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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29th May 2020

TITLE OF CONSULTANT: CONSULTANCY FOR PREPARATION OF ECOSYSTEM SERVICES VALUATION WITHIN NG41

COUNTRY: BOTSWANA

DESCRIPTION OF ASSIGNMENT: The overall objective of this consultancy is to deliver an Ecosystems Services Valuation (ESV) for the Okavango Mababe Concession also known as NG41. This ESV will establish biodiversity and ecosystem services information on the economic value of aquatic and terrestrial ecosystems. These should include mechanisms for assessing and valuing ecosystem performance, as well as documenting results to build on work at the national level.

PROJECT NAME: Environment and Climate Change Response

PROJECT NUMBER: 00102700

SUPERVISION: Programme Specialist-Environment and Climate Change

Proposals with reference should be submitted in a sealed envelope clearly labelled, “**ECOSYSTEMS SERVICES VALUATION FOR NG41.**” should be submitted at the following address no later than **15th JUNE 2020 at 12:00pm (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

The Government of Botswana herein and represented by the Ministry of Environment Natural Resources Conservation and Tourism (MENT) supported by the United Nations Development Programme (UNDP) seeks the services of a consultant to conduct an Ecosystem Services Valuation (ESV) for the Okavango Mababe Concession also known as NG41. At 1600 square kilometres, Okavango Mababe Concession, is a Wildlife Management Area (WMA) to the northeast of the Okavango Delta, designated for extractive Wildlife Utilization. The vast majority of the area is dry mopane woodland and also features the Mababe Marshes and the termination of the Khwai River. The Mababe community adopted the Community Based Natural Resources Management (CBNRM) process by forming the Mababe-Zokotsama Community Development Trust, which oversees the villages' CBNRM activities. The MENT seeks to facilitate deeper integration of an ecosystems approach into the national policy and legislative framework for development planning, with a primary focus on land use both (terrestrial and aquatic resources), using the NG41 as a platform. The process should also facilitate capacity building for land use planning through enhancement to the policy and regulatory frameworks to consider and value ecosystem services and important biodiversity in future development planning processes. The primary tasks involve development of a framework to promote the integration of ecological considerations into planning policies, and regulations and guidelines for development categories.

2. OBJECTIVES

2.1 Overall Objectives

The overall objective of this consultancy is to deliver an Ecosystems Services Valuation of the natural resources within the NG41. This ESV will establish biodiversity and ecosystem services information on the economic value of aquatic and terrestrial ecosystems. These should include mechanisms for assessing and valuing ecosystem performance, as well as documenting results to build on work at the national level. The Consultancy will also identify mechanisms and measures to integrate the values of biodiversity into relevant national and local policies, programmes, planning processes and reporting systems, in a manner suited to national circumstances.

2.2 Specific Objectives

The specific objectives of this consultancy are to:

- i. Conduct an Ecosystem Services Valuation of the resources within NG41
- ii. Develop a monitoring plan to ensure sustainability of the ecosystem
- iii. Develop a training manual to foster national capacity development and knowledge transfer through learning by doing and training.

3. SCOPE OF SERVICES

This consultancy is expected to deliver an Ecosystem Services Valuation (ESV) within the NG41, using sound, science-based analysis as a pre-requisite for an effective economic valuation. This ESV is expected to attribute a monetary value to the provisioning, regulating, supporting and cultural benefits to humans derived from communities of plants, animals

and micro-organisms and their abiotic environment interacting as a functional unit within the NG41. It is also expected to include traditional knowledge and other information necessary to inform policy, investment, and other practicable decisions. The consultant is expected to focus on a range of tasks which involves, but not limited to, the development of methodologies for the prioritisation and conduct of an ESV in the NG41, as well as the proposal of policy options. This Consultant should also engage with all relevant stakeholders and foster national capacity development and knowledge transfer through learning by doing and training. It will utilize internationally accepted, culturally appropriate, gender sensitive methods and approaches compatible with the national financial and economic analysis framework along with traditional knowledge.

