



Terms of Reference (TOR) Consultancy Services:

Consultant to Facilitate Development of a Community-Based Natural Resources Management Policy and Implementation Plan June 2020

A. GENERAL INFORMATION

Services/Work Description: Consultant to Facilitate Development of a Community-Based Natural Resources Management Policy and Implementation Plan

Post Title: Consultant

Duty Station: Lusaka, Zambia

Duration: 20th September 2020 to 30th November 2020. Total consultancy days is 30 days

Expected Start Date: 20th September 2020

Project Title: Strengthening Management Effectiveness and Generating Multiple Environmental Benefits Within and Around the Greater Kafue National Park and West Lunga National Park in Zambia

B. PROJECT BACKGROUND

The Government of the Republic of Zambia has received support from the Global Environment Facility and United Nations Development Programme (UNDP), under a project entitled “Strengthening Management Effectiveness and Generating Multiple Environmental Benefits Within and Around the Greater Kafue National Park and West Lunga National Park in Zambia” for a period of 4 years. The project objective is biodiversity and carbon sinks of Kafue/West Lunga protected area systems of Zambia are better protected from threats and effectively managed by national and local institutions, communities and economic actors using sustainable forestry and land management practices. The project is being implemented through two components:

Component 1: Increased management effectiveness and financial sustainability of Greater Kafue and West Lunga Protected Areas systems;

Component 2: Sustainable land and forest management by “Community Participatory Models” in GMA buffer areas through selected CBNRM practices”.

The project is focused around the Kafue and West Lunga Ecosystems. It is jointly implemented by the Department of National Parks and Wildlife and the Department of Forestry.

The Project area, comprising the Greater Kafue National Park ecosystem comprises Kafue National Park, West Lunga National Park, 13 Game Management Areas (GMAs) and several open forest areas and supporting over 225,000 people, is threatened by a various factors. The underlying cause of these threats is weak management effectiveness, financial unsustainability, open access exploitation of land and resources, exacerbated by centralised and uncoordinated resource management policies, poverty, land degradation and climate change. The Project seeks to address a number of threats to the two ecosystems, which include extensive fires, wildlife poaching, deforestation and forest degradation, unsustainable land uses, loss of a large, intact ecosystem including bad or prescribed fishing methods.

The project has been promoting various CBNRM practices for the sustainable management of forest and wildlife resources in the target areas, which includes facilitating development of Integrated Land-Use Plans and Community-Based Fire Management Plans at VAG level; facilitating development of Community Forest Management (CFM) Training Manual and testing that will culminate in the establishment of CFMGs; as well as piloting Community REDD+ initiatives and facilitating learning on establishment of Community Conservancies. Through the application of these various CBNRM practices, the project has encountered various challenges and opportunities which provide useful lessons that can contribute to the development of CBNRM in the country, both in terms of policy and practice. It is therefore, for this reason that the project intends to contribute to government’s efforts of developing a National CBNRM policy. This is also part of the project’s exit strategy to sustain its contribution to promoting CBNRM.

The project therefore intends to contract consultancy services to support the government of the Republic of Zambia the development of a National CBNRM policy. This is support is viewed as part of the project’s Scale-up and Exit Strategy to promoting CBNRM in the country.

C. PURPOSE OF THIS CONSULTANCY

The purpose of this consultancy is to facilitate broad-based multi-stakeholder consultations to collect and collate stakeholder views and recommendations for incorporation in the draft CBNRM policy issues paper/ document.

D. SCOPE OF WORK

Zambia is a country endowed with vast natural resources that include fertile soils, freshwater rivers, minerals, forests, wildlife and fisheries. All these natural resources can support the needs of the present and future generations if they are managed sustainably. The country’s environment management strategies have, for many years, included the Community-Based Natural Resource Management (CBNRM) approach which is underpinned by the principles of community participation and devolution of rights and management responsibilities at community level. Local communities that are closest to the natural resources ought to actively participate in the decision-making over the management, utilization and conservation of these natural resources, but also be the primary beneficiaries of associated benefits, economic in particular. The wildlife sub-sector has been a leader in building CBNRM

Programmes in Zambia since the 1980s, but recently both the Forestry and Fisheries sub-sectors have embraced the CBNRM principles and models as a means to conserve and sustainably manage resources under their mandate.

Despite Zambia having embraced the CBNRM approach to the management of natural resources (especially wildlife) at an early stage, there is no integrated national CBNRM policy to guide the Government, communities, private sector and other partners in its implementation. The lack of a national policy has led to several challenges in appropriately empowering rural communities and also in the management of these natural resources.

It is with the foregoing that a National CBNRM Conference convened by the Zambia CBNRM Forum and the Zambia National Community Resources Board Association with stakeholders at Golden Peacock Hotel in Lusaka from 5-8 December, 2018 recommended to Government among others the urgent need for developing a National CBNRM Policy that will reconcile the management of all natural resources and possibly bring these under a single management structure

The objective of this consultancy is to contribute to the development of a National CBNRM Policy and Implementation plan for effective local community participation in the sustainable management of Natural Resources Management in Zambia..

D(1) Specific terms of reference that the Consultant will address are as follows:

(a) Conduct a situation analysis and review literature, on existing CBNRM legislations, policies, regulations and practices in natural resources management in Zambia and the region.

