



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20/06/2022

**Country:** Amman, Jordan

**Description of the assignment:** Deliverable Based Ecosystems Based Management International Expert

**Project name:** The Mediterranean Forum for Applied Ecosystem-Based Management (MED4EBM)

**Period of assignment/services (if applicable):** Three Months (upon completion of the selection process & submission of the required documents )

Proposal should be submitted by email to [ic.jo@undp.org](mailto:ic.jo@undp.org) no later than **4 July 2022**. In the subject line, please enter the description of the assignment “Deliverable Based Ecosystems Based Management International Expert

### 1. BACKGROUND

The Mediterranean Forum for Applied Ecosystem-Based Management (MED4EBM) initiative is a partnership project funded by the ENI CBC MED Programme 2014-2020, under the Thematic Objective B.4 (Environmental protection, climate change adaptation and mitigation) and Thematic Priority B.4.4 (Incorporate the Ecosystem-Based management approach to ICZM into local development planning). MED4EBM Project’s duration is three years, and the project partnership spans four countries: Italy, Jordan, Lebanon and Tunisia.

The Project aims at enhancing capacities of stakeholders and institutional actors involved in the management of coastal and marine areas, and at establishing a cooperation and coordination platform for effective implementation of Ecosystem Based Integrated Coastal Zone Management (EB ICZM). Governments and other ICZM stakeholders can use this platform to take informed decisions on planning and managing coastal resources and achieve effective coordination on the ground.

MED4EBM Project introduces innovative software tool to tackle ICZM complex issues and allow handling EB ICZM multi-stakeholders analytical processes through a straight-forward path, providing analytical methods based on special analysis of ecological and socio-economic attributes. These methods help the planning entities and relevant stakeholders to identify and quantitatively assesses the relationships between ecosystem components, functions and services, along with the associated human activities, toward the establishing a multi-stakeholders ICZM scheme. The software package enables the analysis of spatial and tabular datasets, and the compilation of data-aware advanced reports, via a multi-windows interface which facilitates the browsing of large datasets through an ecosystem-based logical mapping framework.

The project has established an Ecosystem Based ICZM Decision Support System (EB ICZM DSS) in each of the four Project’s Target Areas. These EB-ICZM-DSSs are being regularly fed with relevant data based on identified indicators to support systemic, indicator-based, and participatory analysis for developing EB-ICZM Governance Protocols (EB-ICZM-GP). Technical and methodological references on the above-mentioned methods and tools, as well as on the activities to develop EB-ICZM-DSSs and EB-ICZM-GPs are illustrated in detail in the document titled *MED4EBM: Technical and methodological references and operational framework for the execution of WP3 and WP4*; available for consultation on the MED4EBM website, under the section Library/Documents at the following link: [www.enicbmed.eu/projects/med4ebm](http://www.enicbmed.eu/projects/med4ebm).

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

UNDP Jordan - the Lead Beneficiary of the MED4EBM project – is seeking the service of an International Consultant to perform the function of an Ecosystems Based Management (EBM) Expert. The assignment will be granted in a Deliverables Based Contract. The selected candidate will work with the Project’s EB-ICZM Technical Teams established jointly with all MED4EBM Partners. The Consultant will work under supervision of the MED4EBM Project Coordinator and the EBM Methodological Coordinator. He/She will provide technical guidance and support to MED4EBM Partners for planning and executing activities and managing the pool of resources for utilizing the EB-ICZM-DSSs and producing EB-ICZM-GPs. Special emphasis shall be given to

“Hands on” training of the EBM and GIS DB experts of the National Project Partners, who shall play the role of the National Counterparts to the International Consultant.

**Assignment Objectives and Specific Tasks:**

Under supervision of the MED4EBM Project Coordinator and the EBM Methodological Coordinator, the EBM Expert will execute the specific tasks outlined below utilising the EB ICZM DSS pertaining to two main themes

- i. System Cause-Effect Analysis
- ii. Developing EB-ICZM Governance Protocols

**Specific Tasks Include:**

- ❖ coordinating with the Project Coordinator, Thematic Coordinator and the National Project Managers for putting a Three-month Program for organising national workshops on mentoring and training by doing using the EB ICZM DSS software focussing on System Cause Effect Analysis and Developing EB ICZM Governance Protocols
- ❖ technical preparation and facilitation (execution) of the prepared Three-month Workshops Program in the four MED4EBM Target Areas: Italy, Jordan, Lebanon and Tunisia, assembling the workshops’ outcomes in consistent technical documents, and drafting relevant technical reports;
- ❖ support mainstreaming the EB-ICZM-DSSs and the EB ICZM GPs in collaboration with the EBM Methodological Coordinator and coordination with the Project Coordinator and National Project Managers at the four MED4EBM Project Target Areas;
- ❖ provide technical and methodological support to the MED4EBM National Project Partners’

