**GENERAL INFORMAION**

**Services/Work Description:** preparing natural resources valuation tools and techniques for Addis Ababa City Administration focusing onBeautifying Sheger Project (BSP) sites

**Project Title:** Beautifying Sheger Project-a programmatic approach to beautifying Sheger through sustainable urban resilience

**Post Title:** Individual National Consultant (INC)

**Consultant Level: Level C** (Senior Specialist)

**Duty Station:** Addis Ababa / Mega Projects Construction Office

**Duration:** 30 calendar days

**Expected Start Date:** Immediately after Signing the Contract

**I. BACKGROUND AND PROJECT CONTEXT**

Addis Ababa City Administration (AACA) has limited institutional capacity mainly in land management in terms of skilled, experienced and qualified personnel, properly functioning systems, logistics and facilities, which result in poor land management. Hence, there is a high level of settlements along the river banks and on hilly lands in the city where lands are supposed to be allocated for green areas. This led to environmental problems such as water, air and soil pollution and degradation, biodiversity losses, uncontrolled solid and liquid waste disposal, absence of green spaces for citizens to enjoy and high risks of flooding mainly for residents along river banks. Specifically, all rivers (smaller and bigger) in the city are currently serving as garbage disposal points and sewerage system. The problems are severe during the rainy seasons where these highly polluted rivers are overflowing due to heavy rain and hence water lines, streets and residential areas and governments and private institutions are contaminated. The combinations of these problems negatively affect the overall urban ecosystem, socio- economic and political setups, the wellbeing of the people and the overall quality of life in the city.

In order to address some of the problems related to natural resources degradation and water pollution, the Government of Ethiopia has launched a five-year project (2020 – 2021) – Beautifying Sheger Project (BSP)– to beautify banks of two major rivers with the combined distance of about 56 km running from Mount Entoto down to the bottom of the Akaki areas passing through the heavily populated part of the city. One of the key projects of the project is to make the city clean and clean that is suitable for its dwellers and visitors. One of the project components suggests to develop comprehensive and complete natural resources evaluation tools and techniques to measure the willingness to pay and willingness to accept of dwellers and visitors for improved natural resources and environmental quality including that of surface and underground water, forests, aquatic-life, etc. Thus, this term of reference is prepared to call for competent consultants to apply to prepare natural resources valuation techniques and/or tools for natural resources in Addis Ababa City Administration mainly in BSP sites.

**II. OBJECTIVE OF THE SERVICE/WORK**

The key objectives of the assignment are to:

* Produce clear, comprehensive and complete natural resource valuation (NRV) tools and techniques based on UNEP’s various manuals on Valuation and Accounting of Ecosystem Services,
* Develop manual to implement the NRV tools and techniques
* Producing capacity building packages for relevant implementing stakeholders at various levels.
* Establish monitoring system for the implementation of the NRV tools

**III. SCOPE OF THE WORK/ASSIGNMENT**

In order to achieve the objectives of this consultancy service, the consultant is expected to perform the following activities:

* building upon existing studies and an in-depth review of the literature and international standards on natural resource valuation, the individual consultant will prepare clear, complete and comprehensive tools, techniques, methodologies and approaches for undertaking natural resource valuation (NRV);
* Prepare natural resources valuation implementation manual/guideline based on UNEP’s various manuals on Valuation and Accounting of Ecosystem Services;
* creating core actuarial products to model environmental risks, associated with natural resource exploitation and degradation;
* Integrating natural resource valuation tools and techniques within EIA guidelines and Environmental and Social Impact Assessment (ESIA) study conducted by UNDP for the implementation of an NRV and SEAs implementation plan;
* Developing capacity building packages for relevant Addis Ababa City and Federal offices and agencies (e.g. Addis Ababa Environment and Green Area Development Commission, River Basin and Green Area Development Agency, Environment, Forest and Climate change commission) on the use of NRV tools and techniques; and
* creating monitoring system for the implementation of the NRV tools

