



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

[Template to be modified and adapted to country office specific needs]

Date: 23.6.2011

Country: Cape Verde

Description of the assignment: Protected Area Planning and Management Specialist

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

Period of assignment/services (if applicable): 60 days, from 1.8.2011

Proposal should be submitted at the following address _____ or by email to Antonio.querido@cv.jo.un.org _____ no later than __30 days after publication_ [*deadline*]_____.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. [*The procuring UNDP entity*] 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.

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 Antao 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 Planning and Management 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. Verify the proposed protected and mapped areas to identify as well as analyse strengths, weaknesses, opportunities and strengths in relation to the functionality of PAs (SWOT analysis);
2. Develop a National Protected Area Strategy based on the legal framework and in collaboration with the Protected Areas Autonomous Authority (PAAA);
3. Develop a protected area National PA Zoning Plan with identification and classification criteria for integration into a National PA strategy;
4. Propose a methodological approach for zoning of protected areas in order to extend and consolidate future developments of protected areas at national level;
5. Prepare options for the integration of PA zoning plans into subsequent business and management plans, so that zoning becomes an integral part of a national protected area strategy;
6. Be responsible for capacity building/ trainings with respect to how protected area zoning can be harmonised and developed with full participation of adjacent communities and diverse stakeholders for the local project team on the process of PA zoning at national as well as implementing site level;
7. Be responsible for concrete proposals and a functional approach to zoning that will be integrated into the operation of the Protected Areas Autonomous Authority (PAAA), including conflict resolution options;
8. Verify that the zoning approach is coherent with national land development procedures, particularly for the development of zones for tourism and infrastructure development (ZDTI);
9. Formulate and submit a consultancy report in Praia for approval by the National Project Coordinator (NPC);
10. 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 biodiversity conservation versus natural resource use, and particularly in the field of biodiversity conservation; 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 biology and natural resource management and with a specialization profile in environmental impact assessment;

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).
- Strong skills in monitoring and evaluation, and experience in implementing environmental projects;
- A good knowledge of Geographic Information Systems (GIS) software ArcGIS (9.2 or 9.3) as well as its applications;
- 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

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; [To be determined] 70%

* Financial Criteria weight; [To be determined] 30%

Only candidates obtaining a minimum of 50 point would be considered for the Financial Evaluation

Criteria	Weight (%)	Max. Point
<u>Technical</u>		
• Advanced Degree (PhD) in Natural Resource Management	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	30

ANNEX 1- TERMS OF REFERENCES (TOR) – *[to be provided by procuring unit with the individual consultant procurement notice]*

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS – *[to be provided by procuring unit with the individual consultant procurement notice]*