



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(International or National Competition)

Date: June 24, 2021

REF NO.: BBRSO144101

Job Title: Chief Technical Officer – Biodiversity Expert

Country: Saint Vincent and the Grenadines
UNDP Barbados and the OECS - **Barbados**

Description of the assignment: Provision of overall Project technical support and biodiversity related Project interventions, as well as ensuring biodiversity is mainstreamed into Component activities and BD considerations are incorporated into Project decision making.

Project name: Conserving biodiversity and reducing land degradation using a Ridge-to-Reef approach

Period of assignment/services (if applicable): 200 days over a 2-year period

A. ADMINISTRATION

To apply, interested persons should upload the **combined*** *Technical Proposal/Methodology* (if applicable), CV and *Offeror's Letter* to "UNDP Jobs" by navigating to the link below and clicking "APPLY NOW", no later than the date indicated on the "UNDP Jobs" website. **Applications submitted via email will not be accepted****: -

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=100070 (cut and paste into browser address bar if the link does not work)

*** PLEASE NOTE:** *The system allows the upload of one (1) document ONLY – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror's Letter, MUST be combined and uploaded as one.*

NOTE: *The Financial Proposal should not be uploaded to "UNDP Jobs"**.*

<IMPORTANT>

****Please email the password-protected Financial Proposal to procurement.bb@undp.org.** The subject line of your email must contain the following: ***"BBRSO144101 Financial Proposal – Your Name"***

If the password for your Financial Proposal is required, it will be requested by the Procurement Unit.

Any request for clarification must be sent in writing to procurement.bb@undp.org within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses*** two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

http://procurement-notices.undp.org/view_notice.cfm?notice_id=80023 (cut and paste into browser address bar if the link does not work)

A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link.

***** UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary**

B. BACKGROUND

The multi-country office in Barbados is overseeing two projects under the Nature, Climate and Energy portfolio, funded by the Global Environmental Facility (GEF) in the focal areas of Biodiversity and Sustainable Land Management. The project **“Conserving biodiversity and reducing land degradation using a Ridge-to-Reef approach”** is implemented by UNDP under a National Implementation Modality, whereby the Ministry of Agriculture is the main Implementing Partner. The complementary project, **“Addressing Land Degradation in the Georgetown Watershed”** is managed by UNEP. However, through a UN Agency to UN Agency agreement, UNEP has transferred funds to UNDP to take on the implementation of the project, given its complementarity to the Ridge to Reef project. Both projects started implementation last year, managed under one project management unit. UNDP is now seeking a Chief Technical Advisor with nuanced understanding of interconnected issues of biodiversity conservation, climate change, Sustainable Land Management (SLM), SFM, natural resources management, vulnerability, inequality who can quickly and effectively provide technical expertise to advance both project objectives and enhance environmental protection and sustainable resource use in St Vincent and the Grenadines. Below is a summary of both projects.

Project 1: Conserving biodiversity and reducing land degradation using a Ridge-to-Reef approach (UNDP)

The main objective of the project is to enhance biodiversity conservation and ecosystem services conservation through an expanded and strengthened Protected Areas (PA) system and with sustainable land management (SLM) measures integrated in a Ridge to Reef (R2R) approach. This will be achieved by using a multi-focal strategy that includes the development of a national enabling environment (i.e. policy/legal framework, availability and access to information, capacities, technologies, and finance mechanisms) for delivering multiple global environmental benefits in four interrelated outcomes:

- 1) Strengthened institutional framework for protected areas, biodiversity conservation and SLM/climate-smart agriculture (CSA);
- 2) Effective management of new and existing PAs;
- 3) Integrated watershed management measures in a R2R setting incorporating sustainable livelihood opportunities; and
- 4) Knowledge management for SLM, CSA and biodiversity conservation.

