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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 JANUARY 2020**

TITLE OF CONSULTANT: Individual Consultant (IC) National Gender and Safeguard 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 Gender and Safeguard Specialist to develop mandatory project Annexes related to gender, stakeholder engagement and application of social and environmental safeguards, and will support adherence to UNDP's SESP and specific requirements, as appropriate for 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 7th 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, **“IC-NATIONAL GENDER AND SAFEGUARD SPECIALIST 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 **03rd 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

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 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

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 GEF has adopted a new Policy on Gender Equality which introduces new principles and requirements to mainstream gender in the design, implementation, and evaluation of GEF programs and projects. Therefore services of a suitably qualified and experienced consultant are now sought to undertake the role of National Gender and Safeguard 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 Community Development 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 Gender and Safeguard Specialist will develop mandatory project Annexes related to gender, stakeholder engagement and application of social and environmental safeguards, and will support adherence to UNDP's Social and Environmental Screening Procedure (SESP) and specific gender marker requirements, as appropriate. The consultant will be a gender and social inclusion expert with experience local community engagement.

A. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:

- **Undertake a detailed stakeholder analysis;** the consultant will also lead and advise on all aspects of stakeholder consultation and ensure that records of these consultations are comprehensive and complete;
- **Assess social and environmental safeguards,** and support the detailed **assessment of all project risks** for inclusion in the risks log and risk mitigation plans;
- **Assess presence of Indigenous Peoples/ethnic minorities** within project landscapes and their interests. If present, assess potential impacts of the project on rights and interests, lands, territories, resources, and traditional livelihoods and determine when FPIC (Free Prior Informed Consent) applies in accordance with national contexts and preferences. Carry out consultations with communities at demonstration landscape to assess level of understanding and capacity to give consent and identify community preferences for FPIC processes. Based on these assessments, and if relevant, integrate relevant matters as needed including FPIC into project design and into the comprehensive Stakeholder Engagement Plan;
- **Conduct a participatory gender analysis,** and work closely with the GEF PPG Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework. The gender analysis should fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project's context, and appropriate measures taken to address and these and promote gender equality; collect gender responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries
- **Support the completion of any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.

B. Formulation of relevant components of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):

- **Complete the Social and Environmental Screening Procedure,** based on assessments undertaken during Component A and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc – this might include preparation of additional, stand-alone plans such as an Indigenous People's Planning Framework or Livelihoods Plan, as required;
- **Prepare the Gender Action Plan,** with appropriate budget and identification of appropriate project interventions to ensure gender mainstreaming including at project demonstration sites;
- Using the findings from the gender analysis, **provide inputs to the project's results framework and theory of change;** ensure gender considerations

are integrated into the project's theory of change and indicator/targets framework;

- Working closely with the PPG Team leader, **prepare the Stakeholder Engagement Plan** (which should include a Stakeholder Grievance Mechanism), and ensure it is Socially Inclusive and Gender Responsive;
- **Support the agreements on project management arrangements** and ensure that gender and safeguards are adequately incorporated into these arrangements.

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 gender studies, social sciences, management, international studies, women and environment, or women and sustainable development;
- Minimum 7 years of demonstrable experience in the technical area of gender mainstreaming, community development, and social and environmental safeguards risk assessment and mitigation; demonstrated understanding of the links between sustainable development, ABS, social and gender issues is preferred;
- Prior experience carrying out participatory gender analyses; formulating gender-responsive indicators and sex-disaggregated data ; developing gender action plans;
- Prior experience in the safeguards assessments and processes of international organizations and donors, such as World Bank, UNDP, etc;
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations;
- An established track record facilitating multi-stakeholder gatherings is essential, and demonstrated experience in carrying out consultations with Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement is highly desired;
- Excellent analytical, writing, advocacy, presentation, and communications skills; and
- Excellent written and oral communication skills in English; fluency in Setswana is highly desirable

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. Finalized Social and Environmental Screening (SESP)
- b. Gender Analysis and Gender Action Plan
- c. Stakeholder Engagement Plan;
- d. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.

6. PAYMENT SCHEDULE

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

%	milestone
40%	Finalized Social and Environmental Screening (SESP)
30%	Gender Analysis and Gender Action Plan and Stakeholder Engagement Plan
30%	Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.

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
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Technical evaluation		
Criteria A: Relevancy of academic qualifications (academic & technical, minimum university degree) - Master's degree or higher in a relevant field, such as gender studies, social sciences, management, international studies, women and environment, or women and sustainable development;	10	10
Criteria B: Adequate work experience- Minimum 7 years of demonstrable experience in the technical area of gender mainstreaming, community development, and social and environmental safeguards risk assessment and mitigation; demonstrated understanding of the links between sustainable development, ABS, social and gender issues is preferred; Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations	10	10
Criteria C: Context - Knowledge of and experience Prior experience in the safeguards assessments and processes of international organizations and donors, such as World Bank, UNDP, etc; As well as demonstrated experience in facilitating multi-stakeholder gatherings is essentials, and demonstrated experience in carrying out consultations with Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement is highly desired;	30	30
Criteria D: Technical Competence - Prior experience carrying out participatory gender analyses; formulating gender-responsive indicators and sex-disaggregated data ; developing gender action plans;	40	40
Criteria E: Approach - Demonstrated understanding of the assignment; and response to the terms of reference with Excellent analytical, writing, advocacy, presentation, and communications skills; and writing up results for reporting purposes. Good presentation & packaging of information	10	10