



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: [29/07/2020]

Country: Sao Tome and Principe

Description of the assignment: Expert for Charcoal Value Chain Analysis and Economic Displacement Risk Assessment

Project name: Enhancing Biodiversity Conservation and Sustainable Land and Natural Resource Management

Period of assignment/services (if applicable): up to 40 days over a 4-month period

Proposal should be submitted by email BidsSTP@undp.org no later than 07 August 2020 at 23H00 GMT with the subject: “ **Expert for Charcoal Value Chain Analysis and Economic Displacement Risk Assessment**”

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. *UNDP* 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 inquiry, to all consultants.

1. BACKGROUND

The Democratic Republic of São Tomé and Príncipe (STP) is a Small Island Developing State off the coast of Gabon. STP is a **Least Developed Country with a small economy and about half or more of the population living below the poverty line** (40-70% depending on the source). In 2017, the country's GDP was USD 393 million (USD 686 million PPP) and its GDP/capita USD 3,200 PPP. Agriculture accounts for a significant share of employment on STP, 26% to 60%

Despite STP's small size, the islands' tropical climate and relief as well as their geographical location and the isolation from the African continent have given rise to a remarkable wealth in terms of ecosystems and biodiversity. Sometimes referred to as the "Galapagos of Africa", STP is classified amongst the countries with the highest levels of endemic species in the world (RDSTP, 2014), mainly birds, amphibians, plants, bats, reptiles, butterflies and molluscs distributed in different terrestrial and marine ecosystems and habitats (Vaz & Oliveira, 2007).

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STP has committed to **preserve its unique natural heritage**. The island of Príncipe has an ambitious sustainability Vision 2030 and successfully pushed to be designated as a UNESCO Biosphere Reserve. The islands' offer considerable potential for **further development of tourism**, and the Government has taken steps to expand tourist facilities in recent years. The **development challenge for the islands is how to reconcile the different streams of development objectives and investments**, most of which depend on natural resources and ecosystem services and/or will have negative impacts on these.

The project aims to “**Safeguard globally significant terrestrial biodiversity and ecosystems services by strengthening national capacities and frameworks for biodiversity and natural resource management, integrated land use planning and environmental law enforcement as well as enhancing protected area management and the sustainability of charcoal production**” through the implementation of four project components: 1) Enhancing systems and enforcement for biodiversity conservation and integrated landscape and natural resource management; 2) Management, monitoring and financing of PAs and adjacent key biodiversity and forest areas; 3) Reducing forest degradation and ecosystem loss from unsustainable charcoal-making; and 4) M&E, Knowledge Management and Gender.

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

UNDP seeks the services of a consultant with twin expertise to cover the two interlinked and complementary topics under the contract's scope, namely the charcoal value chain analysis and the economic displacement risk assessment and mitigation strategy.

The assignment will include at least one extended mission with extensive field visits on both São Tomé and Príncipe Islands. Mission dates will need to be agreed in advance with UNDP (Country Office, Regional Technical Advisor) and counterparts from the Governments of São Tomé and Príncipe.

Outputs of the assignment

The consultant will work closely with UNDP (Country Office, Regional Technical Advisor) and counterparts from the Government as well as with the Expert for Human Rights Impact Assessment (hired during the same period under different contract) to produce the following outputs and related activities.

Output 1: Charcoal value chain analysis and report

- Community engagement across several of the key communities, focus groups, shared/men only/women only, local decision makers, etc.
- Define/map/quantify the charcoal value chain in physical and economic terms – from where the wood is cut to final consumption – considering inter alia extraction rates and sites, timber

species, legal compliance, stakeholders and their roles, exclusive or opportunistic, man/women roles, time spent, transport and sales routes, charcoal quality, health hazards, seasonality, cost, sales price, income generated.