The GEF investment will address the drivers of biodiversity loss (habitat loss, fragmentation and degradation due primarily to unsustainable land use practices and human encroachment, threats that are further compounded by the impacts of climate change and invasive alien species) that will reduce biodiversity loss and land degradation both within PAs and within the mixed-use landscape. The project will deliver global environmental benefits using a participatory approach and ensuring the equal distribution of benefits among men and women, and resulting in the consolidation and strengthened protection of a 13,214ha terrestrial PA covering the entire upper watersheds of St Vincent and 7 key biodiversity areas (KBAs), providing landscape connectivity to a 2,183ha marine park through a ridge to reef approach and improving protection of at minimum 63ha of the sole remaining habitat of a critically

endangered (CR¹) single island endemic. This encompasses the Buccament, Yambou and Kingstown watersheds.

Project 2: Addressing Land Degradation in the Georgetown Watershed, St Vincent (IWEco national sub-project 1.7) (UNEP)

The goal of this sub-project is to reduce and revert land degradation within the Georgetown watershed, St Vincent, by an integrated water, land and ecosystems management approach. This is being pursued through several systematic outcomes:

- Measurable stress reduction at project sites through appropriate sustainable water, land and ecosystems management interventions that account for climate change
- Enhanced livelihood opportunities and socio-economic co-benefits for targeted communities from improved ecosystem services functioning through an increase in revenue generating ventures
- Increased consumptive use of riverine and near-shore marine fisheries (subsistence fishing - tri-tri, crayfish, mullets, macaw fish) as a result of improved ecosystem/watershed management
- Strengthened national and regional systems for monitoring of environmental status with respect to key international agreements
- Strengthened policy and legislation for the effective management of water, land and ecosystems resources that account for climate change
- Strengthened capacity of national and regional institutions and other stakeholders for water, land, and ecosystems management that take climate change into account
- Strengthened capacity of national and regional institutions and other stakeholders for water, land, and ecosystems management that take climate change into account
- Improved information access and enhanced engagement of practitioners and other stakeholders via targeted knowledge sharing networks

The GEF resources are being focused on slowing and reversing current trends in land degradation, caused by deforestation and unsustainable land management practices. Specifically, the project will address GEF 5 Strategic Objective 3 "*to reduce pressures on natural resources from competing land uses in the wider landscape*" with co-benefits in the biodiversity, sustainable forest management (SFM) and international waters focal areas. Interventions will seek to increase forest and tree cover and implement landscape approaches for terrestrial and marine protected area management within the R2R framework. Integrated programming is likely to trigger transformational changes in the agriculture and forest sectors. These approaches are consistent with the Sustainable Forest management/REDD+ Strategy, where management regimes that strengthen conservation, sustainable management of forests and enhancement of forest carbon stocks will be supported. At the strategic outcome level, the project will enhance the cross-sectoral enabling environment for integrated landscape management and enhance institutional capacity of agencies involved. The project has been designed to secure multiple environmental benefits and to strengthen the spatial planning framework, including the development of regulatory and institutional framework and the necessary tools to promote SFM and SLM in St Vincent and the Grenadines.

¹ IUCN classification <https://www.iucnredlist.org/>

C. 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. Statement of why the individual considers her/himself suitable for this consultancy;
 - ii. CV indicating all past experience, as well as the contact details (email and telephone number) of the consultant and at least three (3) professional references.
2. Financial Proposal
 - i. Applicants are instructed to submit their financial proposals in US Dollars for this consultancy in accordance with the Letter of Offer Attached as an Annex.

D. 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).

E. TRAVEL

All envisaged travel costs must be included in the financial proposal. Travel is anticipated of at least 2 missions for 2 weeks each providing Covid 19 protocols permit. This is a home-based assignment.

In general, UNDP should does not accept travel costs exceeding those of an economy class ticket. Should the *Individual Consultant* 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 must be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

F. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

- *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 84 points of the total technical points would be considered for the Financial Evaluation.

