



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16<sup>th</sup> July 2020**

**Country:** Republic of Botswana

**Description of the assignment:** The Ministry of Environment, Natural Resources Conservation and Tourism through the Department of Environmental Affairs in collaboration with United Nations Development Programme seeks to engage an expert to develop the draft Environmental Management Policy with the objective of achieving improved coordination, integration of implementation of environment related policies, legislation, sectoral strategies and plans so as to promote conservation, protection and sustainable management of the country's environmental agenda.

**Period of assignment/services:** Consultant to propose but should not exceed 40 days from date of contract signing, spread over a period of three (3) calendar months.

**PROJECT NAME:** Environment and Climate Change

**SUPERVISION:** Programme Specialist Environment and Climate Change

**Proposals with subject "INDIVIDUAL CONSULTANCY-TO DEVELOP A DRAFT ENVIRONMENTAL MANAGEMENT POLICY."** should be submitted at the following address no later than **30<sup>th</sup> July 2020 at 12:00pm (Botswana Time)**, to:

[procurement.bw@undp.org](mailto: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](mailto: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**

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The Ministry of Environment Natural Resources Conservation and Tourism (MENT) was established in September 2002 in recognition of the need to coordinate environment related matters. The mission of MENT is to protect, conserve the environment, and derive value out of the natural resources for the benefit of the nation. The National Conservation Strategy (NCS) developed in 1990 offered the necessary provision for the institutional framework for a coordinated approach in the implementation of environmental related instruments through the National Conservation Strategy Agency (NCS Agency) now known as the Department of Environmental Affairs (DEA). In an effort to address the realized environmental policy and legislative coordination shortfalls, the MENT through the DEA is facilitating the development and formulation of an overarching Environmental Management Policy (EMP).

## **2. OBJECTIVE**

The purpose of this consultancy is to develop a consolidated Environmental Management Policy document that is strategically relevant to the current global environmental issues, and capable of prescribing strategies and programs which will be subscribed to by all relevant stakeholders including development partners in pursuit of the country's sustainable development agenda, within the tenets of the vision 2036.

## **3. SCOPE OF WORK**

Within the framework of this Terms of Reference, the Consultant is expected to prepare an overarching Environmental Management Policy, (EMP) which will guide the protection and management of Botswana's environment. The Policy should define the government's objectives and the roles of various stakeholders in environmental management. The draft Climate Change Response Policy and/ or the Draft Tourism Policy are good examples of policies to follow for structure and layout. The consultant is expected to do the following:

- Read and become familiar with relevant existing environmental legislation, policies, institutional structures and coordination, management approaches and principles of sustainable development in Botswana in order to guide the content of the EMP. In particular the consultant should read and become familiar with the Draft Climate Change Response Policy, National Climate Change Strategy, Botswana's National Conservation Strategy Policy, and all the legal and policy instruments outlined in the Review of (i) current environmental legislation; and (ii) the draft Environmental Management Bill proposed for the Republic of Botswana. MENT will provide further guidance on other useful policies/ strategies which will inform policy formulation.
- Through a consultative approach, the consultant should develop an EMP that includes:
  - The vision, goals, objectives, guiding principles; and determine the interface of existing legal and relevant policy instruments with the EMP.
  - Recommend an appropriate environmental management system.
  - Recommendations for appropriate ways to mainstream gender in agriculture, mining, tourism, land management, water, energy, industry and infrastructure, waste, health, chemical management and associated SDGs.
  - Opportunities for economic development that can also reduce poverty while protecting the environment.
  - New and emerging issues such as wildlife economy, blue economy, natural capital accounting, bio-diversity financing, sustainable financing and climate change to inform the new policy.

