



**United Nations Development Programme**  
**Terms of Reference for the recruitment of a International Consultant**  
Blue Economy and Sustainable Tourism Development Expert under the GEF7 PPG

<b>Type of Contract:</b>	IC
<b>Duration:</b>	30 days over 12 months
<b>Location:</b>	Seychelles
<b>Duty station:</b>	UNDP Seychelles
<b>Expected Start Date:</b>	15 <sup>th</sup> August 2020
<b>Expected End Date:</b>	31 <sup>st</sup> July 2021

**Project Title:** International Consultant for the role of Blue Economy and Sustainable Tourism Development Expert for the Project Preparation Phase of GEF7

**A. Introduction/Background**

INSERT GEF7 BACKGROUND LINK TO PIF

**B. Objectives of the assignment**

The **International ‘Blue Economy’ and Sustainable Tourism Development Expert** will be the lead consultant responsible for providing inputs, assessments, and feasibility studies required to comprehensively formulate project activities, outputs, and the overall strategy for *Component 3: Investing in innovative nature-based solutions to development*. Contributions to other project components, especially Component 2, will also be required. This expert will lead all aspects of the work related to advancing sustainable ‘Blue Economy’ business models, nature-based alternative livelihood options, and engagement with the private sector and local communities on this topic. The consultant will be an internationally recognised expert in tourism policy and planning, with substantive knowledge in the field of sustainable and/or eco-tourism development.

**Due to the COVID-19 pandemic**, it is expected that this PPG process will be carried out remotely, to the greatest extent possible. No travel to the country is envisaged at this point. This consultant will therefore have to have the ability and the capacity to carry out all necessary PPG work remotely, using all available means, e.g., phone and IT technology. Should the circumstances change, the consultant will need to consult with the RTA and the UNDP CO on how best to adjust the workplan.



### **C. Description of Duties and Responsibilities**

The following lists the overall responsibilities and deliverables that will be expected from the consultant. The PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.

#### **1. Preparatory Technical Studies and Reviews (Component A):**

Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader and working with other PPG consultants as needed, including:

- Collect data for the baseline/situational analysis on the Seychelles tourism sector, policy, planning, operations, institutional coordination and stakeholder engagement processes, including at project sites;
- Develop a strategy for the project to implement co-management approaches with private hotels in Ste Anne MPA working closely with the National 'Blue Economy' consultant (output 2.1.1);
- Contribute to the development of a strategy for the project to strengthen conservation management on Aride, working closely with the National 'Blue Economy' consultant (output 2.1.1);
- Collate lessons-learned from: existing 'Blue Economy' enterprises in the country; the experience gained through the introduction of the Seychelles' Sustainable Tourism Label; and relevant findings from the BIOFIN project. In particular, review the STAP guidance on certification programs and look into best practices. Integrate these lessons into project design, as relevant;
- Identify private sector partners, including the existing partnership arrangements with the management authorities specifically MEECC (Port Glaud), SNPA (Iles Cocos, Ste Anne) and ICS (Aride) and hotels, and discuss their willingness and interest in participating in the project. Engage with these partners to explore the possibility of developing public-private partnerships and businesses, such as eco-tourism and 'Blue Economy' business models, that will provide tangible livelihood gains. Determine their specific roles in project implementation, including through possible co-financing. Work with the UNDP Seychelles Country Office to complete any potential private sector due diligence assessments associated with private sector engagement;
- Assess the feasibility of using nature-based solutions and sustainable 'blue business' tourism models in partnerships with the private sector and local communities which would also contribute to reducing localized threats in vulnerable and marine ecosystems. Describe the potential benefits and establish a clear business case for investing in these solutions.
- Assess the extent to which private sector and natural resource users are willing and able to change their practices in contribution to the intended outcomes of the project;



- Support the stakeholder analysis, consultations and co-financing contributions, particularly with national-level stakeholders and private sector, and ensure that they are complete and comprehensive;
- Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.

**2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):**

- Prepare inputs and support the development of draft PPG deliverables, as agreed with the PPG Team Leader;
- Develop a comprehensive strategy and define appropriate interventions to support the delivery of project outcomes with a particular focus on Components 2 and 3 on piloting 'Blue Economy' and integrating nature-based solutions into tourism development. Ensure that the proposed strategy specifically elaborates on how these approaches could be effectively leveraged to assist the government to embark on a greener development pathway as it recovers from impacts of COVID-19, especially targeting the tourism sector and most affected communities;
- Identify appropriate Results Framework indicators and targets related to integrating nature-based solutions into private tourism sector; collect baseline data for the relevant indicators; choose the means of measurement; and define targets, key risks, and assumptions linked to these indicators.

**3. Validation Workshop (Component C):**

- Contribute to the validation workshop (please note that this will likely be a virtual workshop); and
- Support all necessary revisions that arise during the workshop, as appropriate.