Technical Evaluation

The Technical Evaluation is broken out into two stages as outlined below

Stage 1 – Technical Assessment

Candidates will be assessed against the criteria listed below in the first phase of assessments. Only those candidates that meet a minimum of 64 percent in the first stage of the technical evaluation will be considered for the interview

Technical Criteria Stage 1 – Maximum 100 points:

- Criteria A: Relevance of education - Max 20 points;
- Criteria B: Work experience in similar project management role - Max 30 points;
- Criteria C: Specific work experience with similar projects – Max 35 points.
- Criteria D: Similar Experience in the context of SIDS (Max 15 points)

Stage2 – Interview

Shortlisted candidates will be required to participate in an interview. The time and date of the interview will be communicated no later than 48 hours prior.

- A total of 20 points will be allocated to the interview process.

Criteria	Weight	Max. Point
<u>Technical</u>	70	120
<ul style="list-style-type: none"> • <i>Postgraduate degree (MSc, MA, or higher) in natural resource management, biodiversity conservation, climate change, water resources management, ecosystems/PA/ management, or related field (15 points)</i> • <i>Certification in project management is an asset (additional 5 points)</i> 	11.67	20
<ul style="list-style-type: none"> • <i>Minimum of 15 years of experience in biodiversity conservation, with at least 10 years professional experience related to protected areas</i> 	17.5	30
<ul style="list-style-type: none"> • <i>Specific work experience with similar projects .</i> 	20.42	35
<ul style="list-style-type: none"> • <i>Similar Experience in the context of SIDS</i> 	8.74	15
<ul style="list-style-type: none"> • <i>Interview</i> 	11.67	20
<u>Financial</u>	30	30

G. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR)

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR'S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT

ANNEX VI – STATEMENT OF GOOD HEALTH

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

The Chief Technical Advisor/BD Expert (CTA/BD Expert) will be internationally recruited, based on an open competitive process. He/She will be involved part-time throughout the implementation of the project. The CTA will report to the Project Manager and the Programme Manager in the Multi-Country Office. The main duty of the CTA/BD Expert will be to provide technical guidance to the Project Coordinator and the Implementing Partner (MAFFRIL) on the overall implementation of project activities, technical support for the Project implementation of biodiversity and PA related activities and overall mainstreaming of biodiversity and gender into Project activities, and overall technical support to staff of the MAFFRIL and other relevant institutions and partners on PA management and biodiversity, with specific reference to the following:

- Provide overall Project technical support and to ensure biodiversity is mainstreamed into Component activities and BD considerations are incorporated into Project decision making.

- Provide overall technical guidance and advice in the planning and implementation of the technical assistance components of the Projects, including advising in the preparation of work plans and technical reports;
- “Under the coordination of the Project Coordinator, liaise with other experts and consultants of the project to oversee quality of deliverables, as they pertain to biodiversity mainstreaming and PA expansion and management.
- Provide technical support for the Projects implementation of biodiversity and PA related activities and overall mainstreaming of biodiversity into Project activities, and other protected area planning processes and tools, as well as IAS management;
- Provide support with technical issues, including inputs for TORs of technical consultancies, monitoring and impact analysis;
- Provide overall technical support for the projects and to ensure biodiversity is mainstreamed into Component activities and BD considerations are incorporated into Project decision making
- Support and enhance capacity for BD and the effective expansion of the PA estate, and to support boundary georeferencing / delineation, development of monitoring and tracking programmes (terrestrial/marine assessment, census data), SMART indicators for key project indicators and data collecting protocols. Includes training and department support.
- Support BD mainstreaming in the integrated landscape and BD integrated into the development of monitoring and tracking programmes for SLM, including SMART indicators for key project indicators and data collecting protocols;
- Provide capacity building in PA and BD management for IP, including research, site / habitat / species management activities and monitoring; and community empowerment, outreach and dispute resolution;
- Support the planning of ecological inventories and conservation programs within PA sites;
- Assist in the implementation of other technical aspects of the project as needed, technical supervisory function to the work carried out by other technical assistance consultants hired by the project;
- Support BD mainstreaming in the integrated landscape, and to support reforestation, soil conservation and plantation management to support GEBs, and BD integrated into the development of monitoring and tracking programmes for SLM, including SMART indicators for key project indicators and data collecting protocols.
- Support BD and the effective expansion of the PA estate, and to support boundary georeferencing/delineation, development of monitoring and tracking programmes

(terrestrial/marine assessment, census data), SMART indicators for key project indicators and data collecting protocols. Includes training and department support.

