

TERMS OF REFERENCE FOR THE RECRUITMENT OF AN INTERNATIONAL CONSULTANT TO DEVELOP A REGIONAL STRATEGIC ACTION PROGRAMME FOR BIODIVERSITY (RSAPB) FOR LCBC

006/TCD/03/2020/IC

Date: 5 March 2020

Country: Chad

Project: : Improving the Management of the Lake Chad Basin

Job Title : **International Consultant to develop a Regional Strategic Action Programme for Biodiversity for LCBC**

Duration: 50 effective working days spread over a total of not more than 4 months

Duty Station: N'Djamena (with trips to countries of the Lake Chad Basin)

Contract Type: Individual contract

Target mission start date: *May 26th, 2020*

The complete Terms of Reference (TOR) can be downloaded from the following website <http://procurement-notice.undp.org/search.cfm>. In the “country office” box, indicate “CHAD”.

Interested consultants are hereby invited to submit their proposals (technical and financial) by e-mail in separate files via the email procurement.td@undp.org no later than Friday, 08 May 2020 at 12 noon prompt, N'Djamena time, indicating the reference **No. 006/TCD/03/2020/IC** if this reference is not indicated in the subject of your e-mail, your offer shall not be considered).

Any request for further information shall be sent in writing or by email to the following address: faq.td@undp.org. The competent unit will reply in writing or by e-mail, and will send to all bidders copies of the written replies with all the necessary clarifications without mentioning the author of the question.

I. Background and Justification

Lake Chad is the fourth largest lake in Africa (in terms of surface area), behind Lakes Victoria, Tanganyika and Nyasa. Located in the eastern Sahel region, on the southern edge of the Sahara Desert, the Lake and its basin are a vast freshwater resource shared by Cameroon, Central African Republic, Chad, Niger, Nigeria and Libya. Lake Chad is made up of two basins, north and south, separated by a shallow middle part, known as the “Great Barrier”. The Chari River is the main tributary of the southern basin. The rest of the water in the Lake comes from rainfall and small tributaries, such as the Komadougou Yobe River in the north west and the El Beïd River in the south. Variability is the most distinctive feature

of Lake Chad. Over its long history, it has experienced wet and dry periods of varying duration, ranging from geological to annual and seasonal.

The Lake Chad Basin has a wide range of ecosystems, from the forest in the southernmost tropical region (Sudanian-Guinean climate) of CAR, to the arid desert occupying the northern third of the topographic basin and constituting more or less the northern limit of the conventional basin. The basin also has extensive wetlands in the lake itself and along the riparian areas which are in close hydrological interaction with the aquifer systems. There is a great diversity of biotic resources in the Lake Chad Basin. More than 200 species of mammals and more than 500 species of birds have been counted. In Lake Chad and its tributaries, 140 species of fish have been recorded. Surveys conducted in the early 2000s indicate that about a dozen and a half fish species were sold on the markets in Chad and Nigeria (LCBC 2013, page 53). The macro fauna of the basin includes hippopotamuses, otters and defassa waterbuck, antelopes that live in swampy areas. The Lake area serves as grazing land for elephants but is also home to the region's emblematic endemic species, the Kouri cow.

Lake Chad provides the 47 million¹ people living in its basin with various environmental services, such as supply (food and water), support (land and nutrient cycling), regulation (groundwater replenishment, carbon sequestration, air purification) and culture (recreation, spirituality, education). It provides supply and support services through economic diversification (cultivation of sorghum and hydrophilic millet varieties, seasonal hunting and fishing, intensive livestock farming, etc.). The environmental resources are thus essential for the survival of the population of Lake Chad, for its subsistence as well as for its economic activities. The Lake contributes significantly to the food security of the region, which extends over a radius of approximately 300 km.

However, various assessments conducted in the basin, notably the Joint Environmental Audit on the drying up of Lake Chad, conducted by the African Organisation of Supreme Audit Institutions (AFROSAI), studies such as the Five-Year Investment Plan (2013-2017) and the 2005 Transboundary Diagnostic Analysis (and its updates for 2013 and 2018) have globally all led to the observation of a progressive degradation of biodiversity in the LCB. Evidenced by a decline in the viability of biological resources, loss and modification of ecosystems and invasive species, this degradation is mainly related to (i) human impacts through desertification, land erosion, river sedimentation and overgrazing, use of firewood and (ii) the effects of climate change (southward displacement of climatic zones).

