



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 2022

**Country:** Republic of Botswana

**Description of the assignment:** Consultancy service of a national spatial planner to provide technical guidance, support collation of inputs from stakeholders, and compilation of the final District Land use plans.

**Period of assignment/services:** 90 working days over a period of 8 months

**PROJECT NAME:** *Managing the human-wildlife interface to sustain the flow of agro-ecosystem services and prevent illegal wildlife trafficking in the Kgalagadi and Ghanzi Drylands*

**UNDP PROJECT NUMBER:** PIMS 5590; GEF ID 9774

**Submission Requirements:** Proposals clearly labelled/ subject line: IC- *Consultancy service of a national spatial planner to provide technical guidance, support collation of inputs from stakeholders, and compilation of the final District Land use plans, should be submitted:*

**By email to:**

[procurement.bw@undp.org](mailto:procurement.bw@undp.org)

**Submission deadline:** 22<sup>nd</sup> August 2022 at 12:00pm (Botswana Time)

Any request for clarification must be sent in writing, or by standard electronic communication e-mailed to [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org) UNDP Botswana will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of the inquiry to all prospective facilitators.

## 1. BACKGROUND

- 1.1. The Kgalagadi and Ghanzi Dryland Ecosystem Project (KGDEP) financed, GEF 6 Child Project under the Global Wildlife Programme seeks to improve the management of the human-wildlife interface in the Kgalagadi and Ghanzi Drylands of Botswana, in order to sustain the flow of agro-ecosystem services and prevent illegal wildlife trafficking. The project outcomes are structured under four impact pathways: (i) Increasing national capacity to tackle wildlife crime, including poaching, wildlife poisoning and illegal trafficking and trade (Component 1);(ii) creating incentives and building systems for wildlife protection by communities, including improved benefits from natural resource use/wildlife management, reduced human wildlife conflict, and diversified, non-consumptive alternative livelihoods (Component 2); (iii) Integrated landscape planning and sustainable land management (SLM) to secure wildlife migratory corridors and improve productivity in communal lands (Component 3); and (iv) gender mainstreaming, knowledge management and monitoring and evaluation. Component 1 has national reach, with some sub-regional and district-focused activities. Components 2 and 3 operate in the expansive domain between the Kgalagadi Transfrontier Park and the Central Kalahari Game Reserve, including both Wildlife Management Areas and surrounding communal lands. Component 4 is cross-cutting.
- 1.2. The objective of the KGDEP, under component 3, is to facilitate the development of an integrated landscape planning and sustainable land management (SLM) to secure wildlife migratory corridors and improve productivity in communal lands. A Consultant has been engaged to undertake connectivity analysis of the Kalahari Wildlife Landscape which forms part of this component. This connectivity analysis will be an integral part of the development of the land use plans. These plans will be prepared by technical officers from Government Authorities (MENT, MLWS, MoA, etc), Academia, and CSOs & NGOs representatives. The development process is being supported by project staff comprising of: Project Manager; Project Finance & Administration Officer; Communications and M&E Officer.
- 1.3. Wildlife Management Areas (WMAs), meant to support wildlife-based economic activities and secure migratory corridors linking the Kgalagadi Transfrontier Park and the Central Kalahari Game Reserve, continue to be lost to livestock and human encroachment, due to delayed gazettment. Natural resources management in the Kalahari landscape is characterized by competition and conflict between conservation goals, economic development and livelihoods. The Kalahari landscape is home to large herds of antelopes and iconic predators, the landscape was dominated by low-density wildlife with hunter-gatherer livelihoods until borehole farming enabled cattle ranching a few decades ago. The consequent rangeland degradation and ecosystem fragmentation threatens wildlife and economic development. Following the project MTR and the subsequent project reset two district Integrated Land Use Plans (ILUMPs) were recommended for Kgalagadi and Ghanzi Districts. The project aims to integrate all land uses in the study area by reducing competing land uses and ultimately

protecting conservation areas recognized as WMAs protecting wildlife migratory corridors and managed in line with biodiversity conservation principles.

1.4. UNDP is therefore seeking the service of an individual consultant, a land use planner, to provide technical guidance and quality assurance during the development of district integrated land use plans for Kgalagadi and Ghanzi. The consultant will provide guidance in ensuring synergy of all associated studies including analysis of Wildlife Landscape Connectivity Analysis and its synthesis into the final District plans. The two plans will be developed with inputs from stakeholder in the Government of Botswana, NGOs, and stakeholders from the community, with project support from UNDP Country Office. The development of the ILUMPs is coordinated by Ministry of Lands, Water and Sanitation Services-through the Department of Town and Country Planning (DTCP) where the consultant will report to, on technical progress and support to this assignment.

## 2. SCOPE OF WORK

2.1. The aim of the consultancy is to guide and carry out quality assurance on the development of land use Plans for Kgalagadi and Ghanzi Districts.

2.2. The consultant is expected to identify data gaps; and synthesize the data to inform finalization of the draft development of the land use plans.

