.

1. Develop (and reach agreement on) the detailed plan of smart patrol system introduction and implementation.
2. Providing support for training for inspectors and trainers on smart patrol, as for the staff on data analysis and processing.
3. Facilitate, in case of need, regular meetings and/or workshops between managers, ranger patrol staff, communities and other stakeholders in and around the reserve to discuss and analyze smart patrol data outputs, and collaboratively identify ways to address ongoing threats.
4. Provide technical inputs and guidance to procurement of technical equipment necessary for smart patrol system, and for installing and setting up equipment in field-based working conditions.
5. Install and implement the smart patrol system in Chatkal State Biosphere Reserve and Gissar State Reserve.
6. Provide assistance and advice to pilot protected areas inspection on smart patrol system use.
7. Conduct initial monitoring and analysis of smart patrol system implementation and make additions and corrections to the system as necessary.
8. Conduct analysis of smart patrol system effectiveness based on the monitoring.

Recommendations and further actions.

Based on the monitoring and analysis of introduced smart patrol system performance:

1. Document the experience and practice, develop feasibility assessment for replication at a national level, as appropriate, and provide support to the project in replication and scaling-up of this good practice, as appropriate and feasible.
2. Provide support to the project, in technical aspects, in organization and conducting of a national workshop or other appropriate advocacy events for promotion of the smart patrol system at national level.
3. Develop a respective guidebook for protected area staff on introduction and implementation of a smart patrol system based on lessons learnt and good practices.

Work planning and progress reporting

1. Prepare (and consult with the project team) detailed plan of actions on development, introduction and implementation of smart patrol system in snow leopard landscapes (within the pilot protected areas).
2. Prepare annual workplans based on the detailed plan of actions.
3. Provide reports on results within an agreeable template and timeframe based on the annual workplan and other inputs as may be required by the project for reporting.
4. Provide information and inputs to the project on progress for project events such as conferences, workshops, in case of need.
5. Maintain regular and adequate communication with the project team, as required.

Outputs

1. Detailed report on analysis of:
 - a. Existing experience on smart patrol system organization and implementation;
 - b. Policy context (legislative and regulatory conditions) affecting smart patrol system implementation in Uzbekistan;
 - c. Physical, geographic and technical conditions of two (Chatkal State Biosphere Reserve and Gissar State Reserve) pilot protected areas;
 - d. Indicators of inspection work of two pilot protected areas for identification of baseline;
 - e. Existing capacity of two pilot protected areas (Chatkal State Biosphere Reserve and Gissar State Reserve), including the Ugam Chatkal State National Nature Park and Ugam-Chatkal Reserve (overall 4 protected areas).
2. Detailed proposals for the organization of a smart patrol system in two pilot areas, including but not limited to
 - a. Possible scenarios for implementing a smart patrol system in two pilot areas (with a detailed description of each of the proposed scenarios);
 - b. Expected results from implementation of a smart patrol system in terms of performance indicators relative to baseline levels.
3. List of equipment for organization of smart patrol system developed and submitted to the project.
4. Detailed plan on organization and monitoring of smart patrol system as well as the financial calculations/plans for smart patrol system maintenance prepared and submitted.
5. A comprehensive smart patrol ranger training programme developed and submitted.
6. A set of adapted software for smart patrol system, including the application for GPS-enabled data collection devices developed and installed.
7. Smart patrol ranger trainings conducted.
8. Smart patrol system implementation in two pilot protected areas (Chatkal State Biosphere Reserve and Gissar State Reserve) launched.
9. Interim monitoring report of smart patrol system implementation prepared and submitted.
10. A guidebook for protected area staff on introduction and implementation of a smart patrol system based on lessons learnt and good practices.
11. Final report on smart patrol system implementation in Uzbekistan with lessons learned and recommendations for replication.

Location of work

Based on desk work in home-country with four missions (two in 2019, two in 2020) to Tashkent, Uzbekistan.

3. RECRUITMENT QUALIFICATIONS

- **Education:** Master's degree on biology, ecology, agriculture, management of natural resources, conservancy and/or in information technologies.
- **Experience:** Proven practical work experience on the subject not less than 5 years:
 - i. Smart patrol system installation and implementation, including adapted to local conditions;
 - ii. Work experience with protected areas;
 - iii. Experience on smart patrol training programme development and implementation;
 - iv. practical experience and knowledge of the organization of the smart patrol system work and having a corresponding qualification of adaptation and installation of a smart patrol system software.
- **Language Requirements:** Working knowledge of English is required, and knowledge of Russian and/or Uzbek is an advantage.

- Others: Good understanding of local policies and practices in protected areas management. Outstanding time-management, organizational and interpersonal skills.

4. DELIVERABLES AND TIMEFRAME

The following deliverables and indicative schedule are expected from the consultancy contract. The final schedule will be agreed upon in the beginning of consultancy assignment.

#	Deliverables	Timeframe	Instalments (%)
1	Output 1	30 April 2019	1 st instalment (20% of the total contract amount)
2	Output 2	31 May 2019	
3	Outputs 3 and 4	30 June 2019	
4	Output 5	31 August 2019	2 nd instalment (20% of the total contract amount)
5	Output 6	31 October 2019	
6	Output 7	30 March 2020	3 rd instalment (15% of the total contract amount)
7	Output 8	30 June 2020	4 th instalment (45% of the total contract amount)
8	Output 9	31 August 2020	
9	Outputs 10 and 11	30 September 2020	

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex III).
2. **CV** with indication of the e-mail and phone contact, but successful consultant will be requested to submit filled in and signed a **Personal History Form** (P11 form) before contract issuance.
3. 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 3 pages).
4. Financial Proposal using template provided.

Application process: To submit your application online, please follow the steps below:

- Download and complete the UN Personal History Form (P11).
- Merge your P11, Proposals and other relevant documents into a single file.
- Click on the Job Title.
- Click “Apply Now” button, fill in necessary information on the first page, and click “Submit Application”.
- Upload your application.

You will receive an automatic response to your email confirming receipt of your application by the system.

6. FINANCIAL PROPOSAL

Fixed price contracts

This is a lump sum contract that should include costs of consultancy and international travel costs (and in-country air ticket costs), accommodation and meal (DSA or per diems in Uzbekistan) and visa costs required to produce the above deliverables.

Payment will be released in 4 (four) installments below upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.

1st (20% of the total contract amount) to be made upon achievement of Deliverables 1, 2, 3 and 4;

2nd (20 % of the total contract amount) to be made upon achievement of Deliverables 5 and 6;

3rd (15% of the total contract amount) to be made upon achievement of Deliverable 7;

4th (45 % of the total contract amount) to be made upon achievement of Deliverables 8, 9, 10 and 11.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel including visa cost. In general, UNDP does 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

Applicants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract shall be made to the applicant 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 candidates obtaining a minimum of 49 points for Technical evaluation would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
Proven practical work experience on the subject not less than 5 years: smart patrol system installation and implementation, including adapted to local conditions; work experience with	15%	15

protected areas; experience on smart patrol training programme development and implementation; practical experience and knowledge of the organization of the and having a corresponding qualification adaptation and installation of software.		
Master's degree on biology, ecology, agriculture, management of natural resources, conservancy and/or in information technologies.	15%	15
Working knowledge of English is required, and knowledge of Russian and/or Uzbek is an advantage.	5%	5
Proposed methodology	35%	35
<i>Financial</i>	30%	30

9. ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4 FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)