The Transboundary Diagnostic Analyses (TDAs) developed in 2005 and their updates in 2013 and 2018 have identified a number of root causes for habitat change and biodiversity loss in the LCB:

- Lack of sustainable development approaches and rational use of natural resources on the political agenda of member states with a lack of relevant national legislation required for the effective implementation of regional and international agreements;
- Population growth and increased exploitation of natural resources;
- Weak harmonization of policies, legislation, and practices as well as weak application of incentives, etc. among member states and at the regional level;
- Weak integration of climate change risks and population resilience building into programmes,

Despite the fact that the protection of biodiversity is a major concern throughout the Lake Chad Basin, protected areas also provide a concentration of threatened biological resources.

¹ Study report of the African Development Bank (AfDB)

As part of the 2003 GEF project, LCBC and its partners developed a regional strategy for the protection of protected areas in the Lake Chad Basin (LCBC 2007) and some 30 protected areas have been established in the basin with the aim of protecting unique fauna and flora. This strategy aims to achieve the following objectives by 2025:

- Ensure the protection of existing protected areas/wetlands and promote new initiatives to enhance their contribution to biodiversity conservation;
- Encourage concerted integrated management and increased community participation to enhance their contribution to local development of protected areas;
- Encourage cooperation and promotion of transboundary management initiatives for integrated and sustainable management of the Lake Chad Basin ecosystems.

During the period 1990-2012, LCBC initiated, with the support of its partners, a reform process aimed at realigning the national policies of member states with regional policy. The initial phase of this process involved working with the riparian countries to define a common vision (**Lake Chad Vision 2025**), develop a regional strategy (**Lake Chad Basin Strategic Action Programme**) and adopt common water management principles (**Lake Chad Basin Water Charter**).

In its Vision 2025, LCBC reflects the responsibility of member states for the “*common heritage and other wetlands, which should be maintained at sustainable levels to ensure the economic security of the freshwater ecosystem resources, sustainable biodiversity and aquatic resources of the basin, and used equitably to meet the needs of the basin’s population and thus reduce poverty levels*”.

Thus, in addressing the problem of declining biological resources, the vision has stimulated a more constructive response, which seeks a cooperative effort to address the social and economic underpinnings of resource depletion. The regional strategy for the conservation of biological diversity thus aims to address both the immediate and root causes at the same time.

Furthermore, it is important to note that all LCBC member states are signatories to the UN Convention on Biological Diversity (CBD) and most have a National Biodiversity Strategy and Action Plan (NBSAP) aligned with the Aichi biodiversity targets. However, these national plans are still weakly developed at the territorial level, and even more so at the specificities of the municipalities and departments bordering Lake Chad.

The unique situation of Lake Chad in the Sahelian zone, its basin, tributaries and wetlands, the numerous species it shelters and the livelihood it provides, require special attention to preserve its biodiversity in the face of continuous climate change. It therefore appeared necessary for LCBC member states to develop, in addition to their national commitments and obligations, a **Regional Strategic Action Programme for Biodiversity (RSAPB)**, including agreement on regional targets, to complement and support national actions and contribute to the implementation of the Strategic Plan for Biodiversity 2011-2020. The process of developing the RSPB will consist of a national and regional assessment of the biodiversity of the LCB, based on existing studies, inventories and databases. Its development should draw on the results of the 2018 version of the TDA and capitalize on the lessons learned from the projects implemented by LCBC and its partners that link conventional conservation efforts to the economic objective of sustainable use of biological resources in the basin, notably PRESIBALT, RESILAC, PRODEBALT and BIOPALT.

