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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 JUNE 2020

TITLE OF CONSULTANT: Individual Consultant (IC) to Develop Environmental Management Plan (EMP) for the Botswana Meat Commission (BMC) Medium Scale Biogas Digester Plant at Lobatse Abattoir

COUNTRY: BOTSWANA

DESCRIPTION OF ASSIGNMENT: Develop Environmental Management Plan for the Botswana Meat Commission (BMC) Medium Scale Biogas Digester Plant at Lobatse abattoir

PROJECT NAME: Promoting the Production and Utilization of Biogas from Agro-Waste in South Eastern Botswana

PROJECT NUMBER: 00101976

SUPERVISION: Biogas Project Management Unit

Proposals with reference should be submitted in a sealed envelope clearly labelled, "**Individual Consultant (IC) to Develop Environmental Management Plan for the Botswana Meat Commission (BMC) Medium Scale Biogas Digester Plant at Lobatse abattoir**" should be submitted at the following address no later than **23rd 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 (GoB), through the Department of Energy (DOE), in collaboration with the United Nations Development Programme (UNDP) are implementing a project titled “Promoting production and utilization of Biogas from Agro-waste in South-Eastern Botswana (Biogas Project)”. The Biogas Project seeks to facilitate low-carbon investments in the production and utilization of biogas from agro-waste in the districts of South-eastern Botswana. The project aims to assist Government of Botswana through three project components:

- 1.** Institutional strengthening and capacity development;
- 2.** Facilitation and establishment of biogas plants; and
- 3.** Setting up of utilization and knowledge platforms.

In support of the above components and the desire to transition to greener technologies, the Botswana Meat Commission (BMC) has expressed desire to construct a medium scale biogas digester. BMC recognizes the need to respond to environmental challenges brought about by their operation processes. The commission produces high volumes of dissolved fat that ultimately ends up in the effluent ponds as coagulated fat residue. The fat residue has to be removed on an annual basis and the process cost the Commission approximately P1.5m. This process, however, does not entirely address the problem as fat remnants still ends up unprocessed in the environment. The current measures implemented by BMC in efforts to eliminate fats from the plant effluent have not been successful in reducing the amount of dissolved fats entering the effluent ponds or address the main environmental challenge faced by BMC. A feasibility study conducted (January 2019) recommended that construction and installation of a medium scale biogas digester would be a viable and favorable option to address both the environmental issues and improve energy security at the BMC Lobatse abattoir. To further inform decision making the Department of Environmental Affairs recommended that a detailed and thorough Environmental Management Plan be developed in accordance with EIA Act of 2010 and EIA Regulations of 2012.

1.1 PURPOSE

The purpose for developing an Environmental Management Plans is as follows:

- (a)** Co-ordinate and harmonize the environmental policies, plans, programmes and decisions of the various national departments that exercise functions that may affect the environment or are entrusted with powers and duties aimed at the achievement, promotion, and protection of a sustainable environment.
- (b)** Promote consistency in the exercise of functions that may affect the environment;
- (c)** Secure the protection of the environment across the country as a whole;
- (d)** Prevent unreasonable actions by BMC Lobatse Plant in respect of the environment that are prejudicial to the economic or health interests of other Lobatse residents or the country as a whole;
- (e)** Enable BMC to monitor the achievement, promotion, and protection of a sustainable environment.

(f) Therefore, in accordance with the Environmental Management Plans (EMPs) guidelines, the development of the EMP is informed by the following tasks:

- i. Determination of statutory, legal and other requirements to adhere to;
- ii. To prepare a framework for the monitoring of the identified impacts/issues; and
- iii. To develop a monitoring strategy for the management and mitigation of identified issues
- iv. To provide an opportunity for interested and Affected Parties (IAPs) to participate in the planning phase of development activities

2.0 OBJECTIVE

The objective of the consultancy is to develop an Environmental Management Plan (EMP) for the Botswana Meat Commission (BMC) Medium Scale Biogas Digester Plant at Lobatse Abattoir to ensure compliance with all relevant legal and statutory requirements, application of the best practice principle, monitoring and reporting of environmental performance.

3.0 SCOPE OF WORK AND OUTCOME

The scope of the project is in line with the required content of an EMP as outlined in EIA Act No.10 of 2011 and the EIA Regulations of 2012 and as specified under the purpose in section 1.1 (above) of this Terms of Reference.

4.0 DELIVERABLES AND OUTPUTS

The successful service provider will be expected to deliver the following: work plan should include but not necessarily be limited to the following activities:

1. **Inception Report** – within **three (3) weeks** of contract signing the consultant shall submit the inception report which will detail the analytical methodology and proposed workplan indicating timeframes for each activity needed to carry out the EMP with the following but not limited to:-
 - a. Fact finding/data collection;
 - b. Identification and engagement of stakeholders;
2. **Draft EMP Report** – Within **two (2) months** of contract signing the consultant shall submit the draft EMP report under the following but not limited to:-
 - a. Review of documentation (e.g. but not limited to feasibility reports, regulations, environmental act and applicable standards);
 - b. Fieldwork and analyses, including engagement of stakeholders;
 - c. Impact identification and evaluation;
 - d. Mitigation/optimization measures;
 - e. Detailed and costed EMP;
3. **Final EMP Report** - within **four (4) months** of contract signing, the consultant shall submit the final report inclusive of comments made on the draft report.

