

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT (FRAMEWORK AGREEMENT)

PORTFOLIO: Energy, Environment and Climate Change

A. GENERAL INFORMATION

Title: Technical Adviser Tourism and Biodiversity

Project: Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde

Type of Contract: Long Term Agreement (LTA) – International Consultant m

Direct Supervisor: UNDP Cabo Verde Programme Specialist in Energy, Environment and Climate Change

Duty Station: Home-based with mission travel to Praia/Cabo Verde, and in-country missions.

Estimated Start Date: June 2020

Duration of Initial Contract: 120 days in the 1st year (extension is performance based)

Expected Duration of Assignment: 240 working days within a period of 2 years (estimated at 120 days per year), depending on demand for services and performance

B. PROJECT DESCRIPTION OR BACKGROUND

The Global Environment Facility (GEF)-financed project “Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde” aims to safeguard globally significant biodiversity in Cabo Verde from current and emerging threats, by enhancing the enabling and regulatory frameworks in the tourism sector and activating a critical further subset of the national protected areas system.

The project is expected to create enabling conditions to mitigate the adverse impacts on biodiversity by the tourism sector in Cabo Verde. The frameworks will be developed at national level and tentatively rolled out in four priority islands – Santiago, Sal, Boa Vista and Maio – where immediate pressure is greatest and urgent action is required that can be replicated more widely in the future. This urgent action includes at the local level the pending operationalization of several critical terrestrial and marine/ coastal PAs and the piloting of marine biodiversity and artisanal fisheries management together with communities in two selected sites. At the same time the project will harness the opportunities that more sustainable forms of tourism and fisheries offer for biodiversity, protected area management and local community development, and thereby contribute to the consolidation and diversification of Cabo Verde tourism product, and the sustainability of the destination and the sector. This will be achieved through the following components:

Under Component 1, the project will develop and put in place coherent and effective enabling frameworks (i.e. legal, policy, regulatory and institutional) for enhanced multi-sectoral strategic land-use planning at the landscape level, to focus on the tourism and associated real estate/construction sectors. This will involve: (1) strengthening the capacity at the MAA/ DNA and within ME / DGT/ CI / SDITBM for integrating biodiversity into the tourism sector, including through SEAs, EIAs and related regulations in tourism planning and permitting, and for compliance monitoring and enforcement; (2) the setup of policy mainstreaming committees overseeing policy and planning coherence between tourism development and environmental/ biodiversity management, at the national level and

on the targeted islands with significant tourism developments (i.e. Santiago, Sal, Boa Vista, Maio); (3) the development and revision of land-use planning regulations (i.e. SEA, EIA, ZTE / ZDTI / ZRPT, etc.) so they fully integrate biodiversity concerns, and to ensure their recommendations are implemented and monitored; (4) implementation of SEAs to inform tourism development plans (incl. ZTE/ ZDTI/ ZRPT) where there are gaps in destinations where significant tourism development pressure is predicted; (5) the revision of financial tax incentives and licensing processes to integrate biodiversity criteria; (6) the establishment and piloting of best-practice standards for sustainable tourism and voluntary certification for enterprises and destinations; and (7) the design and piloting of innovative PA financing mechanism, through biodiversity offsets

Under Component 2, the project will support: (1) the operationalization of PAs through the development of management plans, ecotourism plans and supporting regulations for 8 in-operational PAs (i.e. 1 on Santiago, 4 on Boa Vista and 2 on Sal, 1 on Maio) to address existing and emerging threats to biodiversity; (2) identification of new potential MPA sites for inclusion in the national PA system, through a systematic assessment of biodiversity resources on the marine shelf, and contributing to the development of key missing marine species/ habitat management plans; (3) the definition of and implementation of PA governance, including co-management and conflict resolution mechanisms; (4) agreements on the regulation, management and enforcement of the use of land and natural resources (incl. wildlife poaching) by local communities/ resource users; (5) the introduction of biodiversity-friendly and sustainable artisanal fishing in two pilot sites through the promotion and adoption of suitable gear and best practices, the designation of community-enforced no-take zones and seasonal fishing bans, etc.; (6) develop and pilot island-specific, cost-effective PA revenue generation mechanisms in conjunction with tourism sector stakeholders – these will potentially include, inter alia, gate fees, tourism operator concession fees, ecotourism taxes, and biodiversity offset and reinvestment schemes; (7) installation of a tracking and environmental monitoring program and plan to track the impacts of tourism and fishing in PAs, using participatory approaches; and (8) the preparation and implementation of Informational Educational and Communication (ICE) campaigns to promote the role of PAs and sustainable tourism.