**4. Final Deliverables:**

- A report on the detailed feasibility analysis of the opportunities to integrate nature-based solutions and the 'Blue Economy' business models into sustainable tourism development;
- Final strategy for Component 3 which will adequately integrate the need to use 'Blue Economy' and nature-based solutions as pillars of sustainable tourism development and COVID-19 recovery efforts;
- Inputs into Component 2, as needed;
- Finalised agreements with the tourism businesses at the project sites outlining areas of cooperation during project implementation and any agreed co-financing;



- Finalised due-diligence assessments of all confirmed private sector partners in line with UNDP private sector due diligence policy (working closely with the UNDP CO in the Seychelles);
- Appropriate inputs provided to the Project Document and Annexes, as agreed with the PPG Team Leader.

#### D. Deliverables

Deliverables	% Fees	Due Date	Review and Approvals required
Submission of Work Plan and Inception Report jointly with PPG Team	20%	30 <sup>th</sup> September 2020	Approved by PM
Report on feasibility analysis of the opportunities to integrate nature-based solutions and the 'Blue Economy' business models into sustainable tourism development	10%	31 <sup>st</sup> November 2020	Approved by PM
Strategy for Component 3 which will adequately integrate the need to use 'Blue Economy' and nature-based solutions as pillars of sustainable tourism development and COVID-19 recovery efforts	20%	20 <sup>th</sup> February 2021	Approved by RTA, PM and PPG Team Leader
Complete due-diligence assessments of confirmed private sector partners in line with UNDP private sector due diligence policy (working closely with the UNDP CO in the Seychelles);	10%	15 <sup>th</sup> April 2021	Approved by PM and RTA
Finalized agreements with the tourism businesses at the project sites outlining areas of cooperation during project implementation and any agreed co-financing;	20%	30 <sup>th</sup> May 2020	Approved by PM
On approval and submission of Final Prodoc to GEF Sec	20%	15 <sup>TH</sup> July 2020	Approved by RTA and PM



#### **E. Duration:**

The duration of the contract will be for a period **of 12 months** from August 2020 until July 2021. An estimated total of 30 working days is expected with the workload being significant in the first quarter of 2021.

#### **F. Duty Station**

Home based (Unless travel restrictions are lifted)

Some travel may be required subject to local/ international guidelines.

#### **G. Qualifications of the Successful Individual Contractor**

##### **Education**

- Master's degree or higher in a relevant field, such as biodiversity conservation natural resource management, marine and coastal biology, tourism or ecology;

##### **Experience and Skills**

- Minimum 15 years of demonstrable experience in the technical area of sustainable and responsible tourism with a focus on biodiversity conservation, protected areas, certification, and public-private partnerships, community-based tourism, tourism value and supply chains, small enterprise development, and similar;
- Demonstrated understanding of political, legal, and institutional context and priorities for tourism development and planning in the Seychelles;
- Experience working with UNDP and/or on GEF projects an advantage;
- Excellent written and oral communication skills in English;
- Ability and willingness to carry out the PPG process remotely;
- Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to rapidly evolving COVID-19 situation.
- Experience working in the Seychelles on related initiatives highly desired.

#### **H. Scope of Price Proposal and Schedule of Payments**

The financial offer should be quoted as a lump sum amount, all-inclusive (professional fee, insurance, miscellaneous). UNDP will cover travel-related expenses only if inter-island travel is required during the contract period.

The contract price is fixed regardless of changes in the cost components. Payments will be effected based on deliverables as per section D above. *Financial Bids quoted in USD will need a relevant USD account.*



#### I. Recommended Presentation of Offer

The following documents are requested:

- a) Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

#### J. Criteria for Selection of the Best Offer

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.

##### **Short-listing criteria:**

All applicants will be requested to submit a price offer indicating their lump-sum fee for the assignment. Following UNDP procurement rules, both technical competence and the consultant financial proposal will be taken into account in the selection process. The technical evaluation will be based on the following evaluation criteria

Education	Experience	Technical skills	UNDP/GEF Familiarity/Seychelles work experience	Language /Report Writing
Master's degree in Environment; biodiversity conservation natural resource management, marine and coastal biology, or ecology	Minimum 15 years of demonstrable experience in sustainable and responsible tourism focus on biodiversity conservation, protected areas, certification, and PPPs, community-based tourism, tourism value and supply chains, small enterprise development, and similar;	Demonstrated understanding of political, legal, and institutional context and priorities for tourism development and planning in the Seychelles	Experience working with UNDP and/or on GEF projects; working on similar projects in Seychelles would be preferred	Excellent written and oral communication skills in English
15	15	30	30	10



Candidates scoring 70 or above will be short-listed.

The **financial offers** will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest option.

The final scoring of short-listed candidates will take into account the technical Evaluation and the financial score:

Criteria	Weight	Max. Point
• Technical score	70%	70
• Financial score	30%	30

The candidate ranking highest shall be selected.

#### K. Approval

**This TOR is approved by:**

Signature

Name and Designation

Date of signing                      08/09/2020