- Identify the stages of the value chain that are unsustainable and/or inefficient
- Propose changes to the value chain to make it more sustainable and reduce forest degradation, considering inter alia different primary plant matter sources (coconut, sawdust, etc.), different production methods, replanting, and outlining the needs to emplace these alternatives

Output 2: Economic Displacement Risk Assessment and Livelihood Action Plan

This Output is to undertake a targeted social-economic assessment, with support from national counterparts, to describe and quantify the risk to the local population of economic displacement (for context see UNDP SES Guidance Note: Standard 5: Displacement and Resettlement, December 2016, UNDP)

The focus will be on ensuring that the project's actions comply with UNDP's Social and Environmental Screening Procedure (SESP). It will build on the above Charcoal Value Chain Analysis as an essential element, but the scope of the assessment must go further to include other potential sources of economic displacement – most notably the work on environmental law enforcement under project component 1, and the strengthening of protected area management under component 2.

- Conduct an Economic Displacement Risk Assessment – determining how the specific changes proposed under the project will impact stakeholders in the value chain economically
- Determine whether and how any economic displacement can be avoided
- For unavoidable displacement, identify the procedures and actions that need to be undertaken in order to ensure that the capacity, production levels, and standards of living of economically displaced people are improved or at least restored, and that displaced people are compensated adequately.
- Prepare an assessment report to be used as the basis for the Livelihood Action Plan
- Prepare a draft Livelihood Action Plan (LAP) that reflects the commitment by the Implementing Partner and UNDP to affected people and communities to meet obligations arising from economic displacement (see Annex 1 for the indicative outline of the LAP)
- Develop a grievance redress mechanism for stakeholders who feel the project is not compensating them for economic displacement
- Support the mandatory disclosure process for the draft LAP
- Finalize the LAP based on feedback received during the disclosure period
- Train and advise PMU on the implementation of the LAP

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Degree in the field of environmental management, natural resource economics, management, agricultural sciences, biology or a related field; can be substituted by significant relevant and proven experience in the required fields

II. Years of experience:

- At least 5 years of experience in natural resource management in Africa

III. Competencies:

- Experience working on the charcoal value chain, or with conducting natural resource-based value chains analyses more widely
- Experience in social and environmental impact assessment of development projects in Africa, with experience or capacity to conduct an Economic Displacement Risk Assessment
- Prior experience in working with forest dependent communities in STP is an advantage

IV. Mandatory language requirements

- English for report writing
- Portuguese (or Spanish) for in-country communication with stakeholders

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Technical Proposal:

(i) Letter to UNDP Confirming Interest and Availability (Annex 1)

(ii) Personal CV including experience in similar projects and at least 3 references

(iii) Provide a brief methodology on how they will approach and conduct the work (if applicable), schedule and explaining why they are the most suitable for the work

2. Financial proposal in USD (Annex 2)

5. FINANCIAL PROPOSAL

Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

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 should not accept travel costs exceeding those of an economy class ticket. Should the IC 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

6. EVALUATION

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 candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Max. Point
<u>Technical</u>	70
<ul style="list-style-type: none">Degree in related field or significant relevant and proven experience	10
<ul style="list-style-type: none">Experience in natural resource management in Africa	10
<ul style="list-style-type: none">Experience working on the charcoal value chain, or with conducting natural resource-based value chains analyses more widely	20
<ul style="list-style-type: none">Experience in social and environmental impact assessment of development projects in Africa, with experience or capacity to conduct an Economic Displacement Risk Assessment	10
<ul style="list-style-type: none">Methodology on how they will approach and conduct the work	20

<u>Financial Proposal</u>	30	
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ANNEX

ANNEX 1- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

ANNEX 2- BREAKDOWN OF COSTS

ANNEX 3- TERMS OF REFERENCES (TOR)

ANNEX 4- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS



ANNEX 1
OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

Katarzyna Wawiernia
United Nations Development Programme
São Tomé, São Tomé and Príncipe

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- J) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- M) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

- N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.