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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 JANUARY 2020

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**TITLE OF CONSULTANT:** Individual Consultant (IC) National Community Development Specialist for an Access and Benefit-sharing (ABS) Project - Promoting beneficiation and value addition from Botswana's genetic resources through enhanced capacity for research and development and protection of traditional knowledge.

**COUNTRY:** BOTSWANA

**DESCRIPTION OF ASSIGNMENT:** The overall objective of the consultancy is for the Individual Consultant (IC) National Community Development Specialist will be responsible for analytical work under the Components 1, 2 and 3 within the project. The National Community Development Specialist will furthermore prepare inputs and support the development of the development of a Prodoc for an Access and Benefit-sharing (ABS) Project - Promoting beneficiation and value addition from Botswana's genetic resources through enhanced capacity for research and development and protection of traditional knowledge. This medium-sized project will be implemented and funded within the context of the Global Environment Facility (GEF) STAR Allocation under the 7<sup>th</sup> replenishment (GEF 7). The process of developing the ProDoc will be consultative, and require careful consideration of existing, planned or missing capacity within the Department of Environmental Affairs to realize the effective implementation of the Nagoya Protocol. The project framework has already been developed through a participatory process involving key stakeholders in government and UNDP – the consultant will be required to use this, and other contextual information supplied to them, to complete all relevant sections of the GEF-7 ProDoc template for a medium-sized project.

**PROJECT NAME:** Environment and Climate Change

**PROJECT NUMBER:** ABS Project

**SUPERVISION:** Programme Specialist Environment and Climate

Proposals with reference should be submitted in a sealed envelope clearly labelled, **“NATIONAL COMMUNITY DEVELOPMENT SPECIALIST INDIVIDUAL CONSULTANT FOR DEVELOPMENT OF PROJECT DOCUMENT - PROMOTING BENEFICIATION AND**

**VALUE ADDITION FROM BOTSWANA'S GENETIC RESOURCES THROUGH ENHANCED CAPACITY FOR RESEARCH AND DEVELOPMENT AND PROTECTION OF TRADITIONAL KNOWLEDGE."** should be submitted at the following address no later than **03<sup>rd</sup> February 2020 at 12:00Noon (Botswana Time)**, to:

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

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

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mailed to [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org) 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. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.

## 1. BACKGROUND

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Botswana has ratified or acceded to several Multilateral Environmental Agreements (MEAs) and Protocols, including the Convention on Biological Diversity (CBD) in 1993. Botswana acceded to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS), in 2014. This is a Protocol under the Convention on Biological Diversity which was adopted on 29 October 2010 in Nagoya (Japan) and entered into force on 12 October 2014. The protocol provides for a transparent legal framework for the effective implementation of the 3rd objective of the Convention on Biological Diversity (CBD) i.e. “the fair and equitable sharing of the benefits arising out of the utilization of genetic resources, including by appropriate access to genetic resources and by appropriate transfer of relevant technologies, taking into account all rights over those resources and to technologies, and by appropriate funding”. The protocol is to be pursued in accordance with the relevant provisions of the CBD, being the conservation of biological diversity, the sustainable use of its components and the fair and equitable sharing of benefits. The Nagoya Protocol applies to genetic resources that are covered by the CBD and to the benefits arising from their utilization and covers traditional knowledge (TK) associated with genetic resources held by local communities.

The Ministry of Environment, Natural Resources Conservation and Tourism, through the Department of Environmental Affairs in collaboration with UNDP Botswana, is currently implementing a national pilot under the global ABS project entitled: Strengthening Human Resources, Legal Frameworks, and Institutional Capacities to Implement the Nagoya Protocol. This is a 3-year project that started in October 2017 and will end in 2019. The project is aimed at assisting Botswana in the development and strengthening of national ABS frameworks, human resources, and administrative capabilities to implement the Nagoya Protocol. The project seeks to achieve this by: a) strengthening the legal, policy and institutional capacity to develop national ABS frameworks; b) building trust between users and providers of genetic resources to facilitate the identification of bio-discovery efforts; and, c) Strengthening the capacity of indigenous and local communities to contribute to the implementation of the Nagoya Protocol. The implementation of the basic measures of the Nagoya Protocol is expected to unleash a wide range of monetary and non-monetary benefits for providers of genetic resources and holders of associated traditional knowledge (TK). Some of these benefits are envisaged to be reinvested in the conservation and sustainable use of biological resources from which the genetic resources were obtained.

