TOR for local Consultant to Support the Development of Project Document/CEO endorsement package for a Full-sized GEF Project

Project Title: Strengthening Climate Resilience and Biodiversity Management in Angola’s Conservation Areas
Project Location: Angola
Location of Consultancy: Luanda, Angola
Submission deadline: April 30, 2020

1. Background
Angola was included in the Global Wildlife Program approved by the GEF Council in June 2019. A child project was developed with the World Bank as the Partner Agency. Due to operational changes, Conservation International has now assumed the role of GEF Partner Agency to work with the government of Angola to develop the CEO endorsement package.

2. Scope of Work
The local consultant will work with a Lead Consultant to develop the Project Document (ProDoc) and the GEF CEO endorsement template for the GEF project: Strengthening Climate Resilience and Biodiversity Management in Angola’s Conservation Areas. The local consultant needs to be based in Luanda, Angola and will report to and work directly with the Lead Consultant to develop the ProDoc and CEO endorsement. Due to the delays related to COVID-19, the timeline and tasks identified below are tentative and will be finalized upon the hiring of the Lead Consultant.

3. Key Tasks
The local consultant will undertake the following tasks, subject to the review of the Lead Consultant:
1. Undertake a review of relevant literature and documents, including national development plans, NBSAPs, NAPAs, baseline studies, current/previous GEF projects, terminal evaluations.
2. Organize a list of key stakeholders that need to be consulted for the development of the ProDoc.
3. Convene an inception meeting with key government of Angola stakeholders and the Lead Consultant. CI will evaluate the COVID-19 situation to determine the best approach to undertake this task.
4. Facilitate and organize consultations with key stakeholders to solicit their input into the development of the ProDoc. These consultations can take place via telephone, electronic conferencing, or in person (if the situation with COVID-19 allows).
5. Informed by the literature review and stakeholder consultations, provide inputs to the Lead Consultant to develop the ProDoc.
6. Work with key stakeholders to secure signed letters of co-financing.
7. Organize consultations with the key stakeholders to validate the ProDoc/CEO endorsement package before submission to the GEF.
8. Share GEF review of the CEO endorsement package with key stakeholders and solicit their inputs as needed.
4. Deliverables
The following is a tentative list of deliverables that will be finalized by the local Consultant:
   1. Literature review and access to key documents.
   2. List of key stakeholders
   3. Schedule of consultations and meetings
   4. Summary report of consultations
   5. Report from the Inception meeting
   6. Co-financing letters

5. Period of Performance
It is expected that the ProDoc will take approximately 30 days to develop, spread over a period of four (4) months. The process is expected to begin on May 6th, 2020 with final deliverables due August 21st, 2020.

7. Budget
Individuals should submit a budget in line with the proposed deliverables. The budget should indicate daily date, the number of days expected to complete the deliverables and any additional operational costs.

8. Services Provided by CI and Lead Consultant
The Lead Consultant with support from CI will provide the local consultant with an initial orientation and all relevant background documents prior to the kick-off meeting. The Lead Consultant will be available for ongoing conversations, to clarify expectations with regard to the process and outputs. Also, the Lead Consultant will facilitate close coordination between preparation of the ProDoc, development of strategies, systems and processes for the project.

9. Contract Type
CI will issue a fixed-price contract for this work. Per the consultant’s proposal and subsequent negotiations, the contract will include a set of fixed payments based on submission of deliverables, per Section 4 (Deliverables), above.

CI anticipates that the work will be completed by a single person.

10. Minimum Qualifications of Consultants
CI requires an individual with senior-level qualifications to perform the work described here. Individuals will have, at a minimum, 5-10 years of experience in working with the government of Angola on environment projects and should have a wide network within the government of Angola. Individuals need to be fluent in Portuguese with a good working knowledge of English.
11. Location of Work
The consultant shall work from his or her base of operations in Luanda, Angola.

12. Monitoring and Evaluation of Consultant Performance
The Lead Consultant will supervise the local consultant’s performance and be responsible for review and acceptance of all written deliverables. The Lead consultant will inform the CI Point of Contact of the progress of all deliverables. The CI Point of Contact will review final deliverables and authorize payment.

13. Instructions for Submission of Proposals

1. Submission: Please send all proposals to CIGEF@conservation.org

2. Right of award: CI may reject any or all bids that are not responsive to the Scope of Work.

3. Language: proposals must be submitted in English.

4. Validity: proposals must be valid from submission date through April 30th, 2020.

5. Currency: proposals should be budgeted in United States dollars. Payment will be made in United States dollars.

6. Submission requirements: applicants should submit their proposals with a cover letter, CV and budget for the proposed deliverables. At a minimum, CVs should include education, work and consultancy experience and language qualification. The budget should indicate daily rate, number of days expected to complete the deliverables and any additional operational costs.

14. Evaluation Criteria
Proposals will be evaluated based on the following criteria:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Points</th>
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<tbody>
<tr>
<td>Knowledge of the environment sector in Angola</td>
<td>40</td>
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<tr>
<td>Network of key stakeholders in Angola</td>
<td>40</td>
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<td><strong>Appropriate budget</strong>, demonstrating appropriate allocation of work days in relation to tasks and deliverables; appropriate consultant daily rates in relation to qualifications; appropriate other direct costs in relation to the scope of work; and overall cost effectiveness.</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100</td>
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