1. To review the current legal and policy provisions that support Community-Based Natural Resources Management in Zambia;
2. To review current CBNRM models in Wildlife, Forestry, Fisheries, Tourism and Heritage including Mines if any, and make recommendations for an integrated and holistic CBNRM approach across these Sub-sectors To propose an appropriate institutional arrangement for building and developing a stronger, resilient and sustainable natural resources management regime;
3. To identify and profile key stakeholders and conduct broader consultations with all players who include Government Ministries, Departments, communities, Traditional Leadership, Civil Society Organizations, Cooperating Partners and the private sector.
4. To draft and present a National CBNRM policy to the Task Force team
5. To recommend an institutional arrangement or structure to oversee the effective implementation of the National CBNRM policy for Zambia
6. To recommend collaboration and transitional period for institutionalization of CBNRM policy for Zambia across Lands and Natural Resources, Wildlife, Forestry, Tourism, Heritage and Mines.

- (b) Facilitate stakeholders meetings in the Kafue and West Lunga Ecosystems respectively
- (c) Develop a National CBNRM Policy and policy Implementation Plan(

D.(2) Tasks for the Assignment

Specifically, the consultant shall:

- i. Hold a pre-consultative meeting with the Task Force team to be upraised on the draft working document on CBNRM policy and implementation plan (has been developed over the last 12 months
- ii. Facilitate atleast three (3) stakeholder consultative meetings in GEF V Project areas
- iii. Consolidate submissions from consultative meetings into a process report and a draft national policy and Implemnatation plan document;
- iv. Facilitate a national stakeholder validation meeting
- v. Compile and submit final report and policy and document

E. EXPECTED OUTPUTS AND DELIVERABLES

- 1. A situation analysis and a review report on CBNRM practices in Zambia
- 2. A report on consultative meetings
- 3. Final draft National CBNRM policy
- 4. Final draft implementation plan
- 5. Submit 5 neatly bound hard copies and a soft copy (not Pdf) of the final report. Spiral or comb binding shall not be accepted.

F. INSTITUTIONAL ARRANGEMENT

The consultant will, on the technical aspect of the assignment, be reporting to the Implementing Partner (CBNRM Policy Taskforce Team) Directors through the Project Manager while on the contractual aspects will be addressing the Head of Environment – UNDP.

G. DURATION OF THE WORK¹

This is a 30 days consultancy assignment spread over a period of 2 months. The consultant will be paid for specific deliverables over the contractual period.

H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

1. Minimum a Master's degree in Wildlife Conservation and Rural Development, CBNRM, Fisheries, Forestry, Development Studies, Environmental Science, Environmental Economics, Natural Resources Management, Biodiversity or related fields.
2. The consultant should have a minimum of ten years experience (post MSc/PhD degree qualification) in CBNRM, Natural Resources Management, Environmental Science, Environmental Economics, Biodiversity, Policy Analysis or other related fields.
3. A Consultant should have worked in at least 3 SADC countries and or demonstrated regional experiences with CBNRM programmes and policies;
4. Knowledge and understanding of Government administrative operations and policy formulation.
5. Demonstrated analytical skills, clarity in writing and ability in translating abstract concepts into concrete actions/recommendations.
6. Proficiency in both written and spoken English.
7. Experience in regional and international CBNRM assignments
8. Knowledge and understanding of the Zambian CBNRM history and practices

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Installment	Deliverable	Payment
First	1.1 Acceptable Inception Report with a situation analysis; and acceptable Road Map for the development of the CBNRM policy	30%
Second Installment	2.1 Process Report of stakeholder consultations 2.2 Draft national CBNRM policy and Implementation strategy /plan	40%
Last installment	3.1 Final process report	40%

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

	Approved National CBNRM Policy and Implementation Plan document	
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J. RECOMMENDED PRESENTATION OF OFFER

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, 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;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services *[Note: this is optional for support services]*;
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

K. CRITERIA FOR SELECTION OF THE BEST OFFER

Criteria	Criteria Description	Score
Minimum criteria to be eligible for the consultancy		80
Relevance of Education	Master of Science Degree or higher in wildlife Conservation and rural development, rural development Economics, and or Development Studies, Environmental Science, Environmental Economics, Natural Resources Management, Policy Analysis or related field	20
Years of experience	10 years post qualifying experience in Community Based Natural Resources Management (CBNRM) wildlife conservation, , Natural Resources Management, wildlife economics, CBNRM governance Environmental Science, Environmental Economics, Biodiversity, Policy Analysis or other related field	20

Experience and Skills	Past experience of working in any Protected Area in Southern Africa region especially relating to Community Based Natural Resource Management	10
	A solid understanding of CBNRM policy and strategic planning, and development	20
	Practical skills in preparing policies and implementation plans for managing natural resources	10
	Extended experience/ knowledge in Project/Strategy development based on the Logical Framework Approach (LFA)	10
	Experience in undertaking multi-stakeholder consultations, facilitating workshops and meetings;	10
Score Total		100

Annexes to the TOR

Non

I. Approval

This TOR is approved by :

Signature _____

Name and Designation

Date of Signing _____