4. SCOPE OF WORK & RESPONSIBILITIES

Task 1: Prepare Work Plan and Inception Meeting Report

- i. Conduct inception meetings with the MENT, UNDP and partners upon commencement of the project to (a) review the process for conducting all activities within the project, (b) determine roles and responsibilities, (c) discuss the basis on which this work will be implemented, and (d) finalize the work plan and timetable. A draft work plan and report on the outcome of the inception meeting will be prepared by the Consultant, and submitted to the client no later than two weeks from commencement of the consultancy
- ii. Comments in response by the Implementing Partner and UNDP should reach the Consultant no later than 5 days after receipt of the *Draft Inception Report and Work Plan*.
- iii. Submit Final Inception Report with comments included within 1 week of receipt of comments.

Task 2: Conduct an Ecosystem Services Valuation of the NG41

1. Conduct a desktop review of inventories, assessments and any other studies related to ecosystem valuation conducted in Botswana
2. Develop guidelines of how to conduct an ESV making sure that the selected approach is repeatable and replicable, so that follow-up valuations can be conducted to monitor social and economic changes in ecosystem values over time. The approach should include but not limited to the following:
 - a. Conduct stakeholder consultations to map the resources of interest and sites of importance to them. These resources should include both fauna and flora within aquatic and terrestrial ecosystems.
 - b. Assess the overall economic impact of different categories of biodiversity goods and services distributed among different stakeholders, giving consideration to wildlife of global significance
 - c. Analyse the overall economic efficiency of various competing uses of the selected species and ecosystem services; including considerations for (i) apiculture, (ii) non-timber forest products, (iii) eco-tourism ventures; to provide an economic rationale for rehabilitation, management and conservation in the NG41.

- d. Identify policy options and outline the pros and cons of each option, including distributional impacts at the national level. Based on pros and cons provide recommendations on the best policy options.
3. Use spatial mapping where necessary to present data generated and to inform a land use plan.
4. Prepare an Ecosystem Services Valuation of the NG41 and submit a report that includes all elements 1 to 4 above. The report should highlight the full scope of work undertaken, noting the level of success and constraints in the methodologies used, the nature and quality of stakeholder participation, limitations in the scope of the consultations and meetings, any potential constraints which are anticipated in the deliverables effective application and any other lessons learnt during the process.

Task 3: Develop a training manual of the guidelines

1. Using the manual developed, conduct training workshop on ecosystem services valuation for relevant Community Trusts and government agencies.
2. The manual should include roles and functions of the relevant stakeholders in the process of conducting an ESV and guidance on how to incorporate ecosystem services values as part of development planning and in decision making.
3. Submit a training manual and training report.

Task 4: Develop a monitoring plan to ensure sustainability of ecosystems within NG41

Design a comprehensive monitoring framework for NG41

- i. Identify key indicator/critical species, as well as invasive alien species, carbon stocks and biodiversity friendly goods and services for use in the following 3 designated bio-livelihoods sectors: (1) nature-based tourism, and (2) non-timber forest products and apiculture.
- ii. Identify options for best management practices to ensure current state of the NG41 is maintained (forests, riparian zones and wetlands).
- iii. Quantify financial resources required and develop funding plan for implementing a Monitoring Plan.
- iv. Submit the monitoring plan

5. OUTPUTS/DELIVERABLES

a) An Inception Report and Work Plan

- Draft Inception Report and a detailed Work Plan
- Final Inception Report which will incorporate comments from Contracting Authority and relevant partners.

b) Final Ecosystem Services Valuation

- Report presenting a full scope of work undertaken

c) Training Manual

- Guidelines for undertaking ecosystem services values considerations in development planning and in decision making.

d) Monitoring Plan and its implementation funding plan

6. TIME SCHEDULE AND PERIOD OF THE CONSULTANCY

In consultation with the UNDP and MENT, the consultant will elaborate a detailed schedule / workplan for the assignment. However, the duration of the assignment should not exceed October 2020.

7. SUBMISSION

In submitting their proposal, the consultant must:

- a) Carefully review and comment on the Terms of Reference, recommending potential refinements where necessary, including making such recommendations as deemed appropriate to enhance the quality of the assignment and outputs/deliverables.
- b) Review all other documentation that may be relevant to this assignment paying
- c) Submit a detailed methodology and work-plan including a time schedule, the name, professional status and biographic data of the professional key experts to be employed in this assignment.
- d) Proposals should be submitted in a sealed envelope marked CONFIDENTIAL as explained on page 1. Both the Technical and Financial Proposals must be signed.

8. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

All personnel should have:

- i. Excellent command of written and spoken English.
- ii. Sound knowledge and wide experience in the development and use of participatory approaches in natural resources management.
- iii. Knowledge of and experience in the Southern African region
- iv. Knowledge and experience of the concept of Community Based Natural Resources Management
- v. Experience in developing strategies and initiatives utilizing field work and research work to respond to environmental and natural resources management challenges
- vi. Working knowledge of Microsoft Office including Word, Excel, PowerPoint and relevant software.

8.1 Key expert

Environmental Accounting/Ecosystems Valuation Services Specialist

The ideal candidate(s) should possess the following qualifications and experience:

- i. A Master's degree or higher in Environmental Economics, Environmental Accounting, Finance, or Financial Management.
- ii. At least ten (10) years relevant work experience in development economics and/or finance with proven ability to design projects in environmental economics, ecosystems valuation and cooperation for development at the international level
- iii. Proven experience in ecosystem services valuation and familiarity with monitoring and evaluation for biodiversity and environmental projects in SADC region
- iv. Strong analytical skills, initiative, and demonstrated problem solving skills.
- v. Sound time-management and prioritization skills.
- vi. Solid knowledge in land management and development planning issues
- vii. Experienced in team leadership and coordination.

The Consultant shall be required to provide the curriculum vitae for all experts relevant in the consultancy as part of their submission.

9. WORKING ARRANGEMENT AND LOGISTICS

The Contracting authority will:

- i. Ensure timely review of reports submitted by the consultant and facilitate the provision of feedback within two weeks of receipt of reports.
- ii. Initiate the consultation and co-operation of other agencies and consultants required to provide support to the consultant for realization of the relevant aspects of the assignment.
- iii. Provide access to relevant existing information

The Consultant will:

- i. Execute the duties and tasks outlined in Section 4 above with due diligence and efficiency and in accordance with the highest standards of professional competence, ethics and integrity.
- ii. Be responsible for the collection and analysis of all data and information to assist in the timely completion of the assignment.
- iii. Submit reports and plans within the agreed timeframes for review by the Client.
- iv. Be responsible for the provision of software, equipment, materials and transportation required to undertake the consultancy
- v. Execute the services in accordance with the laws, customs and practices in Botswana and use the appropriate international/regional standards for preparation of technical information.

10. PAYMENT SCHEDULE

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

%	milestone
20%	Final Inception Report
30%	Final reports for the ecosystem services valuation exercise
20%	Guidelines for undertaking ecosystem services values considerations in development planning and in decision making.
30%	Monitoring Plan and its implementation funding plan

11. TRAVEL

All envisaged travel costs must be included in the financial proposal. This includes all travel for inception meeting and field work. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should Experts wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and the Consultants, prior to travel and will be reimbursed.

12. 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 traceable references.

13. UNDP CONTRIBUTION

UNDP will provide the consultant with organizational and logistical support to carry out their duties as outlined above.

14. EVALUATION

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 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 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
<u>Technical evaluation</u>		
Criteria A: Qualifications (academic & technical, minimum university degree) - Master's degree or higher in Economics, Finance, or Financial Management, Environmental Accounting/Ecosystems Valuation.	10	10
Criteria B: Adequate work experience - At least ten (10) years relevant work experience in ecosystem services valuation and development economics and/or finance.	10	10
Criteria C: Context - Demonstrable experience in ecosystem services valuation in savannah landscapes and Knowledge and experience of environmental and natural resource management with proven ability to design projects in environmental economics, ecosystems valuation and design of comprehensive monitoring Plans	40	40
Criteria D: Technical Competence - Demonstrable analytical and research skills, and capacity to collate and present accurate data systematically and in concise formats, in a short period of time. Demonstrated ability to establish priorities to plan, organize the work elements in a complex and dynamic environment with high technical skills in workshop facilitation and report writing;	20	20
Criteria E: Approach - Detailed methodology to be adopted in executing activities during the period for each deliverable with demonstrated understanding of the assignment; and response to the terms of reference with excellent analytical, writing, presentation, and communications skills; and proficiency in reporting purposes with ability to present technical information in accessible ways.	20	20