The establishment of the legal framework will take time to come to the fore, and it is of utmost importance to catalyze the process of ensuring that there is full domestication of the Nagoya Protocol, with tangible conservation and socio-economic results. Recognizing that the processes, time and resources required to generate concrete results, and to demonstrate the economic potential of following ABS principles, the Government of Botswana took the decision to develop a follow-up project which will further strengthen the national ABS framework, provide demonstration pilots, and enhance awareness raising, capacity, communication and partnership development for implementation of the Nagoya protocol.

It is in this context that the Ministry of Environment, Natural Resources Conservation and Tourism's Department of Environmental Affairs (DEA), supported by UNDP Botswana, are facilitating development of a new proposal to the Global Environment Facility. This is undertaken through the System for Transparent Allocation of Resources 7 (STAR 7). The project framework has already been developed through a participatory process involving key stakeholders in government and UNDP and includes following Components;

- A. Awareness raising on ABS and the Nagoya Protocol; development of Biocultural Community Protocols; Capacity building and training for traditional knowledge holders, rural development practitioners, agricultural extension officers, natural resources overseers, border control personnel and law enforcement officers
- B. Documenting Traditional Knowledge - the creation of National databases for documentation of traditional Knowledge and training of officers to maintain and update the database
- C. Research and development - Promoting research and product development based on genetic resources and associated traditional knowledge; facilitating value addition to genetic resources
- D. Building and promoting partnerships for biodiscovery between users and providers of genetic resources

The services of a suitably qualified and experienced consultant are now sought to undertake the role of Community Development Specialist to complete the development of the PRODOC (using the template for GEF-7 medium-sized projects, following a 1-step process) in collaboration with the International Project Development Specialist (GEF PPG Team Leader), the National Gender and Safeguard Specialist and other relevant stakeholders. All templates and guidance documents will be provided by UNDP. The work will combine desktop studies and stakeholder consultations in Gaborone. The UNDP/GEF Regional Coordination Unit, through the Regional technical Advisor, will facilitate further contributions to ensure close linkages to other relevant UNDP projects at the global and Africa-level.

## 1. SCOPE OF WORK & RESPONSIBILITIES

The National Community Development Specialist will be responsible for analytical work under components 1, 2 and 3 within the project. The National Community Development Specialist will furthermore prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.

- A. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
  - Contribute to the development of a project **Monitoring & Evaluation** plan, including the formulation of SMART indicators
  - Provide support for the development of a **theory of change** for the project.

- **Prepare inputs for the baseline/situational analysis for the project as follows:**
  - a. Review existing legal and policy instruments pertaining to ABS, and the Nagoya Protocol and the sustainable use and conservation of genetic resources in Botswana
  - b. Identify the capacity development needs of government officials and other relevant stakeholders including Traditional Knowledge holders for the application of ABS legislation and negotiation of ABS agreements and prepare detailed recommendations for capacity building
  - c. Analyze the current understanding, including traditional knowledge and scientific research on the selected species, as well as their availability and distribution (i.e. mapping) within Botswana, their current harvesting patterns, uses and potential for further development into ABS products;
  - d. Undertake a targeted analyses of market potential of the supported value chains, including market trends in the respective business fields (including regional and other developing country markets);
  - e. Perform a baseline assessment of: the current financial and other benefits accruing to users and groups of users and communities (e.g. in the form of royalties) generated from the commercialisation of products derived from genetic/biological resources; and, existing community-based business models;
  - f. Analyse the current status of research on active compounds for the pharmaceutical sector and personal-care use sectors, including the number and type of existing local R&D innovations, products and technologies under development in Botswana, collaborations with international partners (e.g. other universities and private companies); and the nature and number of research collaborations between government authorities, private sector parties, academic institutions, holders of traditional knowledge and rural communities to develop and commercialise new genetic/biological resources;
  - g. Identify the capacity development needs (skills, tools and resources) of the relevant stakeholders to increase technical and research capacity for the realisation of the potential of genetic resources and associated TK, to contribute to sustainable community livelihoods;
  - h. based on the review, prepare detailed recommendations to strengthen the technical and research capacity for the realisation of the potential of genetic resources to contribute to sustainable community livelihoods
  - i. Assess the benefit-sharing agreements negotiated between industry/users of genetic resources and communities, the number of bioprospecting products in domestic & international markets; the number of bioprospecting products that have community involvement in the supply chain; and the number of jobs being created in the sector including for disadvantaged communities, women and youth;
  - j. Assess indigenous biodiversity registration in regional and international inventories acknowledged for consumer use/trade; the product development and manufacturing potential of natural products in

