



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15th Feb 2022

Country: Kenya

Description of the assignment: KEN/IC/009/2022 - IWT Midterm Review - National Consultant (Specialist)

Project name: Combating Poaching and Illegal Wildlife Trafficking in Kenya through an Integrated Approach (IWT).

Period of assignment/services: 28 working days (within 5 months)

Proposal should be submitted by email to consultants.ken@undp.org no later than 17:00 Nairobi, Kenya Time (GMT +3) on 28th February 2022

Any request for clarification must be sent in writing, to daniel.chege@undp.org

UNDP Kenya Procurement will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The UNDP-GEF Midterm Review (MTR) of the full-sized UNDP-supported GEF-financed project titled Combating Poaching and Illegal Wildlife Trafficking in Kenya through an Integrated Approach (IWT) (PIMS#5468) implemented through the Ministry of Tourism and Wildlife (Implementing Partner), which is to be undertaken in 2022. The project started on the 5th July 2019 and is in its third year of implementation. This ToR sets out the expectations for this MTR. The MTR process must follow the guidance outlined in the document Guidance for Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects http://web.undp.org/evaluation/documents/guidance/GEF/mid-term/Guidance_Midterm%20Review%20_EN_2014.pdf

The project was designed to combat poaching and illegal wildlife trade are two important contributing factors to the loss of wildlife in Kenya and the East African Region (EAC) at large. While Kenya has made progress in combatting poaching, especially of large game, illegal trade in wildlife remains a threat. This project focuses on wildlife law enforcement through community involvement in two project areas, the Maasai Mara and Tsavo ecosystems, through a highly coordinated approach within and between

wildlife management and law enforcement authorities, as well as Wildlife Conservancies established by local communities in the project areas. The project will carry out activities that will improve the livelihoods of communities that live within the two project areas.

The proposed National Strategy to Combat Poaching and Illegal Wildlife Trade will guide the law enforcement efforts at national and project area levels. At the ecosystem level, multi-agency responses to poaching and illegal trade in wildlife will be coordinated, and law enforcement teams supported through relevant training, equipment and infrastructure. An existing community-scout system will be strengthened as part of enhanced relationships with, and involvement of, local communities in conservation. Wildlife and other natural resources will increasingly be managed locally through the creation of new Community Conservancies (with a total additional area of more than 23,000 ha), with benefits accruing directly to rural communities.

The project's Objective is to combat poaching and illegal wildlife trafficking in Kenya through an integrated approach.

To address the development challenge and achieve the Objective the project will implement four Strategies/Components:

- 1) Component 1. Strengthening national and local capacity for effective IWT control in Kenya.
- 2) Component 2. Reducing poaching and illegal wildlife trade in threatened species in Tsavo and Maasai Mara ecosystems.
- 3) Component 3. Strengthening Community Wildlife Conservancies in Tsavo and Maasai Mara ecosystems.
- 4) Component 4. Knowledge Management, M&E and Gender Mainstreaming.

This project is part of the GEF Programmatic Approach to Prevent the Extinction of Known Threatened Species and falls under the GEF Program "Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development" (9071). Under this programmatic framework, with the coordination through the Project Board, coordinated knowledge management and cross-fertilization of the individual projects will be assured.

The project implementation runs from 5th July 2016 to 5th July 2024 with a total budget of USD 19,392,268 of which GEF grant is USD 3,826,605 and a co-finance of USD 15,565,663.

A team of two independent consultants will conduct the MTR - one team leader/International Consultant (with experience and exposure to projects and evaluations in other regions globally) and one team expert/National Consultant, from Kenya.

This ToR is for the National Consultant and an Assistant to the team leader for the task.

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

The MTR will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document and assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results. The MTR will also review the project's strategy and its risks to sustainability.

MTRs are primarily a monitoring tool to identify challenges and outline corrective actions to ensure that a project is on track to achieve maximum results by its completion. The primary output/deliverable of a MTR process is the MTR report. The MTR report will be submitted to GEF as a mandatory requirement for all GEF-financed full-sized projects (FSP).