2.3. Through state-of-the-art qualitative spatial modelling, the consultant will guide land use planning teams to achieve the conservation goal of balancing competing land uses to come up with recommendations with practical solutions.

2.4. The consultant will be required to provide technical guidance and quality assurance in the drafting of the two draft final plans, specifically by ensuring that all land use types (zones) are integrated to solve conflicting land uses and to guide future balanced sustainable areas in the two districts of Kgalagadi and Ghanzi and adjacent landscape to safeguard wildlife migratory routes between the two wildlife protected areas of CKGR and KTP.

2.5. The consultant will ensure that the completion of Kgalagadi & Ghanzi Districts Integrated Land Use Plans are underpinned by the following generic land management and spatial planning principles:

a) **Sustainability:** the use of natural resources should ensure that the needs of the present generation are met without compromising the ability of future generations to meet their own needs. Overall sustainability is based on three pillars;

**Economic Sustainability:** economic sustainability is twofold; firstly development must be accessible and affordable to the intended beneficiaries and the local authority responsible for maintenance of services. Secondly, development must aim to broaden the economic base through diversification linked to the local resource base;

**Environmental Sustainability:** damage to the natural environment must be avoided. Developments must conserve natural resources, and minimize waste and pollution production in all different land uses of the built-up area, communal lands, arable land, wildlife protected areas, tourism areas etc;

**Social Sustainability:** development that promotes a sense of identity and safety. Development should contribute to the physical and psychological well-being of people through among other things access to opportunities, facilities and services.

- b) **Efficiency:** the desired spatial outcomes must be produced with the minimum expenditure of resources;
- c) **Integration:** the separate and diverse elements involved in the area and land use should be linked and coordinated into a more complete harmonious whole; and
- d) **Equality:** requiring that everyone affected by spatial planning, land use management and development actions or decisions must enjoy reasonable protection and benefits.

2.6. The consultant will be expected to participate in ILUMPs meetings, workshops, and stakeholder consultations to provide guidance and facilitation of workshops for the consolidation of resource materials from stakeholder consultations, research, and existing plans and reports.

2.7. The consultant will be responsible for the following specific activities: Participate in an inception meeting to present the technical proposal and provide guidance and input in the development and finalisation/approval of process plans, and the structure of the final ILUMPs;

- a) In consultation with MLWS (DTCP), MENT and UNDP, the consultant will develop an elaborate schedule/ workplan for the assignment.
- b) Provide guidance to the ILUMP teams on data collection for the draft Report of Survey through, Identification of data to be collected, methodology, and approach to be used for collecting data (e.g. questionnaires, focus group discussions etc), as part of compiling and finalising the report of survey;
- c) Where feasible and required, participate in the data collection process, including participating in consultation meetings with stakeholders (communities and district structures); in the study area;
- d) Participate in meetings and workshops to facilitate meetings and workshops, where required (approximately 20 days of workshops), so as to guide ILUMP teams in the implementation of recommendations and actions from the meetings and/or workshops.
- e) Read and Infuse the Landscape Connectivity Analysis recommendations and proposals into the Report of Survey, and provide oversight in the compilation and finalisation of the Report of Survey;
- f) Providing quality assurance and technical guidance on the Draft Plan framework prepared by the ILUMPs team; and
- g) Compile and finalise the write up of the Draft Final ILUMPs for the two districts.

2.8. DTCP will provide schedule of activities, workshops, and meetings in order to prioritize which interactions will be needed for the planner to participate physically and virtually.

### **3. DELIVERABLES**

#### **a) Deliverable 1**

Approved inception report- The consultant will attend an inception meeting to present a draft inception report. The inception report will outline:

- the approach and methodology to be followed,
- stakeholder consultation plan,
- workflow and timelines,
- roles and responsibilities of all contributors to the development of the Plans.

This should include, approved Plan of action, process plans, and the ILUMP framework (table of contents) for the final plans.

#### **b) Deliverable 2**

consolidated and endorsed (by the ILUMP teams) stakeholder consultation reports for the two Districts, and workshops reports (signed off) with clear plans of actions, to be undertaken in the follow up consultations, and actions in the development of the plans.

#### **c) Deliverable 3**

Consolidated and approved situational Analysis report (Report of Survey). The consultant will be responsible for the collation off the situational analysis report/report of survey.

#### **d) Deliverable 4**

Develop share and present 1<sup>st</sup> Draft Final ILUMPs for the two districts

#### **e) Deliverable 5**

Final ILUMPs with comments from the presentation of the first draft incorporated

### **4. REMUNERATION**

Payment shall be made against deliverables in the following instalments:

- 10% on submission and acceptancy of Inception Report.
- 20% upon submission and approval of the stakeholder consultation reports for the two Districts and submission and approval of the reports of facilitated meetings and workshops reports
- 20% upon submission and approval of the Final Finalised and signed of Situational Analysis/ Report of Survey for the two Districts, and workshop reports.
- 30% upon submission and presentation and approval of the 1<sup>st</sup> Draft Final ILUMPs for the two districts
- 20% upon submission and approval of the FINAL Draft of the ILUMPs for the two districts, with all comments addressed.