Botswana; and the scope and extent of domestic business incubator support;

- k. Enumerate the threats and strategies for the conservation of source species from which genetic resources are being derived (or may be derived in future); and identify an appropriate, community-based, cost-effective and integrated package of ecological and physical measures to be implemented at a landscape level to promote sustainable harvesting, conservation and protection of key genetic resources;
  - l. Identification of alternative and complementary livelihoods and value-addition and business and enterprise development opportunities to generate jobs, incomes and to reduce over-dependence on unsustainable harvesting and use practices.
  - m. Conduct consultations with national biotechnology companies regarding the possibility for entering into agreements for the commercial production and sale of pharmaceutical and personal use products.
- **Support the stakeholder analysis and consultations** and ensure that they are complete and comprehensive.
  - **Contribute to identification of project intervention sites**, with documentation of selection criteria.
  - Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

B. Formulation of relevant components of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):

- **Prepare inputs to the Prodocs**, including defining activities for technical outputs in Components 1, 2 and 3, and support the development of final PPG deliverables, as agreed with the PPG Team Leader. Support may include: baseline analysis, project logical framework and indicators, quantified description of the global environmental benefits (GEBs) of the project, risk analysis and mitigation strategy, sustainability of proposed project activities, replication of project activities, project budget, and definition of the TORs for the key consultants/contracts to be employed by the project.
- Hold **meetings and consultations** with relevant institutions to secure co-financing and ensure the receipt of co-financing letters, including the private sector;
- **Contribute to the inception workshop and the validation workshop** and support all necessary revisions that arise during the workshop, as appropriate

C. Validation Workshop (Component C):

- Contribute to the validation workshop through presentations, using the stakeholders to corroborate and fill the information gaps; and
- Support all necessary revisions that arise during the workshop, as appropriate.

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

### **a) Qualifications and experience:**

- Master's degree or higher in a relevant field, such as biodiversity conservation, natural resource management, Community-Based Natural Resource Management, Environment and Development, sociology, or similar.
- Minimum of 5 years of demonstrable experience in ABS and programme management/design/evaluation;
- Minimum of 10 years of demonstrable experience in the technical area of natural resource management, CBNRM, nature-based enterprise development, resource economics, sustainable use and conservation of biological and genetic resources; or similar. Knowledge of ABS and the provisions of the Nagoya protocol would be an advantage;
- Prior experience of working as part of a project development team, particularly on a UNDP-supported, GEF-financed project is desirable
- Well-developed and demonstrable analytical and research skills, and capacity to collate and present accurate data systematically and in concise formats, in a short period of time
- Practical experience and proficiency in report-writing and presenting technical information in accessible ways
- Fluency in written and spoken English; verbal fluency in Tswana would be an advantage

### **b) Competencies**

- Demonstrated ability to establish priorities and to plan, organize the work elements in a complex and dynamic environment;
- High technical skills in workshop facilitation and report writing;
- Strong coordination skills;
- Good interpersonal and communication skills;
- Good computer skills; and
- Excellent command of the English language.

