



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13.7.2011

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**Country: Cape Verde**

**Description of the assignment: Protected Area Business Plan Specialist**

**Project name: Consolidation of Cape Verde's Protected Areas System**

**Period of assignment: 45 days, starting October 15 2011**

Proposal should be submitted to the following address: **Joint Office of UNDP, UNFPA and UNICEF, Av. OUA, PO Box 62 - Praia Cape Verde** or by email to [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) no later than **August 15 2011, 16:00Hrs Cape Verde Time**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address indicated above, or email to [antonio.querido@cv.jo.un.org](mailto:antonio.querido@cv.jo.un.org). UN Cape Verde 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 inquiry, to all consultants.

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### 1. BACKGROUND

Cape Verde, a small insular and archipelagic country, exposed to economic and environmental vulnerabilities, requires appropriate strategies for the management of the nation's natural resources. Cape Verde has ratified the Convention on Biological Diversity in 1995 and in 1999 drafted the national strategy and action plan on Biodiversity. On 24 February 2003 the Decree-Law No. 3/2003 on the legal regime of natural areas was published, which creates 47 protected areas, subdivided into 6 categories: national park, Natural Park, natural reserves, protected landscape, natural monument and sites of scientific interest. With the legal mandate to protect natural areas, guaranteed by that decree, there is a need to elaborate appropriate management tools, which are fundamental to sound management of natural and cultural resources in a sustainable manner.

In this context the Government of Cape Verde obtained funding from the Global Environment Facility (GEF) and United Nations Development Programme (UNDP) to implement a project entitled "Consolidation of Cape Verde's Protected Area System". It is a national execution project and is implemented by the General Directorate for Environment (DGA) through its Project Management Unit in Praia as well as its two Project Site Units on Santo Antão and Fogo, as well as its two Island-Wide Offices (IWO) on Sal and Boavista, with the following objective:

**“To consolidate and strengthen Cape Verde’s protected areas (PA) System through the establishment of new terrestrial and marine PA units and the promotion of participatory approaches to conservation”**

The project will: (i) strengthen the legal, policy, institutional and financial framework to support an expanded protected land and seascape estate; (ii) more specifically, support the establishment of a Protected Area Autonomous Authority (PAAA) with a technically and managerially capable staff complement; and (iii) forge strategic partnerships for enhancing the overall sustainability of the Protected Area (PA) system, including improvements in its financial sustainability. The governance framework to be supported by the project will result in improvements in the management effectiveness of the entire national PA system, through capacity strengthening of institutions and units, management and business planning, policies, laws and regulations.

The project is divided into three components (based on outcomes) for implementation as follows:

**Outcome 1: The governance framework for the expansion, consolidation and sustainability of the National PA system is strengthened**

Under Outcome 1, the PA governance supportive frameworks for Cape Verde's PA system will be strengthened in terms of policy, legal, institutional and financial aspects, and the total coverage of coastal marine areas will be increased. A Protected Areas Autonomous Authority (PAAA) will be created, which will be staffed and engaged in strategic partnerships, with a mandate to coordinate and enforce integrated PA planning and management.

**Outcome 2: Management effectiveness at selected terrestrial and coastal/marine PAs is enhanced**

Under Outcome 2, the project will make operational four terrestrial Natural Parks (on Fogo, São Vicente and Santo Antão) and three MPAs (on Sal and Boavista), extending PA management to five islands that have not previously benefited from a GEF intervention.

**Outcome 3: The sustainability of PAs is strengthened through community mobilization, sectoral engagement and local capacity building for sustainable resource management within PAs/MPAs and adjacent areas**

Under Outcome 3, the project will ensure the sustainability of all efforts towards a consolidated, expanded and more effective PA system in Cape Verde. Both terrestrial and marine protected areas are impacted by activities of communities living within and around their boundaries, as well as by other economic actors and decision-makers.

## 2. MAIN OBJECTIVES, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.

*[Provide a brief description of the assignment or refer to the Annex covering TOR]*

In this context the project plans a consultancy for a Protected Area Business Plan Specialist with the following Terms of Reference. The consultant under supervision of the National Project Coordinator (NPC) and in close collaboration with the national project team, will:

1. Identify the goods and services as well as economic values of protected areas in Cape Verde;
2. Identify financial needs to conduct proposed activities under protected area management plans;
3. Identify what are the major challenges in the Cape Verdean's PAs and how would a Business Plan help to overcome these problems;
4. Identify the potential revenue sources to meet those needs under the given governance structure;
5. Examine the likely revenue and costs that customers or beneficiaries are willing to pay;
6. Identify and present the strategies for encouraging the local communities to support management and business plan process;
7. Present the business Plan to local communities and municipalities explain the significance of these for the viability of protected areas and ecosystem maintenance;
8. Be responsible for a practicable methodology and a functional approach to integrate a National Business Plan for protected areas into operational guidelines of the Protected Areas Autonomous Authority (PAAA);
9. Carry out a short training for the project team on how to elaborate PA business plans, with particular reference to the protected area management plans that will be developed;
10. Formulate and submit a consultancy report in Praia for approval by the National Project Coordinator (NPC);
11. Formulate recommendations for the national project team to improve their knowledge and links with research and development institutions in their respective intervention domains.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- A good understanding of challenges linked to tourism versus natural resource use, and particularly in the field of environmental impact assessment; if possible in Cape Verde or at least in the sub-region;
- Advanced university education at MSc or PhD level with expertise in the area of economics, environmental economics and participatory development approaches;

#### II. Years of experience:

- At least 10 years of professional experience, of which at least five are at international level

#### III. Competencies:

- Communication skills for complex information and techniques targeted towards subject matter specialists as well as wider general audiences;
- Good competency in pedagogical approaches in order to transmit skills at various levels;
- Ability to communicate effectively orally as well as an excellent level of written skills in order to be able to present, negotiate and summarize work sessions;
- Good skills for efficient facilitation during meetings between various stakeholders (government, NGOs, CBOs, international community and communal levels);
- Ability to work independently as well as in coordination with the national project team in an interdisciplinary manner;
- Strong skills in economical and financial analyses, and experience in implementing environmental projects at various administrative levels;
- Ability to produce high quality reports, publications and project proposals;
- Previous experience with GEF projects is an added plus;
- Excellent writing skills in French and Portuguese, and a good working knowledge of English is an added plus.

#### 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 (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references, and UN P11 Form.

#### 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 methodologies:

### 1. 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 50 point would be considered for the Financial Evaluation

<b>Criteria</b>	<b>Weight (%)</b>	<b>Max. Point</b>
<u>Technical</u>	70	<b>70</b>
• Advanced Degree (PhD) in Economics / Environmental Economics	10	10
• Technical Expertise	20	20
• Experience in analytical work	10	10
• Proposal Outline	10	10
• Interview	10	10
• Language Skills	10	10
<u>Financial</u>	30	<b>30</b>
<b><u>TOTAL</u></b>	<b>100</b>	<b>100</b>

**ANNEX 1- TERMS OF REFERENCES (TOR)**

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