- Recommend public education strategies appropriate for creating environmental awareness
  - Recommendations to enhance scientific research to advance environmental management and sustainable development
  - Clear institutional arrangements at national and district levels that can also define opportunities to include private sector, NGOs in environmental management.
  - A cooperation and coordination platforms for environmental management at national, regional and international levels and make recommendations to support positive interface between national policies and international treaties and protocols for implementation.
  - Sustainable mechanisms for trade-offs between environment and development against the principles of self-regulation as espoused by BEAPA.
  - Appropriate monitoring and compliance protocols.
  - If appropriate, include the need for SEA, EIAS, EMPs, rehabilitation and mitigation plans in environmental protection.
  - Recommendations for Resource Mobilisation methodologies.
- Make presentation on the deliverables to the Technical Reference Group and Technical Policy Advisory Committee.

#### **4. APPROACH AND METHODOLOGY**

The assignment shall involve a desktop study on regional and international best practices, consultative platforms such as meetings and workshops with stakeholders, any other undertaking as may be agreed that might be deemed necessary to produce a detailed Environment Management Policy. The work shall be undertaken in close liaison with and involvement of the MENT and DEA.

#### **5. DELIVERABLES**

The consultant is expected to deliver the documents outlined below:

- Inception report
- Draft Environmental Management Policy capturing all actions listed in the Scope of works.
- Final Environmental Management Policy capturing all actions listed in the Scope of works.

#### **6. DELIVERABLE REMUNERATION**

Payment shall be made against deliverables in the following instalments:

20 % Inception Report

40% First draft Environmental Management Policy capturing all actions listed in the Scope of works.

40% Final Environmental Management Policy capturing all actions listed in the Scope of works.

#### **7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

## **QUALIFICATIONS**

### **Education**

- This assignment requires the services of an Environmental Management expert, or Natural Resources Management expert with an MSc/MA or equivalent.

### **Experience**

- At least 10 years of relevant professional experience in Natural Resources Management
- Experience in Environmental Policy formulation.
- Proven experience in conducting policy and legal reviews within the natural resources sector
- Previous experience with UNDP is an added advantage
- Experience of work in the region is an asset.

### **Languages**

Excellent English writing skills are essential.

### **Partnerships**

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues.

### **Results**

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

## **8. TIME SCHEDULE AND PERIOD OF THE CONSULTANCY**

In consultation with the MENT and UNDP, the consultant will develop an elaborate schedule / workplan for the assignment. However, the duration of the assignment should not exceed 40 person-days from date of contract signing, spread over a period of three (3) calendar months.

## **9. REPORTING AND SUPERVISION**

The assignment shall be supervised through a panel of experts or a Technical Reference Group (TRG), whose duties will be amongst others, provide and advise on technical inputs into the work of the expert(s), quality checks on compliance with consultancy Terms of Reference (ToR) and make recommendations to the Technical Policy Advisory Committee (TPAC) for MENT. The TPAC shall provide strategic and policy guidance and all related approvals of deliverables and the budgets for the consultancy.

## **10. 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 if any and other incurred costs as relevant.
- An indication of whether this rate is flexible

c. **Personal CV** including experience in similar projects and at least 3 references

## 11. UNDP CONTRIBUTION

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

## 12. EVALUATION

Individual 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 individual 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 Individual 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
<b>Technical evaluation</b>		
<b>Criteria A:</b> Qualifications (academic & technical, minimum Master's degree) - in the fields of Environmental Management or Natural Resources Management or relevant related fields.	10	10
<b>Criteria B:</b> Adequate work experience - At least 10 years of relevant professional experience.	10	10

<b>Criteria C: Context</b> - Previous successful experience in undertaking Environmental Policy formulation and proven experience in conducting policy and legal reviews within the natural resources sector.	30	40
<b>Criteria D: Technical Competence</b> - Demonstrable analytical and research skills, and capacity to collate and present technical reports, information and data accurately, systematically and in concise formats, in a short period of time	20	20
<b>Criteria E: Approach</b> - Demonstrated understanding of the assignment; and response to the terms of reference with elaboration of the methodology that will be used in responding to the terms of reference.	30	20