**Practical Arrangements and Specific Deliverables**

- ❖ Benefiting from the experience gained through conducting the previous project’s activities, appreciating that the EBM ICZM DSS software is already installed on the computers of all the National Project Partners, ample data has been uploaded in the software at most of the Project Target Areas, and National Teams are well acquainted with the system, the workshops outlined in section Specific Tasks above may all be conducted online
- ❖ The Consultant is expected to conduct one workshop at each Target Area every month
- ❖ The consultancy is for three months. However, it is realised that three months are not enough to achieve the consultancy’s required objectives
- ❖ The Project officially ends on October 2<sup>nd</sup> 2022. An application for 6 months extension is in preparation. A follow up consultancy will be executed once the extension is granted

<b>Consultancy Deliverables &amp; Timeframe</b>	<b>Required Documents</b>	<b>Deadline (approximate)</b>
<i>i-</i> Progress report on the workshops conducted in July 2022, detailing the individual workshops’ reports	<i>i-</i> First Deliverables Progress Report	<i>i-</i> July 31 <sup>st</sup> 2022
<i>ii-</i> Progress report on the workshops conducted in August 2022, detailing the individual workshops’ reports	<i>ii-</i> Second Deliverable Progress Report	<i>ii-</i> August 31 <sup>st</sup> 2022
<i>iii-</i> Progress report on the workshops conducted in September 2022, detailing the individual workshops’ reports	<i>iii-</i> Third Deliverable Report	<i>iii-</i> September 25 <sup>th</sup> 2022
<i>iv-</i> Synthesis Report summarising the consultancy outputs and suggesting follow up action	<i>iv-</i> Consultancy Synthesis Report	<i>iv-</i> September 25 <sup>th</sup> 2022

**3. REQUIREMENTS OF EXPERIENCE AND QUALIFICATIONS**

**Education**

The EBM Expert must hold a postgraduate degree in natural sciences, natural-resources-management, sustainable-development, engineering or relevant fields

### **Work Experience**

- Ten years of work experience in natural sciences, natural-resources-management, sustainable-development, engineering or relevant fields
- Direct experience in handling the application of methods and tools used in the EBM Protocols in coastal and marine ecosystems
- Development of Decision Support Systems for integrated spatial planning/management by applying participative and socio-ecological systemic methodologies, including in coastal areas
- Design and implementation of systemic analytical frameworks to assess and quantify socio-ecological dynamics through quantitative indicators, including in coastal and marine areas
- Design, executing and leading participative stakeholders' workshops of international nature and multi-cultural environments, including through alternance of working groups and plenary sessions

### **Competency and Functionality**

- Demonstrate integrity and fairness, by modelling the UN/UNDP'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.
- Demonstrate ability of facilitation and coordination skills and have the capacity to properly communicate and disseminate approaches, activities and accomplishments of EBM projects.
- Proven knowledge and practical experiences in using GIS software, understanding data significance and representativeness and handling large databases.
- Demonstrated entrepreneurial abilities and demonstrated ability to work in an independent manner.
- Background knowledge about the SDGs, United Nations and UNDP.
- Flexibility and ability to handle multiple tasks and work under pressure.
- Excellent computer and reporting skills
- Knowledgeable in working with virtual meeting platforms/technologies.

### **Language Requirements:**

- Excellent command of English language both written and oral communication. Arabic, Italian or French are considered an additional asset.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. A technical Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Providing a brief methodology on how they will approach and conduct the work

2. Financial proposal using Annex 3

3. Personal CV or P11 including past experience in similar projects and at least 3 references (**with their e-mails**)

## **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 specifying 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 should include a breakdown of this lump sum amount indicating the number of anticipated working days and including travel and per diems if applicable

### **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 do 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

The Individual Consultants will be evaluated based on the following methodology

### **Technically compliant and Lowest price offer**

The award of a contract will be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
- b) offering the lowest price/cost

“responsive/compliant/acceptable” is defined as fully meeting the TOR requirements

<b>Shortlisting Criteria (100)</b>	<b>Percentage</b>
Postgraduate degree in natural sciences, natural-resources-management, sustainable-development, engineering or relevant fields	35
Ten years of general work experience in natural sciences, natural-resources-management, sustainable-development, engineering or relevant fields	35
Specific experience in handling the application of methods and tools used in EBM Protocols in coastal and marine ecosystems	30

Candidates obtaining a minimum of 70 out of 100 in the shortlisting criteria will be considered for the Evaluation

*Only candidates obtaining a minimum of 49 out of 70 point would be considered for the Financial Evaluation*

### *Technical Evaluation*

<b>Criteria</b>	<b>Max. Point</b>
<u>Technical</u>	
<ul style="list-style-type: none"> <li>• Specific experience in development of decision support systems for spatial planning management by applying participative socio-ecological systemic methodologies</li> </ul>	25
<ul style="list-style-type: none"> <li>• Specific experience in design and implementation of systemic analytical frameworks to assess socio-ecological dynamics through quantitative indicators, including in coastal and marine areas</li> </ul>	25
<ul style="list-style-type: none"> <li>• <i>Criteria</i> Specific experience in design, executing and leading participative stakeholders’ workshops of international nature and multi-cultural environments C</li> </ul>	20
<b><u>Financial</u> : Lowest most compliant offer will be selected</b>	

**ANNEX**

**ANNEX 1: P11**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR "IC" ASSIGNMENT.**