C. PURPOSE AND SCOPE OF WORK

Under the Overall supervision of the Programme Specialist in Energy, Environment and Climate Change and the National Director of Environment the incumbent will support the Project Unit in the implementation, monitoring and reporting of the Project Mainstreaming biodiversity conservation into the tourism sector in synergy with a further strengthened protected areas system in Cabo Verde. The Technical Adviser should provide top quality advice services to the Government and others project stakeholders, as well as UNDP CO, and facilitate of knowledge building and management.

Summary of Key Functions:

- Provide on-going support to the project coordinating unit for adaptive management, best practice assessment and implementation;
- Enable the project to maintain strategic direction during implementation by helping project management to remain focused on overall results in addition to the day-to-day implementation concerns of supporting project implementation on national level;
- Emphasize a learning and adaptive approach to project management and implementation. The Technical Advisor (TA) will be expected to provide reasonable continuous support to the PM by electronic communication when not directly engaged on the project. The TA will be recruited by UNDP and will work closely with the National Project Coordinator (NPC).

Functions and Key Responsibilities

The International Consultant will have the following functions and responsibilities:

- Provide top-quality technical and strategic assistance to the Project Management Unit in implementing adaptive management by working to facilitate effective planning and monitoring of project activities and an ongoing, reflective evaluation of the project's work. This will include facilitating learning and taking an adaptive approach to project management and implementation and preparing for the mid-term review and terminal evaluation.;

- Provide hands-on support to the National Project Coordinators, project staff and other government counterparts in the areas of project management and planning, management of site activities, monitoring, and impact assessment;
- Define and propose for approval TOR and profile of a company or an NGO to which the PMU will subcontract specific tasks such as Management Plans, Ecotourism plans, baseline surveys, training and capacity development programs etc.;
- Coordinate the work of all consultants and sub-contractors, ensure the timely delivery of expected outputs, and ensure effective synergy among the various sub-contracted activities;
- Assist the National Project Coordinators in the preparation and revision of the Management Plan as well as the Annual Work Plans;
- Support the project's communication and visibility strategy;
- Coordinate the preparation of the periodic Status Report when called for by the National Project Coordinator;
- Assist the National Project Coordinators in the preparation of the Project Implementation Review/Annual Project Report (PIR/APR), the inception report, technical reports, and the quarterly financial reports for submission to the UNDP, the GEF and any other donors and Government Departments, as required;
- Assist in mobilizing staff and consultants in the conduct of a mid-term and the final project evaluation, and in undertaking revisions in the implementation program and strategy based on evaluation results;
- Support advisory Councils of Protected Areas (ACPA) on each island to enhance effective coordination and linkages both with relevant local stakeholders and national-level agencies
- Support the processes to identify and declare new MPAs in line with international best practices, and incorporating site planning, zoning, mapping, community engagement and the establishment of the relevant institutional and legal frameworks.
- Support the design and establishment of a PA co-management system in Cabo Verde, to be piloted in the Natural Reserve of Casa Velhas (Ponta Preta) on Maio, and scaled up and broadened to include additional regions of Sal and Boa Vista's PAs.
- Assist with the development of ecosystem monitoring capabilities within the management units on target islands in collaboration with partner institutions (i.e. DNA, PAAA, national Universities, etc.).
- Review and inform on applicability of best international best practice on sustainable tourism standards, voluntary certification, destination awards and incentives scheme and evaluate their applicability to Cape Verde and the level of market interest.
- Support market research among the private sector on their level of interest and willingness to pay for voluntary certification, procurement of local products and services (e.g. fish, locally run tours) and options for protected area concessions, licenses and entrance fees.
- Support the design of a competitive process for concessions and operational licenses for nature-based facilities and services in protected areas that incorporate sustainable tourism criteria.
- Advise and provide guidance on the revision of fiscal and economic incentives for tourism investors to integrate sustainable development and biodiversity conservation needs.
- Advise on national sustainable tourism standards, and on certification and biodiversity offset schemes for tourism sector planning and operations.
- Assist the National Project Coordinator in liaison work with project partners, donor organizations, NGOs and other groups in order to ensure the effective coordination of project activities;
- Document lessons learnt from project implementation and make recommendations to the Steering Committee for more effective implementation and coordination of project activities; and
- Perform other tasks as may be requested by the National Project Coordinator, Steering Committees and other project partners.