The validated RSAPB will serve as a basis for developing the LCBC Protocol on Biodiversity for approval by the Council of Ministers. The LCBC Biodiversity Protocol will

serve as a legal instrument to develop, harmonize and implement environmental policies, strategies and measures required at the national level to conserve, protect and sustainably manage the natural resources, as well as the historical, cultural and aesthetic heritage of the basin.

The development of the RSAPB of LCBC is part of the regional project “Improving the management of Lake Chad by strengthening resilience to climate change and reducing ecosystem stress through the implementation of the Lake Chad Basin Strategic Action Programme (SAP)” funded by the Global Environment Facility (GEF) and jointly implemented by the United Nations Development Programme (UNDP) and LCBC. This project aims to strengthen the capacity of LCBC and its member states to achieve systemic, integrated and resilient integrated ecosystem-based management of Lake Chad Basin through implementation of agreed policy, legal and institutional reforms and investments that improve water quality and quantity, protect biodiversity, and sustain livelihoods.

As such, UNDP is seeking for the Project “Improvement of the management of the Lake Chad Basin” an International Senior Consultant to elaborate a Regional Strategic Action Programme document for Biodiversity.

II. Objectives

The overall objective of the consultation is to develop a Regional Biodiversity Strategic Action Programme document for LCBC. This approach aims to better identify the issues relating to the preservation of this biodiversity in the medium and long term and to define, on this basis, a framework for action common to all stakeholders (associations, States, local authorities, public institutions, individuals, etc.).

More specifically, the consultation shall:

- Define principles and operational approaches of the RSAPB;
- Conduct regional and country level biodiversity analysis and assessment; (including analysis of issues and governance related to biodiversity management);
- Define priority actions (including the identification and categorization of targets, objectives and specific actions; improving governance for sustainable use and conservation of biodiversity), taking into account cross-cutting issues (gender, vulnerable populations, etc.);
- Define a coordination and synergy mechanism between the stakeholders concerned;
- Define a mechanism for financing and implementing the action plan;
- Provide follow-up arrangements including a system for monitoring activities at the national and regional levels.

III. Expected Outputs

1. An inventory of biodiversity management is established at national and regional level;
2. A biodiversity strategic framework document for LCBC defining a common framework for action (issues, strategic guidelines and operational objectives) is available, and an action plan is developed,
3. A plan for collaboration on biodiversity conservation in the transboundary area is available;

4. Relevant recommendations are made for the alignment of national strategies with the regional biodiversity strategy;
5. Relevant recommendations are made for the implementation of this action plan at territorial level;
6. A mechanism for monitoring the implementation by the States of the commitments made in the RSAPB is available;
7. The strategic and operational objectives of the vision as well as the priority actions to be implemented are defined;
8. The TORs for the recruitment of national consultants are developed and the strategic guidelines are given to the national consultants to update the NSAPB and the development of the RSAPB;

IV. Mission Scope and Objectives

The aim is to develop a framework document whose implementation will make it possible to create environmental conditions of biodiversity preservation, development and equity in the Lake Chad Basin through coordinated management of biological resources, in line with the challenges identified in the various studies conducted at regional and national levels. The mission will have to capitalize on what has been achieved in the field and share good practices and lessons learned from previous interventions. The mission should cover all LCB countries, including the communities bordering the Lake. It aims at helping LCBC and member states to respect their responsibilities for the “common heritage and other wetlands, which should be maintained at sustainable levels to ensure the economic security of the freshwater ecosystem resources, sustainable biodiversity and aquatic resources of the basin, and used equitably to meet the needs of the basin’s population and thus reduce poverty levels”.

V. Duties and Responsibilities of the Consultant

The consultant will use the recommendations resulting from the studies and the lessons learned from the implementation of previous projects to define the strategic, organizational and operational contours of the mechanism to be set up, for a better performance in the actions carried out for the conservation of biological diversity in the Lake Chad Basin, by strengthening the existing synergies between the interventions.

