



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (FRAMEWORK AGREEMENT)

Date: **21 May 2020**

Country: Cabo Verde

Description of the assignment: Technical Adviser Tourism and Biodiversity

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

Period of assignment/services (if applicable): The LTA period covers two years; however, contract will be signed for a period of 12 months with possibility of extension annually upon positive evaluation of the IC performance. Under an IC designed as a framework arrangement, the IC LTA does not form a financial obligation or commitment from UNDP at the time the IC LTA is signed, and that such an agreement is non-exclusive.

This process is managed through the UNDP online eTendering system: <https://etendering.partneragencies.org>. Should you be interested and decide to submit an offer for this assignment, kindly send them no later than the date and time indicated in the system. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Deadline: No later than the date and time indicated in the system

Go to eTendering page at <https://etendering.partneragencies.org> and search for the Event ID and BU indicated below:

BU Code: CPV10

Event ID: 0000006026

To express your interest to participate in this tender please click the **Accept Invitation** button.

Please note that when uploading files, the following restrictions and specifications must be followed:

- File name can only contain 60 characters.
- File name and description cannot contain special characters and letters from other alphabets. It should only contain letters from the English alphabet.
- If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB.
- Please read the solicitation documents of the event carefully to ensure that you are meeting the event requirements for document submission.

There may be restrictions on the size and format of the uploaded files.

Any request for clarification must be sent by standard electronic communication, 3 working days before the submission date, to the following email: humanresources.cv@cv.jo.un.org. Responses to the inquiry will be shared through eTendering, including an explanation of the query without identifying the source of inquiry, to all consultants. Bidders that clicked the **Accept Invitation** button will be automatically notified about any changes/clarification

1. 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.

For detailed information, please refer to Annex 1- Terms of Reference.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Technical Adviser will provide top-quality technical and strategic assistance relating to the biodiversity-tourism nexus, supporting project activities, planning, delivery, site operations, monitoring & evaluation, adaptive management, and assuming quality control with international benchmarking. The TA will do provide advisory services and hands-on support to the project manager and further project staff, government counterparts, UNDP CO and other project stakeholders, and facilitate knowledge building and management. The Technical Advisor (TA) will be either based at the project management unit in Praia/Cabo Verde or be home-based work with regular in-country missions combined with continuous support by electronic means.

For detailed information, please refer to Annex 1- Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Preference will be given to candidates who have a:

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.

For detailed information, please refer to Annex 1- Terms of Reference.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the **template provided by UNDP (attached)**;
- b) Personal CV and P11 (**form attached**), 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. (**Form attached**)

Incomplete applications will be excluded from further consideration.

Only recommended candidate will be notified.

5. FINANCIAL PROPOSAL

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.

In the event of unforeseeable travel during the assignment, the respective business unit and the individual contractor should agree on the manner in which travel costs (including tickets, lodging and terminal expenses) are to be reimbursed prior to travel.

Regardless of the purpose of travel, the prevailing price for an economy class ticket on the most direct routes shall apply for all individual contractors. In general, UNDP should not accept travel costs exceeding those of a full-fare economy class ticket. Individual contractors wishing to upgrade their travel to business, or first class shall do so at their own expense.

6. EVALUATION

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; - 15 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

For detailed information, please refer to Annex 1- Terms of Reference.

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4 – P11 form

ANNEX 5 – eTendering User Guide for Bidders