Other activities

- Undertake such travel as may be required in connection with project execution and monitoring
- Undertake any other activities required for the fulfilment of the mandate of the post
- **Perform other duties within your functional profile as assigned and deemed necessary for the efficient functioning of the office.**

Deliverables

- Detailed work plan, including a schedule of 35 working days spread over 2021, two weeks after signing the contract.
- Detailed work plan, including a schedule of the remaining 165 working days spread over the 2022 calendar year, December 2021.
- Submission of quarterly progress reports, including analyses and inputs, quality assurance and lessons learned conducted within the quarter.
- Attending progress meetings and any other required activities;
- Attendance Project Board meetings when required, whether virtual or in person;
- Provide recommendations to the Project Board;

I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date (after contract signature)</u> No. of Days/Weeks/Months	<u>% Payment</u>
1	Detailed Approved Work Plan reflecting the proposed schedule of work for the first 35 of the assignment	1 week	5
2	Detailed Approved Work Plan reflecting the proposed schedule of work for the remaining 165 of the assignment	35 days	15
3	Quarterly Status Report of all required analyses and other inputs within the quarter	4 months	10
4	Quarterly Status Report of all required analyses and other inputs within the quarter	8 months	10
5	Quarterly Status Report of all required analyses and other inputs within the quarter	12 months	15
6	Quarterly Status Report of all required analyses and other inputs within the quarter	16 months	15

7	Quarterly Status Report of all required analyses and other inputs within the quarter	20 months	15
8	Final Status Report of all required analyses and other inputs within the quarter and a summary for the overall project.	24 months	15

Time and manner of Payment

Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an original invoice or advise the Contractor of its non-acceptance within a reasonable time from receipt.

J. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

I. Years of experience:

- Minimum of 15 years of experience in biodiversity conservation, with at least 10 years professional experience related to protected areas
- Experience and knowledge of both terrestrial and marine conservation and protected areas preferred
- Practical experience in similar assignments, preferably with experience in the Caribbean
- Demonstrated leadership ability and technical ability to communicate complex ideas verbally and in writing.
- Previous experience working with a GEF and/or UNDP-supported project

II. Competencies:

Leadership <i>Ability to persuade others to follow</i>	Level 5: Plans and acts transparently, actively works to remove barriers
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 5: Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others
Innovation <i>Ability to make new and useful ideas work</i>	Level 5: Creates new and relevant ideas and leads others to implement them

People Management <i>Ability to improve performance and satisfaction</i>	Level 5: Models high professional standards and motivates excellence in others
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 5: Critically assesses value and relevance of existing policy / practice and contributes to enhanced delivery of products, services, and innovative solutions
Technical/Functional	
Natural resources management <i>Knowledge of NRM concepts, frameworks, risk management and principles and ability to apply to strategic and/or practical situations</i>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
Climate change <i>Knowledge of climate change concepts, frameworks, risk management and principles and ability to apply to strategic and/or practical situations</i>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
Gender Issues and Analysis <i>Knowledge of gender issues and the ability to apply to strategic and/or practical situations, including analysis of projects from a gender perspective</i>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
Change Management <i>Ability to apply a systematic approach to adapt, control and effect change</i>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
Stakeholders Management <i>Ability to manage multiple stakeholders and balance often contradictory expectations, building and maintaining relationships</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Team Building	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise

Ability to work effectively with diverse groups of professionals towards common goals	
Brief and Speech Writing <i>Ability to prepare quality briefs, reports and speeches</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

K. QUALIFICATIONS

- Postgraduate degree (MSc, MA, or higher) in natural resource management, biodiversity conservation, climate change, water resources management, ecosystems/PA/ management, or related field Marine Biology or related field
- Certification in project management is an asset