4.1 COORDINATION OF THE EMP CONSULTANCY

With the support of the Project Management Unit (PMU) and the Project Steering Committee (PSC), the Technical Reference Group (TRG) will oversee the work of the consultant from start to finish. The consultant will be required to submit all deliverables to the Project Manager –

Biogas Project. For quality assurance the technical work of the consultant will be submitted and presented to the Technical Reference Group (TRG) for due-diligence, and commentary before submission of the final draft to Department of Environmental Affairs (DEA) for review and approval.

5.0 QUALIFICATIONS, COMPETENCIES AND REQUIREMENTS

1. Education:

Master's Degree, or above, in Environment Management, Environmental Science, Environmental Engineering, or a closely related field with proven experience in conducting EIA and EMP studies.

2. Competencies:

- a. Strong analytical, writing and communication skills.
- b. Ability to prepare publications, reports and presentations.
- c. Ability to work with a multidisciplinary and multicultural team.
- d. Strong motivation and ability to work and deliver under short deadlines.
- e. Focus on impact and result for the client and ability to respond positively to critical feedback.
- f. Ability to work independently with little or no supervision.
- g. Familiarity with government and environmental processes is strongly desired.

3. Experience:

- a. At least 10 years of senior level experience in EIA and EMP as lead consultant;
- b. The Lead consultant should be a Certified Environmental Assessment Practitioner with BEAPA (Botswana Environmental Practitioner's Association)
- c. Technical knowledge of EIA and EMP best practices
- d. Experience in dealing with international and national experts and institutions;
- e. Sound understanding of key software packages (MS Office) and;
- f. Fluency in written and spoken English and Setswana

6.0 PROJECT DURATION

The consultancy assignment will be undertaken in a period of not more than four (4) months.

7.0 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultant must submit the following documents/information to demonstrate their suitability for the assignment:

1. Technical Proposal:

- a. Explain why they are the most suitable for the proposed assignment;
- b. Detailed stakeholder engagement methodology
- c. Provide a brief methodology on how the proposed assignment will be conducted and estimated timeline.
- d. Personal detailed curriculum vitae (CV) including only relevant experience in similar projects
- e. At least traceable 3 referees with up-to-date contacts.

2. Financial Proposal

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the Terms of Reference (TOR).

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a comprehensive breakdown of this lump sum amount (including professional fees, travel, per diems, accommodation, and number of anticipated working days).

8.0 TRAVEL

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP would not accept travel costs exceeding those of an economy class ticket. Should the Expert/Individual Consultant 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 the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

The consultant will only be required to travel to the duty station for:

1. Field data collection
2. Presentation of the inception, draft and final reports

9.0 EVALUATION

Only those candidates who obtained at least **70%** in each of the steps of the technical evaluation process will be considered for financial proposal evaluation.

- **Stage 1:** Preliminary evaluation of the proposals will be based on **[yes/no]** response as per the table below. If the response is '**no**' for any of the 3 criteria, the consultant will be disqualified from further evaluation.
- **Stage 2:** Technical capability of the Consultant to deliver the required consultancy outputs evaluated on a scale of 0-100 points wherein the qualifying mark is **70%**. The criteria to be used are shown below:

Criteria	Weight
Technical Evaluation	
Criteria A: Relevant qualifications (academic & technical, minimum Masters) and Certified Environmental Assessment Practitioner with BEAPA (Botswana Environmental Practitioner's Association)	YES/NO
Criteria B: Adequate relevant work and/or professional experience (Minimum 10 years)	YES/NO
Criteria C: Complete Consultancy package submitted (Technical and Financial Proposal)	YES/NO
Criteria D: Context – Comprehensive, clear understanding and knowledge of EIA and EMP processes.	20
Criteria E: Relevant Professional /Work Experience – Demonstrated extensive work experience in EIA and EMP studies, with clear traceable references attached	30
Criteria F: Technical Competence/ Methodology/Approach – Clear and detailed methodology of how the assignment will be undertaken. Demonstrable competence on the subject matter and clear responsiveness to the Terms of Reference (TORs)	30
Criteria G: Presentation & Packaging – Good writing, interpretation and communication skills	20

10.0 PAYMENT SCHEDULE

The payment schedule will be as follows:

Payment shall be made against deliverables following the suggested schedule as below:

- a.** 40% upon APPROVAL of Draft EMP Report by DEA.
- b.** 60% upon APPROVAL of Final Draft EMP by DEA