Under the joint supervision of the Director Technical of LCBC and the Regional Coordinator of the PMU, the consultant shall:

1. Conduct a biodiversity inventory at the country and transboundary levels;
2. Define the strategic guideline of the action programme with stakes, strategic orientations and operational objectives, taking into account cross-cutting themes (gender, vulnerable populations, etc.);
3. Propose an organizational framework for the implementation of the RSAPB;
4. Propose an action plan with a multi-year budget for the implementation of the Regional Framework document;
5. Propose guidelines for the alignment of national policies with regional policies;
6. Propose guidelines for the implementation at the territorial level;
7. Propose strategic axes of resource mobilization for the funding of the action plan;
8. Propose a monitoring and evaluation mechanism for the SAP, including procedures for updating it;

9. Facilitate workshops for discussion and validation of documents with the structures concerned;
10. Develop ToRs for the recruitment of national consultants for the updating of the NSAPB and the development of the RSAPB

VI. Expected Outcomes

1. A gender-sensitive RSAPB document validated at the regional level;
2. Guidelines for the alignment of national biodiversity policies with regional policy;
3. ToRs for the recruitment of consultants for the updating of the NSAPB and the development of the RSAPB.
4. All documents must be available in English or French.

VII. Profile and qualifications of the Consultant

A. Competencies required of the consultant

1. Excellent interpersonal and communication skills;
2. Excellent analytical, transboundary problem solving and writing/writing skills;
3. Strong client and service orientation and proven flexibility;
4. Strong sensitivity to cross-cutting issues (gender, vulnerable populations etc.).
5. Ability to work independently in an environment;
6. Ability to accept input and receive guidance from multiple sources and create the synthesis necessary to achieve concrete results;
7. Attention to detail and ability to work under pressure and meet deadlines; and
8. Have the capacity to ensure ownership of several issues and produce measurable and consistent results.

B. Education and experience

Education:

The successful candidate must hold at least a Master's degree in a field of biology, agronomy, environmental and social sciences and/or in a field related to integrated natural resource management.

Experiences

The successful candidate should have a relevant reference of the following experiences:

1. Minimum of 10 years experience in the formulation of policies and strategic frameworks specifically related to the United Nations Convention on Biological Diversity;
2. Relevant experience in natural resource management in a transboundary context (at least 5 experiences) and three successful assignments of similar volume and complexity in the field of consultancy,
3. Proven experience in conducting biodiversity public policy analysis, mainstreaming biodiversity and writing quality reports (at least 5 experiences);
4. Experience working with the LCBC, GEF or the UN systems would be an asset.

IT Skills and Languages

1. IT Skills Mastery of the Microsoft Office pack (Word, Excel, Power Point, ...)
2. Languages: A perfect command of French and English, both written and spoken, is essential.

VIII. DELIVERABLES

The consultant shall ensure that the following deliverables are produced and delivered on time and in accordance with the review and validation procedures specified below:

- Deliverable 1: Inception report of the mission integrating the comments and guidelines brought by the Project Coordination on the work plan proposed by the consultant.

This report is due at the latest 2 (two) effective working days after the scoping meeting of the mission by the Project Coordination with the consultant.

It shall be reviewed and validated by the Project Coordinator who shall, if necessary, submit his comments to the Consultant.

- Deliverable 2: Interim report of the mission (the first draft of the Regional Strategic Action Programme for Biodiversity of SAP with annexes. It will be analysed for comments and suggestions during a meeting of the Technical Committee.

This report is due no later than 35 effective working days from the start date of the mission.

The Project Coordination in collaboration with the LCBC shall have 5 days from the date of receipt to review and validate the report.

In case of comments, the Project Coordination in collaboration with the LCBC shall return its observations to the Consultant who has 5 working days to integrate the comments including the shortcomings.

- Deliverable 3: Final report (final document of the Regional Strategic Action Programme for Biodiversity of SAP with annexes. It will be analysed for comments and suggestions during a meeting of the Technical Committee.

This report is due no later than 45 effective working days from the start date of the mission.

- The Project Coordination has 5 days from the date of receipt to review and validate the report.
- In case of comments, the Project Coordination shall return its observations to the Consultant who has 5 working days to integrate the comments including the shortcomings.

All deliverables are to be provided in electronic form (Microsoft Word document with PowerPoint summaries), the validated Framework Document is provided in PDF format and 2 hard copies.