Geographically, the assignment covers all the project areas as indicated in the project document and other relevant government plans related to BSP. The project covers eight sub-cities (Arada, Addis Ketema, Akaki Kality, Bole, Gullele, Kirkos, Lideta and Yeka) and four major rivers (Bantieyiketu, Kebena, Kurtume and Kechene – BKK+K) covering about 56km from Mount Entoto to Akaki river (see the map)



**III. METHODOLOGICAL APPROACHES**

Based on UNEP’s Valuation and Accounting of Ecosystem Services and other standard international practices for natural resources valuation tools and techniques, the individual consultant has to come up with appropriate and clear approaches and methods to generate relevant data and information from all stakeholders at federal and Addis Ababa City Administration levels; development partners; civil societies, dwellers and visitors of Addis Ababa and businesses and analyze the collected information using suitable and appropriate method(s) of data analyses. That is, all techniques for valuating natural resources will be critically reviewed and most appropriate tool for valuation of natural resources will be proposed based on best experiences from other developing countries that have developed their natural resources in urban centers.

**IV. EXPECTED OUTPUTS AND DELIVERABLES**

* **Inception Report**: the individual consultant is expected to prepare and submit inception report with detailed methods of data collection and analysis, activity schedule, data collection tools and stakeholders to be consulted. This should be approved by UNDP, Mega Projects Construction Office.
* **Draft report on NRV tools and techniques**: the draft document, which has to be approved by UNDP, Mega Projects Construction Office should include all necessary information: NRV tools, implementation manual and capacity building package for relevant stakeholders at federal and City levels and monitoring system for the implementation of the NRV tools
* **Final report**: the individual consultant is expected to produce final report of the assignment after incorporating all relevant comments from stakeholders at all levels.

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| **No.** | **Deliverables / Outputs** | **Estimated Duration to Complete** | **Review and Approvals Required** |
| 1 | Inception Report with review of secondary sources and international best experiences, methods of data collection from both primary and secondary sources, methods of data analysis, detailed work or activity plan, lists of stakeholders to be consulted, etc. | 4 calendar days | Mega Project Office and UNDP CO |
| 2 | Data collection in Addis Ababa | 10 calendar days | Mega Project Office and UNDP CO |
| 3 | Writing consolidated document on NRV report, implementation manual and capacity building packages | 12 calendar days | Mega Project Office and UNDP CO |
| 4 | Present the RAP document at a validation workshop | 1 day | Mega Project Office and UNDP CO |
| 5 | Incorporate all relevant comments and suggestions on the draft document and submit the final report | 3 calendar days | Mega Project Office and UNDP CO |

**IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

1. National Consultant (NC) - will report to the Project Manager of the project in Climate Resilient Environmental Sustainability Unit. The day-to-day activities of the NC will be supervised by the NC for Livelihoods and Economic. The NC for Livelihoods and Economic provide his comments and in puts on the deliverables of the consultancy service for Mega Project Office.
2. The consultant will consult all relevant stakeholders at federal, Addis Ababa City Administration and households and business levels in the process of preparing RAP document.
3. The consultant will incorporate all the expenses related to consultant’s professional fee, data collection expenses and transportation costs. Beautifying Sheger Project will cover expenses for validation workshop.

**V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC**

1. Vehicle for the field works and other activities related to this assignment, office, internet, etc. that facilitate the smooth completion of this assignment should be provided by the mega project office
2. Beautifying Sheger Project will arrange validation workshops of and cover expenses related to the validation workshop.
3. Beautifying Sheger Project will provide support letters and other evidences of assignment for Individual Consultant.

**VI. DURATION OF THE WORK[[1]](#footnote-1)**

1. The assignment will be completed within **30 calendar days** starting from signing the contract
2. Missing deadlines in the submission of planned deliverables of the assignment may result in cancelation of the contract
3. This assignment is expected to start in the second week of September, 2021 and to is expected to be completed in the second week of October, 2021.
4. UNDP or Project Implementing Partners will review outputs, give comments, certify approval/acceptance of outputs, etc. within three days from submission of final draft document
5. The assignment needs to be completed before the end of October, 2021 as rescheduling of the assignment will not be possible because the budget for this assignment is allowable only until the end of October 2021 and delay will result in the cancellation of the budget allocation for the project and potential loss the consultant assigned.

**VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC) and her/his team**

The national individual consultant must meet the following requirements:

1. **Education:**

The IC for this assignment needs to have a minimum of Master’s degree in natural resources and environmental economics, environmental resource management, environmental science, or related fields of studies preferably a combination of academic and technical experiences in these fields.

1. **Experiences:**

The IC needs to have more than 10 years of experiences in the areas of preparing natural resources valuation tools or techniques, payment for ecosystem services, environmental impact assessment, etc.

1. **Language:**

The team leader and team members need to have:

* Excellent knowledge of English and Amharic languages including the ability to write coherent reports and to set out a coherent argument in presentations and group interactions;
* Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities and project staff)

1. **Functional Competencies:**

The incumbent needs to have analytical skills, communications abilities, teamwork which will prove to be advantageous and vital to the success of the work implementation, especially with local communities in Addis Ababa. The incumbent needs to have excellent speaking and presentation skills. S/he also needs to have computer skills including full command of Microsoft applications (word, PowerPoint, excel) and common internet applications.

1. **Core Competencies:**

The incumbent needs to;

* Demonstrate integrity by modelling the UN’s values and ethical standards
* Promote the vision, mission, and strategic goals of UNDP;
* Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
* Treat all people fairly without favouritism;
* Fulfil all obligations to gender sensitivity and zero tolerance for sexual harassment.

***Important Note:*** The Consultant is required to have the abovementioned professional and technical qualifications**. Only the applicants who hold these qualifications** will be shortlisted and contacted.

**VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Qualified Individual Consultant and her/his are expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

* Responsive/compliant/acceptable, and
* Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  1. Technical Criteria weight is **70%**
  2. Financial Criteria weight is **30%**

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| **Criteria** | | **Weight** | **Max. Point** |
| **Technical Competence (based on CV, Proposal and interview (if required))** | | **70%** | 100 |
| Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal | | **30** | 50 pts |
| Similar work experiences of the applicant to the assignment | | **20** | 25 pts |
| Relevance of the education and training of the applicant to the assignment | | **20** | 25 pts |
| **Financial (Lower Offer/Offer\*100)** | | **30%** | 30 |
| **Total Score** | **Technical Score \* 70% + Financial Score \* 30%** | | |

**IX. PAYMENT MILESTONES AND AUTHORITY**

The prospective consultant will indicate the cost of services for each deliverable in Birr **all-inclusive[[2]](#footnote-2) lump-sum contract amount** when applying for this consultancy.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

| **Installment of Payment/ Period** | **Deliverables or Documents to be Delivered** | **Approval should be obtained** | **Percentage of Payment** |
| --- | --- | --- | --- |
| 1st Installment | Final Inception Report | Project Manager and UNDP CO | 20% |
| 2nd Installment | Draft report | Project Manager and UNDP CO | 30% |
| 3rd Installment | Final report after incorporating all relevant comments and suggestions from stakeholders | Project Manager and UNDP CO | 50% |

**X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed ***Table of Contents***. Therefore prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

1. ***Proposed Table of Contents for Technical Proposal***
   1. Cover page
   2. Short summary of the prospect Individual Contractor’s profile
   3. Understanding the TOR
   4. Approaches and Methodology
   5. Work Plan
   6. Annexes
      1. Revised CV
      2. Certificates of similar previous consultancy services
      3. List of three references with their full address ( Full Name, telephone, e-mail )
2. ***Proposed Table of Contents for Technical Proposal***

Table with detailed cost breakdown IC professional daily fee rate and cost per each activity. Then total IC professional fee and total cost for activities in a table format.

**XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

**This TOR is approved by:** Mega Projects Deputy Manager and UNDP CO

**Name:**

**Designation:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**

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.*  [↑](#footnote-ref-1)
2. *The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal* [↑](#footnote-ref-2)