D. EXPECTED OUTPUTS / DELIVERABLES / PAYMENT TRIGGER

An indicative list of outputs/deliverables includes:

- Quarterly summary report to UNDP, PMU and the Government Implementing Partner, with satisfactory ratings of the support provided as per the tasks and deliverables required during the reporting period.
- Annual Work Plan approved by the Steering Committee;
- All terms of References for consultations and sub-contractors revised;
- Annual Project Report (PIR/APR), the inception report, technical reports, and the quarterly financial reports for submission to the UNDP, the GEF and any other donors and Government Departments elaborated and approved;
- Terms of Reference for final evaluation elaborated;
- Reports of final evaluation revised, and management response elaborated;
- At least one report with Project lessons learned elaborated;
- And other deliverables related to the functions described above.
- The consultant shall submit to the Supervisor a monthly progress report on the status of the implementation of tasks;
- Final project report elaborated and submitted

E. INSTITUTIONAL ARRANGEMENTS/ DURATION/ DUTY STATION

The consultant will work under the supervision of the Energy, Environment and Climate Change Portfolio, and in close collaboration with the DNA/Project Coordinator. The Head of Energy, Environment and Climate Change Portfolio is in charge to approve/accept outputs and deliverables from the consultancy; decision will be based also on the positive evaluation on consultant performance made by the National Project Coordinator.

Information on Working Arrangements

- Estimated level of effort including travel: approximately 120 working days over 12 months. Maximum working days over the 2-year period would be 240 days;
- The country office does not guarantee that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs, good performance, and availability of resources;
- IC as a Framework Agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with other individuals or entities);
- The Framework Agreement will be for a fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person at UNDP would contact the Consultant by email informing of the specific deliverables required, and timeline for delivery;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, relevant software, etc.) and must have access to a reliable internet connection;
- The consultants will engage with the Supervisor by email and Skype on an as needed basis. In addition, the consultant will also engage with other UNDP colleagues based in NY, relevant regional hubs, and country offices;
- All background compiled, and deliverables produced by the expert are the property of the UN agency. The expert must obtain written permission from the UN agency to use all or part of the documents for any other consulting or work.

Mission Travel:

- An estimated 4 missions per year to the duty station is required, with expected total travel duration of approximately 20 days per mission. Expected mission travel would be discussed upon commencement of assignment and updated quarterly;
- Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- The BSAFE course must be successfully completed prior to commencement of travel, These permits may be obtained at www.undss.org ;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries;
- Consultants are also required to comply with the UN security directives;
- Consultants are responsible for obtaining any visas needed in connection with travel;
- The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for mission travel (including air tickets, living allowances) should not be included in the financial proposal;
- UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using his/her own resources.