IX. DOCUMENTS TO BE INCLUDED IN THE PRESENTATION OF PROPOSALS

Interested candidates should send a submission package including the following documents:

1. A technical proposal justifying their qualification to deliver, in a satisfactory and timely manner, high quality services at the end of the requested consultancy, a proposal for a succinct methodology explaining the approach and the manner in which the consultancy will be carried out, and a work plan including the various deliverables to be carried out under the various instalments of the payments;
2. Curriculum Vitae establishing the required level of education and experience in the fields of study or similar and a minimum of three (3) references (email address, telephone, position, city/country and organization).

3. A financial proposal.

In order to facilitate the comparison of financial offers, the offer should give details of the overall lump sum (travel expenses, daily allowances, working days, etc.).

X. EVALUATION

The evaluation of bids shall take place in two stages. The evaluation of the technical proposals and the evaluation of the financial proposals.

In the first part the technical proposals are opened and evaluated. In the second part, the financial offers of those applicant whose technical proposals are deemed technically qualified are opened and evaluated.

The evaluation of the financial proposals shall be carried out in accordance with the following formula:

Financial Score A = [(Lowest Financial Proposal) /Financial Proposals of A] x 30

The contract will be awarded to the candidates using the combined method, i.e. to the bid with the highest combined score (Weighted Technical + Financial) and which accepts the UNDP General Conditions.

9.1 Technical proposals

Technical proposals are evaluated on the basis of the competence and qualification criteria defined in the terms of reference.

Technical proposals will be considered technically qualified if they obtain 70% of the maximum score of 100 points; this technical score will be weighted at 70%.

9.2 Financial proposals

The candidate shall make his/her financial proposal in accordance with the model set out below in the same format for the purpose of comparing tenders.

Only the financial offers of technically qualified candidates will be evaluated.

Sample financial offer presentation:

Description	Unit	Rate	Number/quantity	Amounts
Fees	Person/day			
Round trip air ticket area of residence-N'Djamena				
Other incidental travel expenses: visa and taxi fares to and from city of residence and N'Djamena				
Car rental in the city	Day			
Car rental for field mission	Day			
Communication costs (telephone and internet)	Monthly package			
Other fees if any, to be specified	Define			

In carrying out the missions expected under the terms of these ToRs, the only facilities that UNDP will be able to grant to the consultants is the use of its premises and coverage of travel costs of other Lake Chad Bassin Commission States members.. All other costs, including those of transport in town and, if necessary, in the field, shall be borne by the consultant and shall form part of its costs.

Payments will be made as follows:

Tranche	Terms of payment	Amount
Tranche 1:	7 calendar days from the signature of the contract	Total cost of the airfare and travel expenses, 30 days of living expenses and 1/3 of other professional expenses up to a limit of 20% of the total amount of the contract.
Tranche 2	Validation of deliverables 1 and 2 by Project Coordination	40% of the total contract amount
Tranche 3	Validation of the Final Document and all related workshops by the Project Coordination.	Contract balance

Incomplete bids will be rejected

A. Evaluation criteria of candidates:

The selection will be made on the basis of the evaluation criteria of a technical offer (70%) and a financial offer (30%).

The technical offer will be evaluated on the basis of the following criteria out of 100 as follows:

Criteria	Score/100
Diploma: at least a Master's degree in biology, environmental and social sciences	10
Analytical and reformulated restitution of a good understanding of the mission, the consultant's responsibilities and the objectives of the mission.	
Working methodology, including a table of contents, consistent in its parts, relevant to the achievement of the overall objective and specific objectives and the context of the project and work plan adapted to the mission's time frame	20
Experience in the formulation of policies and strategic frameworks specifically related to the United Nations Convention on Biological Diversity:(Minimum 10 years and at least 3 successful assignments of similar volume and complexity);	30
Relevant experiences in natural resource management in a transboundary context (at least 5 experiences),	15

Experience in carrying out biodiversity public policy analysis, mainstreaming biodiversity and writing quality reports (at least 5 experiences);	15
Experiences with LCBC and/or the United Nations	10

Female candidates are strongly encouraged to apply