## **3. TIME SCHEDULE AND PERIOD OF THE CONSULTANCY**

In consultation with the UNDP and DEA, the consultant will elaborate a detailed schedule / workplan for the assignment. However, the duration of the assignment will be until 30 August 2020.

## **4. REPORTING AND SUPERVISION**

The individual consultant will be supervised by UNDP Programme Specialist (Environment and Climate Change) and work closely with the DEA, with UNDP's Regional Technical Advisor providing strategic technical oversight to the process.

## **5. OUTPUT/DELIVERABLES**

- A Situational Analysis Report, including assessment of the environmental and other relevant policies, strategies, laws and regulations for the access, use and benefit-sharing from genetic resources in Botswana; livelihoods and value-chain assessment; and assessment of current status of research and development related to genetic resources and associated product development
- An Institutional Capacity Assessment Report outlining current and existing capacities among national government, research groups, and communities for the realisation of the potential of genetic resources to contribute to sustainable community livelihoods.
- A brief report regarding the identification of the project sites, with documentation of selection criteria

## 6. PAYMENT SCHEDULE

The contract will be performance-based. Payments will be made against the following deliverables:

<b>%</b>	<b>milestone</b>
40%	A Situational Analysis Report, including assessment of the environmental and other relevant policies, strategies, laws and regulations for the access, use and benefit-sharing from genetic resources in Botswana; livelihoods and value-chain assessment; and assessment of current status of research and development related to genetic resources and associated product development
30%	An Institutional Capacity Assessment Report outlining current and existing capacities among national government, research groups, and communities for the realisation of the potential of genetic resources to contribute to sustainable community livelihoods.
30%	A brief report regarding the identification of the project sites, with documentation of selection criteria

## 7. TRAVEL

The assignment will be based in Gaborone.

## 8. 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 review of the TORs and appreciation of the assignment – the objectives, tasks and deliverables.
  - A clear description of the methodology and work plan that the consultant proposes to execute the assignment, illustrated where appropriate, with a chart of activities.
  - A timeline for carrying out the assignment.
- b. **Financial proposal:**
- Lump-sum consultancy fee broken down to clearly indicate: actual consultancy fees (daily fee), travel expenses and other incurred costs as relevant.
  - An indication of whether this rate is flexible
- c. **Personal CV** including past experience in similar projects and at least 3 references

## 9. UNDP CONTRIBUTION

UNDP will provide the consultant with organizational and logistical support to carry out his/her duties as outlined above.

## 10. EVALUATION

Individual consultants will be evaluated based on the following methodology:

### 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, 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.

Criteria	Weight	Max. Point
<b>Technical evaluation</b>		
<b>Criteria A:</b> Qualifications (academic & technical, minimum university degree) - Master's degree or higher in a relevant field, such as biodiversity conservation, natural resource management, Community-Based Natural Resource Management, Environment and	10	10

Development, Sociology, or similar;		
<b>Criteria B:</b> Adequate work experience - Minimum of 10 years of demonstrable experience in the technical area of natural resource management, CBNRM, nature-based enterprise development, resource economics, sustainable use and conservation of biological and genetic resources; or similar. Knowledge of ABS and the provisions of the Nagoya protocol would be an advantage; Well-developed and demonstrable analytical and research skills, and capacity to collate and present accurate data systematically and in concise formats, in a short period of time;	10	10
<b>Criteria C: Context</b> - Knowledge of and experience of environmental and natural resource management, and ABS and the Nagoya Protocol and associated issues (such as community livelihoods development, beneficiation and value-addition as relating to ABS etc.) with well-developed and demonstrable analytical and research skills, and capacity to collate and present technical reports, information and data accurately, systematically and in concise formats, in a short period of time;	40	40
<b>Criteria D: Technical Competence</b> - Prior experience of working as part of a project development team, particularly on a UNDP-supported, GEF-financed project;	20	20
<b>Criteria E: Approach</b> - Demonstrated understanding of the assignment; and response to the terms of reference with Excellent analytical, writing, presentation, and communications skills; and proficiency in reporting purposes with ability to present technical information in accessible ways. Good presentation & packaging of information	20	20