For in-country travel:

- When in-country missions are requested, the project unit will make arrangement, and cover costs related to all domestic travel. Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- Travel will to other islands in Cabo Verde (Sal, Boavista, Maio Islands), at least once every quarter.

F. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

Education

- At least a university degree, **Master's degree or equivalent** in sustainable tourism, biological sciences, conservation, natural resources management, environment management or a related area; a relevant post-graduate degree is desirable;

Experience

- At least 5 years of proven experience (publications, reports, references) working in sustainable tourism, ideally with experience in mainstreaming of biodiversity and environmental aspects and in protected area management;
- Previous experience in GEF project implementation is an advantage;

Language

- Mastery of written English is a requirement, as the key deliverables will be in English;
- Working knowledge of Portuguese (or alternatively Spanish) preferred, as many of the reports to be analyzed are only available in Portuguese.

Competencies

Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards

- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience and contributes to UNDP GEF Practice Areas and actively works towards continuing personal learning and development;
- Ability to provide top quality policy advice services on environmental issues;
- In-depth practical knowledge of inter-disciplinary development issues

Development and Operational Effectiveness

- Ability to effectively coordinate a large, multidisciplinary team of experts and consultants;
- Ability to communicate effectively orally and in writing in order to communicate complex, technical information to technical and general audiences;
- Skill in negotiating effectively in sensitive situations;
- Skill in achieving results through persuading, influencing and working with others;
- Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

Management and Leadership

- Focuses on impact and result for the client and responds positively to critical feedback;
- Encourages risk-taking in the pursuit of creativity and innovation;
- Leads teams effectively and shows conflict resolution skills;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Builds strong relationships with clients and external actors;
- Skill in achieving results through persuading, influencing and working with others;
- Skill in facilitating meetings effectively and efficiently.

G. FINANCIAL PROPOSAL AND PAYMENT CONDITIONS

Daily fee

The IC shall quote an all-inclusive daily fee for this consultancy work. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

Payments

Payments shall be done based on actual days worked, and upon verification of completion of deliverables and approval by the IC’s supervisor of a time sheet indicating the days worked in the period.

H. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION

Proposal should be submitted to the following email address: procurement.cv@cv.jo.un.org indicating the following reference “**Technical Adviser Tourism and Biodiversity**” no later than **03/6/2020 (23:59 pm Cabo Verde time)**.

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

- Duly accomplished Letter of Confirmation of Interest and Availability* using the template provided;
- Personal CV and P11*, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

- c) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodological proposal on how the assignment will be approached and completed;
- d) *Financial Proposal* that indicates an all-inclusive daily fee, as per template provided.

I. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the combined scoring (*Cumulative analysis*) method.

The award of the contract will 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 the pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight – 70%;

* Financial Criteria weight – 30%;

*Technical Evaluation will be conducted based on a review (desk review) of the applicant's qualifications (70 points), potentially including a technical interview. Only candidates obtaining a minimum of 70% (49 points) in the **Technical evaluation** will be considered for the Financial Evaluation.*

Criteria	Weight	Max. Point
Technical	70%	70
Educational background <ul style="list-style-type: none"> At least a university degree, Master's degree or equivalent in sustainable tourism, biological sciences, conservation, natural resources management, environment management or a related area; 		15
Professional experience and experience in similar assignments <ul style="list-style-type: none"> At least 5 years of proven experience (publications, reports, references) working in sustainable tourism, ideally with experience in mainstreaming of biodiversity and environmental aspects and in protected area management; - 10 Previous experience in GEF project implementation - 5 		20
Quality of technical/Methodological proposal		20
Language Requirements <ul style="list-style-type: none"> Mastery of written English is a requirement, as the key deliverables will be in English; - 5 Working knowledge of Portuguese (or alternatively Spanish) - 10 		15
Financial	30%	30

This TOR is approved by :



Signature

Name and Designation Maria Celeste Benchimol

Programme Specialist - Energy, Environment and Climate Change Portfolio

Date of Signing

18/5/2020