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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 JANUARY 2020

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**TITLE OF CONSULTANT:** Individual Consultant (IC) International Project Development Specialist (GEF PPG Team Leader) to develop a Project Document 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.

**COUNTRY:** BOTSWANA

**DESCRIPTION OF ASSIGNMENT:** The overall objective of the consultancy is to develop a Project Document ProDoc for an Access and Benefit-Sharing 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, “ **IC-INTERNATIONAL PROJECT DEVELOPMENT SPECIALIST (GEF PPG TEAM LEADER) INDIVIDUAL CONSULTANT FOR DEVELOPMENT OF PROJECT IDENTIFICATION FORM - 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 12:00 Noon (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 GEF (under the STAR Allocation 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 complete the development of the PRODOC (using the template for GEF-7 medium-sized projects, following a 1-step process). 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 International Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team's work.

- Management of the GEF PPG Team
  - Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs);
  - Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
  - Verify and ensure that all project components are technically sound and cost effective.

- Preparatory Technical Studies and Reviews (Component A): With inputs from the national consultants, as detailed in their respective TORs:
  - Compile baseline/situational analysis for the medium -size project (MSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
  - Lead and oversee the stakeholder analysis and consultations, with support from national consultants, and ensure that they are complete and comprehensive including consultations with the private sector and community associations and bodies;
  - Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
  - Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP") pre-screening" are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate;
  - Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable;
  - Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;
  - Lead and oversee the identification of opportunities for private sector engagement and co-financing;
  - Ensure the preparation of partner capacity assessments (HACT and PCAT) and discussions on management arrangements early in the PPG process;
  - Oversee the consultations with partners regarding financial planning; and
  - Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
  
- Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:
  - Develop, present and articulate the project's theory of change;
  - Develop the Results Framework in line with UNDP-GEF policy;
  - Develop a detailed Monitoring and Evaluation Plan and Budget;
  - Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan;
  - Oversee and ensure the preparation of a Gender Action Plan and Budget;
  - Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s) as required;

- Oversee the preparation of the required GEF tracking tools (as appropriate) and GEF Core Indicators and ensure these are supported by robust and validated data;
  - Secure all co-financing letters, with support of the UNDP CO;
  - Prepare the indicative procurement plan (with UNDP Botswana support);
  - Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;
  - Ensure the completion of the required official endorsement letters; and
  - Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.<sup>1</sup>
- Validation Workshop (Component C):
    - Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans;
    - Oversee all necessary revisions that arise during the workshop; and
    - Ensure completion of Validation Workshop Report.

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

### a) Qualifications and experience:

- Master's degree or higher in a relevant field of environmental, biological or social science (such as Natural Resources Management, Conservation Biology or Sustainable Development, or similar);
- Minimum 10 years of demonstrable experience in preparing high quality project documents, particularly for UNDP and GEF projects, preferably in technical area of Access and Benefit Sharing in terms of the Nagoya Protocol;
- Excellent written and oral communication skills in English;
- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;
- 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, biotechnological innovation, bioprospecting, biotrade, biopiracy, TK and intellectual property rights, PIC, MAT, etc.)
- Significant experience in technical review, collating, analysing and writing up results for reporting purposes
- Good knowledge of results-based management and project cycle management, particularly with regards to M&E approach and methods (prior experience in UNDP-supported projects would be an asset).

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<sup>1</sup> Please verify with the UNDP-GEF team that the correct templates are being used.

- Experience working in Africa on related initiatives is highly desired.

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 well written and concise UNDP ProDoc (Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, etc) with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
- Completed GEF CEO Approval Request for 1-step MSP submissions;
- Finalized SESP (and stand-alone management plans as required);
- All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and
- Validation Workshop Report.

**6. PAYMENT SCHEDULE**

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

| <b>%</b> | <b>milestone</b>  |
|----------|---|
| 45%      | A well written and concise UNDP ProDoc (Consolidation of all technical and consultation inputs and comments including from national |

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|     | stakeholders, UNDP, GEF Secretariat, etc) with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance; |
| 10% | Completed GEF CEO Approval Request for 1-step MSP submissions;   |
| 25% | Finalized SESP (and stand-alone management plans as required);   |
| 20% | All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and Validation Workshop Report.   |

## 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 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 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)
- 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.

| <b>Criteria</b>  | <b>Weight</b> | <b>Max. Point</b> |
|--|---------------|-------------------|
| <b><u>Technical evaluation</u></b>   |               |                   |
| <b>Criteria A:</b> Qualifications (academic & technical, minimum university degree) - Master's degree or higher in a relevant field of environmental, biological or social science (such as Natural Resources Management, Conservation Biology or Sustainable Development, or similar);  | 10            | 10                |
| <b>Criteria B:</b> Adequate work experience - Minimum 10 years of demonstrable experience in preparing high quality project documents, particularly for UNDP and GEF projects, preferably in technical area of Access and Benefit Sharing in terms of the Nagoya Protocol;<br>Demonstrable experience in developing UNDP and GEF Project Documents. Good knowledge of results-based management and project cycle management, particularly with regards to M&E approach and methods (prior experience in UNDP-supported projects in Africa on related initiatives would be an asset). | 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, biotechnological innovation, bioprospecting, biotrade, biopiracy, TK and intellectual property rights, PIC, MAT, etc)   | 40            | 40                |
| <b>Criteria D: Technical Competence</b> - Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;   | 25            | 25                |
| <b>Criteria E: Approach</b> - Demonstrated understanding of the assignment; and response to the terms of reference with demonstrated experience in technical review, collating, analyzing and writing up results for reporting purposes. Good presentation & packaging of information  | 15            | 15                |