The MTR report must be completed and submitted to GEF secretariate with the 2nd Project Implementation Report (PIR) in 2021

The MTR team will assess the following four categories of project progress

- i. Project Strategy
- ii. Progress Towards Results
- iii. Project Implementation and Adaptive Management
- iv. Sustainability

The MTR team will include a section of the report setting out the MTR's evidence-based conclusions, in light of the findings.

Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. See the Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects for guidance on a recommendation table.

The MTR team should make no more than 15 recommendations total.

DUTIES AND RESPONSIBILITIES (National Consultant - Specialist)

- 1) Provide input for International Consultant (IC) as a team leader in development of MTR Inception Report In particular, the MTR National Consultant should:
 - a) Consult with the PMU to develop itinerary of MTR visit or virtual interview, taking into consideration guidelines on-site visits and stakeholder consultations provided.
 - b) Prepare an evaluation question matrix to be used in conjunction with that prepared by the IC and focused specifically on those consultations that will take place during field visits.
- 2) Keep update with actual itinerary and invitation list of stakeholder meetings.
- 3) Maintain an up-to-date comprehensive list of persons met by the evaluation team (all meetings, including those held by zoom, skype, or otherwise virtually).
- 4) Review the project reports as indicated by the IC & provide inputs for MTR report.
- 5) At outset of assignment, IC brief on updated institutional/policy/ legislative framework relevant to the project and on key relevant in-country initiatives (national and state government programs/ campaigns), NGO activities, and donor-supported projects).
- 6) Summarize each undertaken consultation ensuring that important data is recorded that allows for detailed, evidence-based observations and conclusions to be drawn.
- 7) Engage with IC in review and analysis of important information gained during the day's meetings during regularly scheduled twice weekly zoom or skype calls
- 8) Engage with IC in the analysis of evaluation findings
- 9) Participate as requested by the IC in the preliminary presentation of evaluation findings
- 10) Take photos of site visits for inclusion in the evaluation report
- 11) Fill in information gaps as needed following the drafting of the Evaluation report by IC

Expected Outputs and Deliverables:

The MTR team shall prepare and submit:

- MTR Inception Report: MTR team clarifies objectives and methods of the Midterm Review no later than 23rd March 2022 before the MTR mission. To be sent to the Commissioning Unit and project management. Completion date: 25th March 2022.
- Presentation: MTR team presents initial findings to project management and the Commissioning Unit at the end of the MTR mission. Completion date: 25th March 2022.
- Draft MTR Report: MTR team submits the draft full report with annexes within 3 weeks of the MTR mission. Completion date: 18th April 2022.
- Final Report*: MTR team submits the revised report with annexed and completed Audit Trail detailing how all received comments have (and have not) been addressed in the final MTR report. To be sent to the Commissioning Unit within 1 week of receiving UNDP comments on draft. Completion date: 29th April 2022.

*The final MTR report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

A Master's degree or above in Environmental Science, Natural Resources Management, Biodiversity studies, Wildlife Management, or social sciences closely related fields

II. Years of experience:

Minimum 5 years' experience working in relevant technical areas

III. Competencies:

Analytical skills, communications abilities, teamwork ...

- Demonstrated understanding of issues related to gender and NRM/Illegal Wildlife Trade/Biodiversity; experience in gender sensitive evaluation and analysis.
- Excellent communication skills.
- Demonstrable analytical skills.
- Project evaluation/review experiences within United Nations system will be considered an asset.
- Experience with implementing evaluations remotely will be considered an asset.
- Relevant experience with result-based management evaluation methodologies.
- Experience applying SMART indicators and reconstructing or validating baseline scenarios.
- Competence in adaptive management, especially on NRM/Illegal Wildlife Trade/Biodiversity.
- Experience in evaluating projects.

- Experience working in Africa especially east Africa countries.

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

2. OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY – ANNEX 3

3. Financial proposal – ANNEX 2 of OFFEROR'S LETTER TO UNDP

4. Personal CV including past experience in similar projects and at least 3 references

5. Academic Certificate

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;

Do not quote for on mission travel cost (within the country); Cost will be born by UNDP Kenya.

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 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 70% point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
• Academic qualifications	15	15%
• Years of experience	15	15%
• Competencies	70	70%
• Criteria [...]		
<u>Financial</u>	30	30%

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