## **5. REQUIREMENTS FOR QUALIFICATION AND EXPERIENCE**

- 5.1. Advanced university degree (at least MSc. or equivalent) Land Management, Urban/Physical/Spatial/town and Regional Planning.
- 5.2. The consultant should have experience in integrated land use planning at a national or district land use planning framework.
- 5.3. Additionally, the expert should have technical knowledge and experience in at least three of the following: integrated natural resource management, integrated landscape planning and management, protected area management, human-wildlife and land use conflict mitigation and planning.
- 5.4. The Individual must have the following, experience, and competences:**
- a) At least 5 years of relevant professional experience in remote sensing, GIS landscape pattern analysis, and spatial design.
  - b) At least 5-10 years of experience in conducting preparation of regional or district land use plans or spatial plans.
  - c) Proven track record in preparing high quality land use plans or similar assignments in the last 5-10 years.
  - d) Additional knowledge and experience in Remote sensing, GIS, Landscape modelling would be an added advantage.
  - e) Experience in leadership, coordination skills, and facilitation, as well as good relationship management skills and capacity to work well with diverse stakeholders including state-and non-state actors (NGOs, CSOs and communities).
  - f) Experience and ability of working successfully with state and non-state (communities, CSOs, and NGOs) actors in land use and resource management.
  - g) Knowledge and understand the present state of the Kalahari ecosystem and its emerging challenges as well as the spatial factors which influence the wildlife connectivity, in order to inform land use planning.
  - h) Knowledge in Social and environmental safeguard and requirements will be an added advantage.
  - i) Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
  - j) Good team player who has ability to maintain good relationships
  - k) Fluency in spoken and written English is required.
  - l) The interested consultants registered with Director of Town and Country Planning will be at advantage.
  - m) Experience of work in the SADC region and Botswana is an asset.

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

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

#### **6.1.1. Technical proposal** comprising:

- a) Letter of application including a statement of interest and availability for the period requested
- b) Brief background explaining why you are the most suitable for the work (maximum 1-page) see requirement on qualifications, experiences, and competences.
- c) Brief written explanation of your understanding of the terms of reference (maximum 2-pages)
- d) Brief description of the methodology to be employed (maximum 2-pages)
- e) Relevant number of past engagements for similar services rendered (maximum of 1-page each) see Paragraph 5 above.
- f) Brief resume of key personnel to be employed on the assignment, including past experience in similar projects and at least 3 references (maximum of 2-pages each)
- g) Time schedule for delivering the services (maximum of 1-page)

#### **6.1.2. Financial proposal** as a lump sum broken down into its key elements (e.g. daily rate professional fees, administrative costs (if applicable), printing, communication, travel and accommodation related costs, etc.).

### **7. PARTNERSHIPS**

- a) Maturity and confidence in dealing with senior members of national institutions.
- b) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- c) Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.

### **8. TIME SCHEDULE AND PERIOD OF THE CONSULTANCY**

The duration of the consultancy will be 90 working days over a period of 8 months from date of appointment.

### **9. REPORTING AND SUPERVISION**

9.1. The consultant will report directly to the UNDP Resident Representative in the UNDP Botswana Country Office and will work under the technical guidance and supervision of the Department of Town and Country Planning (DTCP) under Ministry of Lands Water and sanitation (MLWS) the UNDP Regional Technical Advisor, and the KGDEP PMU.

9.2. The survey consultant will be responsible for acquiring all permissions necessary for conducting the alignment (where applicable). This may include obtaining permissions from national and/or local authorities and other relevant stakeholders, further the consultant is required to adhere to local formalities, and process of stakeholder engagement.

### **10. UNDP CONTRIBUTION**

UNDP and the MET will provide the consultant with necessary introduction of the consultant to the communities and stakeholders for him/her to carry out duties as outlined above.

### **11. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

#### **Cumulative analysis**

When using this weighted scoring method, the award of the contract will 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 Individual Consultants obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<b><u>Technical evaluation</u></b>		
<b>Criteria A:</b> Qualifications - Advanced university degree (at least MSc. or equivalent) Land Management, Urban/ Physical/Spatial/town and Regional Planning	10	10
<b>Criteria B:</b> Adequate work experience - At least 5 years of relevant professional experience and Proven experience in developing/implementing similar projects. experience competence in the required field of the assignment, as guided by paragraph 5.4 above.	10	10
<b>Criteria C: Context</b> - Previous successful experience in undertaking similar assignment and with local or regional experiences as guided by paragraph 5.4 above.	30	30
<b>Criteria D: Technical Competence</b> - Demonstrable analytical and capacity to collate and present technical reports, information and data accurately, systematically and in concise formats, in a short period of time. As guided by paragraph 5.4 above.	20	20
<b>Criteria E: Approach</b> - Demonstrated understanding of the assignment; and response to the terms of reference with elaboration of the methodology that will be used in responding to the terms of reference.	30	30