



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17<sup>th</sup> August 2020

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**Country:** Zambia

**Description of the assignment:** Local consultant to facilitate the development of a Community Based Natural Resources Management (CBNRM) Policy.

**Project name:** Strengthening Management Effectiveness and Generating Multiple Environmental Benefits Within and Around the Greater Kafue National Park and West Lunga National Park in Zambia Project (GEF V).

**Period of assignment/services (if applicable):** 30 days

Proposal should be submitted at the following address by email to [procurement.zm@undp.org](mailto:procurement.zm@undp.org) no later than **17:00 hrs Friday 4<sup>th</sup> September 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail indicated above by **28<sup>th</sup> August 2020**. The Procurement Team will respond in writing or by standard electronic mail and will upload written copies of the response, by **2<sup>nd</sup> September 2020** including an explanation of the query without identifying the source of inquiry, to the same page for the advertisement of this consultancy under:

<https://procurement-notice.undp.org/>

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### 1. BACKGROUND

The project area, covering the Greater Kafue National Park ecosystem comprises Kafue National Park, West Lunga National Park, 13 Game Management Areas (GMAs and several open forest areas. The project which covers a total area of 78,185km<sup>2</sup> and supports over 225,000 people is threatened by wildlife poaching, deforestation and forest degradation, unsustainable land uses, extensive fire and loss of a large, intact ecosystem that provides multiple benefits including forest protection, water and HEP, and biodiversity. The underlying causes of these threats is weak management effectiveness, financial unsustainability, open

access exploitation of land and resources, exacerbated by centralized and uncoordinated resource management policies, poverty, land degradation and climate change.

The project was developed to address these threats through a number of interventions targeted at both the National Parks and the Game Management Areas, through a multi-focal approach addressing issues affecting biodiversity, land degradation and climate change.

Specifically the project interventions were targeted at increasing management effectiveness and financial sustainability of the Greater Kafue and West Lunga Protected Areas System, strengthening land use governance and planning and supporting communities to manage land and forest resources more sustainably.

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.

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

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.

The consultant is expected to lead the process for developing a National CBNRM Policy and Implementation plan for effective local community participation in the sustainable management of Natural Resources Management in Zambia..

Under this contract, the consultant would be responsible for the delivery of the following products:

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

For detailed information, please refer to Annex 1

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Below is a reference list of requirements:

#### I. Academic Qualifications:

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;

#### II. Years of experience:

At least 10 years of international experience related to social and environmental standards and impact assessment in an international development context;

1. 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;
2. A Consultant should have worked in atleast 3 SADC countires and or demonstrated regional experiences with CBNRM programmes and policies;

#### III. Competencies:

- Knowledge and understanding of Government administrative operations and policy formulation;
- Demonstrated analytical skills, clarity in writing and ability in translating abstract concepts into concrete actions/recommendations;
- Proficiency in both written and spoken English;
- Experience in regional and international CBNRM assignments;
- Knowledge and understanding of the Zambian CBNRM history and practices;

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

#### 1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal using UNDP's template for Confirmation of Interest and Availability
3. Personal CV including past experience in similar projects and at least 3 references

## 5. FINANCIAL PROPOSAL

### **Lump sum contracts**

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

Individual consultants will be evaluated based on the following methodology:

### **Cumulative analysis**

*The award of the contract will 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 70 point would be considered for the Financial Evaluation*

*Below is technical evaluation criteria:*

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

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

### **ANNEX 3- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**