



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18<sup>th</sup> August 2020

**Country:** Republic of Botswana

**Description of the assignment:** The Ministry of Environment, Natural Resources Conservation and Tourism (MENT), on behalf of members of the Gaborone Declaration on Sustainability in Africa (GDSA) seeks to engage an expert to undertake a performance assessment of the GDSA Secretariat with the aim of ensuring that the objectives of the platform are realized. The review will also assess if the existing delivery mechanisms (institutional arrangement, reporting lines, communication channels and resources) for the implementation of the GDSA are relevant, sufficient and fit for purpose.

**Period of assignment/services:** The duration of the assignment should not exceed 30 days, to be distributed across 3 months period from date of appointment.

**PROJECT NAME:** Environment and Climate Change

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

**Proposals with reference should be submitted in a sealed envelope clearly labelled “GDSA Performance Assessment.”** should be submitted at the following address no later than **24<sup>th</sup> August 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](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 GDSA was established in 2012, as a voluntary African led initiative to facilitate sustainable development across the continent. The overall objective of the GDSA is to ensure that the contributions of natural capital to sustainable economic growth, maintenance and improvement of social capital and human well-being are quantified and integrated into development and business practice. Initially, the GDSA comprised of 10 member African countries but the membership has since grown to 14. By signing the GDSA, countries have committed to integrate the value of nature into national policies and programmes; reduction of poverty by transitioning to practices that promote sustainable employment, food security, sustainable energy and the protection of nature; and build knowledge, capacity and networks to promote leadership and a new model of sustainable development. The GDSA is managed through a Secretariat based in Botswana. In December 2014, Conservation International (CI) was delegated the Secretariat responsibilities by the Government of Botswana on behalf of GDSA member countries. As Secretariat, CI is tasked with helping the GDSA member countries to implement the platforms objectives. In order to ensure effective and successful realization of the GDSA objectives, the GDSA member states took a decision to undertake a performance assessment of the GDSA Secretariat for the period of December 2014 to April 2020. This will, in turn, be undertaken with reference to the Memorandum of Understanding (MoU), which was signed in 2013 between the Government of Botswana (GoB) and CI, and its Addendum, which was signed in 2014.

## 2. OBJECTIVE

The purpose of this consultancy is to undertake a performance assessment of the GDSA Secretariat for the period of December 2014 to April 2020.

## 3. SCOPE OF WORK

Within the framework of this Terms of Reference, the Consultant is expected to perform the following tasks and duties utilizing the criteria of relevance, effectiveness, efficiency, sustainability, and impact to inform the assessment:

- Review specific references material and information that will form the basis for the assessment of the performance of the GDSA Secretariat for the period December 2014 to April 2020. In this regard highlight key achievements and factors contributing to these successes. In Addition, to that the consultant should identify the key challenges encountered during implementation.
- Assess the impact of the Secretariat towards the achievement of the Declaration's intentions as well as the strategic objectives and/or priorities that signatory countries had agreed, with reference to the Memorandum of Understanding (MoU), which was signed in 2013 between the Government of Botswana (GoB) and CI, and its Addendum, which was signed in 2014.
- Assess the existing delivery mechanisms (institutional arrangement, reporting lines, communication channels and resources) for the implementation of the GDSA and recommend the most effective and efficient arrangement for functions of the GDSA.
- Develop a strength, challenges, opportunities and threats (SCOT) Analysis matrix that includes but not limited to the following:
  - Identifying the key technical, institutional and financial bottlenecks and impediments that may impact on effective service delivery of the secretariat
  - Establish current institutional capacity ie. Financial, technical, human resources, legal and any other identified gaps.
- Review progress made in mobilizing resources and the amount of direct and indirect resources mobilized to support implementation of activities in signatory countries; the current resource mobilization arrangements between GOB and CI and suggest the most sustainable approach.
- Assess the effectiveness of the Secretariat to report on progress both internally (to Government of Botswana, CI and other GDSA signatory countries) and externally (to global partners).
- Review the initiatives that the Secretariat undertook to capacitate signatory countries to improve their reporting on MEAs that support Sustainable Development and recommend ways to improve this function.

- Assess the extent to which there has been, during the period under review, demonstrable awareness raising and capacity building exchanges amongst GDSA countries.
- Make presentations on the deliverables to the Technical Reference Group.

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

The assignment shall involve a desktop study on regional and international best practices, having meetings with stakeholders, and utilizing the criteria of relevance, effectiveness, efficiency, sustainability, and impact to inform the assessment. The consultant is expected to follow a participatory and consultative approach ensuring close engagement with the GDSA Secretariat staff and National Focal Points as well as relevant government officials of all GDSA signatory countries.

#### **5. DELIVERABLES**

The consultant is expected to deliver the documents outlined below:

- Inception report
- Situational Assessment report
- First Draft Performance Assessment Report
- Final Performance Assessment Report

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

Payment shall be made against deliverables in the following instalments:

- 10 % payment upon approval of inception report
- 30% payment upon approval of the First Draft Performance Assessment Report
- 60% payment upon approval of the Final Performance Assessment Report

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

##### **QUALIFICATIONS**

##### Education

- Master's degree in the fields of Environmental Management or Natural Resources Management expert or relevant related fields.

##### Experience

- At least 10 years of relevant professional experience in undertaking organizational reviews and evaluations, and in international environmental governance (multi-lateral environmental agreements).
- Proven experience in developing/implementing similar projects
- Previous experience with UNDP is a great 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**

The duration of the assignment should not exceed 30 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 by the MENT, 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, quality checks on compliance with consultancy Terms of Reference (ToR) and make recommendations to the Project Steering Committee (PSC). The PSC 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 past 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.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical evaluation</u></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 and Proven experience in developing/implementing similar projects	10	10
<b>Criteria C: Context</b> - Previous successful experience in undertaking organizational reviews and evaluations, and in international environmental governance and or multi-lateral environmental agreements).	30	40
<b>Criteria D: Technical Competence</b> - Strong expertise in developing institutional arrangements for multi-national projects. 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 Excellent writing, presentation, and communications skills.	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