INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 March 2022

Country: Cabo Verde

Description of the assignment: National Specialist on community livelihoods and local development

Project name: Strengthening the national Biodiversity governance system for the sustainable management of living natural resources in Cabo Verde

Period of assignment/services (if applicable): 60 workdays (over a 16-month period)

Proposal should be submitted at the following email address: bids.jocv@cv.jo.un.org no later than 7 April 2022, 16:00 Cabo Verde time, indicating the following reference: “IC - National Specialist on community livelihoods and local development”

Any request for clarification must be sent by standard electronic communication, up to 4 days before the deadline, to the following e-mail address: procurement.cv@cv.jo.un.org. UN JO Cabo Verde 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

In brief, this project sets out to strengthen national and local governance for the conservation of terrestrial and marine ecosystems and species of global and national significance through effective management and sustainable financing, and firmly position biodiversity as being foundational to the country’s social and economic resilience. It will strengthen the implementation of existing biodiversity legislation both in and outside protected areas, will engage more systematically the local population in biodiversity governance, including by piloting co-management agreements for terrestrial and marine protected areas, and will explore innovative biodiversity finance mechanisms such as blue bonds and debt for nature swaps. The project will also work to enhance coordination, cooperation, and knowledge-sharing to enable integrated and proactive management of biodiversity. The project is structured around four Components: (1) Strengthened national and local governance for effective biodiversity conservation; (2) Management effectiveness of the country’s protected area network; (3) Promoting community and private sector engagement in biodiversity governance and benefit sharing; and (4) Gender mainstreaming, monitoring and evaluation and knowledge management. Implementation will focus on two islands – Ilha Boa Vista and Santo Antão – with broad applicability for the other islands of the archipelago and other SIDS.

For detailed information, please refer to Annex 1
2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Duties of the National Specialist on community livelihoods and local development shall include:

Preparatory Technical Studies and Reviews (Component A): prepare inputs and support the required analyses/studies under Component 3, as agreed with the PPG Team Leader, including:

- Identify key stakeholders of the national PA network, analyse their current degree of engagement in the governance of PAs and lay out steps for a broader stakeholder engagement in the country’s PA governance.
- Analyse any experiences in-country with PA co-management agreements
- Review co-management approaches internationally, especially in countries with comparable conditions to Cabo Verde (SIDS) and propose promising approaches for the country.
- In close collaboration with stakeholders, propose one terrestrial and one marine PA for the development of co-management agreements by the project
- In the context of the identified terrestrial and marine PAs, analyse the livelihoods strategies of nearby communities and propose livelihoods diversification strategies and activities that would increase the resilience of the communities and their engagement with the conservation and management of the respective PAs.

Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader, including:

- Provide key inputs to the design of Component 3
- Contribute to the surveys and assessments required to inform the implementation of Component 4 on Knowledge Management, Stakeholder Coordination and M&E
- Support the stakeholder analysis and consultations and ensure that they are complete, comprehensive and gender responsive
- Support the preparation of the gender analysis and action plan
- Support the action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and support the iterations of that screening in an iterative fashion throughout the PPG, as appropriate
- Support the identification of the project sites, with documentation of selection criteria (with specific reference to sites for development of wildlife-based businesses and the establishment of partnerships
- Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

Validation Workshop (Component C):

- Contribute to the validation workshop and drafting of the Validation Workshop Report
- Support all necessary revisions to the Prodoc documentation that arise during the workshop, as appropriate.

Final Deliverables:

- Baseline assessment and action plan (developed activities and justification) for the community engagement and co-management component of the project.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Background:

- Master’s degree in field related to Local development, Natural Resource Management, Sustainable Development, Social Sciences or similar
General Experience:

- Minimum of 5 years of demonstrable experience in the technical area of natural resource management, CBNRM, nature-based enterprise development, resource economics, or similar.
- Prior experience carrying out socio-economic assessments and data collection
- Well-developed and demonstrable analytical and research skills, and capacity to collate and present data systematically and in concise formats
- Prior experience of working as part of a project development team on a UNDP-supported, GEF-financed project will be an asset

Required Languages:

- Full proficiency in quality written and spoken Portuguese and working knowledge of English is required. Spanish is a strong advantage.

Competencies Corporate:

- Demonstrates integrity by modelling the UN’s values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treating all people fairly without favoritism.

Functional

- Able to communicate effectively to a varied audience in a simple and concise manner.
- Capable of working in a high-pressure environment and managing multiple tasks while meeting strict deadlines with focus on quality results.
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.
- Excellent analytical, writing, advocacy, presentation, and communication skills

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) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
2. Personal CV and P11 including past experience in similar projects and at least 3 references
3. Financial proposal

*Incomplete applications will be excluded from further consideration.*

*Only selected candidate will be notified.*

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:**
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 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; [To be determined]
* Financial Criteria weight; [To be determined]

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

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<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tr>
<td><strong>Technical</strong></td>
<td>70%</td>
<td>70 points</td>
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<tr>
<td>Master’s degree in field related to Master’s degree in field related to Local development, Natural Resource Management, Sustainable Development, Social Sciences or similar</td>
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<td>15 points</td>
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<td>Minimum of 5 years of demonstrable experience in the technical area of natural resource management, CBNRM, nature-based enterprise development, resource economics, or similar</td>
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<td>25 points</td>
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<td>Well-developed and demonstrable analytical and research skills, and capacity to collate and present data systematically and in concise formats</td>
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<td>10 points</td>
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<td>Previous working experience with GEF agencies (e.g., UNDP, WB), and familiarity with GEF and UNDP policies, procedures, and practices</td>
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<td>Full proficiency in quality written and spoken English</td>
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<td>10 points</td>
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<td><strong>Financial</strong></td>
<td>30%</td>
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ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- TEMPLATE FOR CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 4 - P11 MODIFIED FOR SCs AND ICs