Term of Reference

Consultancy Services Consultancy services to develop Protected Area Management Plans and develop capacity in PA management planning

Location: Timor-Leste

Electronic Submission: timor-leste@conservation.org

Contract Period: 11 months

Background

The project is designed to support the Government of Timor-Leste in establishing a functional Protected Area (PA) system. Situated within the Wallacea Biodiversity Hotspot, Timor-Leste hosts several globally significant ecosystems and endemic species. As a Small Island Developing State (SIDS) and having least developed country (LDC) status, with 70% of the population living in rural areas, local communities are heavily reliant on ecosystem goods and services. Land degradation and deforestation from overexploitation of natural resources have had detrimental ecological impacts and adverse socioeconomic consequences, including decreased productivity of agricultural systems. These impacts are intrinsically linked to poverty. Rural farmers cannot afford to increase the productivity of low fertility soils, and erosion on sloped areas exacerbates the problem and leads to adverse downstream impacts, including siting up of waterways and damage to the already weak road infrastructure. The resultant losses in crop and livestock production perpetuate reduced incomes and welfare of rural communities.

The consultancy will support the project by developing Management Plans for Mt Legumau and Mt. Fatumasin PAs. This work will be guided by Timor-Leste’s Program of Work on Protected Areas (PoWPA), the existing PA Management Plan for Nino Konis Santana National Park and the national PA System Plan (plano nacional). The two protected areas at Maunt Fatumasin and Mount Legumau are situated within the Comoro River catchment and the Irabere River catchment, respectively. The locations of the PAs have been identified and the project is working with government and community members in defining the specific PA boundaries, zoning plans, land use, and management interventions.

It is important that the development of the Management Plans be participatory, with community and government stakeholders taking a de facto role in the decision-making processes and the development of the plans. Established approaches such as the Conservation Standards are expected to be used. Alongside the development of the plans train a cohort of approximately ten government staff in PA Management Plan development using established adult learning techniques so they can go on to independently develop further plans and transfer this capacity to others. This work results in two key outputs; a set of PA management plans (for the two PAs;) and a team of PA management planners with the capacity to further develop Timor-Leste’s PA network.

Consultancy scope of work and key tasks:

- Preparation of a detailed work plan and proposed methodology for the assignment in consultation with the Government and project team (in first month of assignment).
- Based on a needs assessment identify key DPA and other government staff, form a working group for the assignment. The needs assessment will be used to identify key training and capacity building materials that will represent on the job training for DPA personnel.
• Review relevant reports and other sources to summarise the current status and extent of protected areas in Timor-Leste.
• Mentor and support with the working group to prepare a Management Plan for Mount Fatumasin PA and Mount Legumau PA, using recognized conservation planning methods, such as the Conservation Standards.
• Deliver a practical training program that supports participants to develop effective first iteration Protected Area plans.
• Deliver a practical training program that supports participants to achieve strategically relevant competencies so that they are able to achieve a score of 50 using METT standards. Testing and evaluation will be considered a key deliverable to trigger payment.
• Provide clear communication with all relevant stakeholders in the development of the two draft PA Management Plans.
• Demonstrate compliance with the CI-GEF project agency’s Environmental and Social Management Framework (ESMF).

Deliverables:
1. Workplan - Within two weeks of signing the contract. The workplan will provide an outline of the approach and steps for achieving the outcomes of the assignment, as well as a detailed work plan (recommended length max 4 pages).
2. Submit Protected Area Plan (x2) one for Mount Legumau PA and one Mount Fatumasin submitted to the DPA for approval.
3. At least 10 staff with the capacities to conduct and produce participatory PA Management Plans and achieve a score of at least 50 based on METT evaluation criteria and standards.
4. Technical and financial report of training and PA plan development including lessons learnt and future strategic opportunities to deepen impact.

Period of Performance
It is expected this consultancy will be completed between February 2021 and December 2021. However, final work schedule and timeline will be developed with the consultant in the inception period.

Budget
The expected budget range for the Scope of Work is USD $40,000 - $61,500. This includes consultant labor costs, travel, accommodation, meals, and other direct costs (e.g., telephone, photocopying).

Contract Type
The contract will be 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 the Deliverables. The CI team will accept proposals from on a Sole Source basis, the justification for which is provided in a Sole Source Justification form as per CI’s procurement policy.

Minimum Qualifications of Consultants
The consultant will be conversant on landscape conservation with expertise in environmental governance and management at the state level and with prior relevant experience in the region. The consultant will have demonstrable knowledge and evidence performing similar assignments using the Conservation Standards.
- A post-graduate degree in environmental resource management, conservation, or other related technical discipline.
- Demonstrated relevant experience (minimum 10 years) developing Protected Area Plans or systems.
- Substantive experience related to issues of Protected Area management.
- Demonstrated experience in institutional design relating to environmental management.
- Sound knowledge of environment and PA issues in Timor-Leste.
- Excellent English written and verbal communication skills are required.

Location of Work
The consultant is expected to be home based with potential visits to Timor-Leste. The consultant is expected to detail the number of visits in the application.

Point of contact: the point of contact for this solicitation is Nathan Conaboy at Conservation International, Timor-Leste at nconaboy@conservation.org (please cc timor-leste@conservation.org)

Right of award: The Project partners may reject any or all bids that are not responsive to the Key Tasks.

Language: Proposals must be submitted in English.

Validity: Proposals must be valid from submission date through to date of contract close.

Currency: Proposals should be budgeted in United States Dollars. Payment will be made in United States dollars.

Cover and signature: Applicants should submit their proposals with a cover letter signed by the applicant(s).

Resumes: Proposals should include the resume of the individual(s) and include links to examples of their published works.

Instructions for Preparation of Budget (Cost Proposal)

1. **Budget range:** the expected budget range is USD **$40,000 - $61,500**. Conservation International will not consider any proposal greater than this amount.

2. **Format:** budgets must be submitted in Microsoft Excel and explicitly show all units (e.g., labour days), unit costs (e.g., loaded daily rates), and total costs. Excel files should be “unlocked” and show all calculations.

3. **Tax obligation:** CI-TL is legally obliged to withhold 10% of the total budget amount to meet the requirements of the national tax authority. This amount will then be paid by CI-TL to the local tax authority. CI-TL can provide receipt of this tax payment to the consultant as requested.

4. **Included costs:** budgets should include lines for:

   3.1. **Labour**, by individual expert, in person-days, multiplied by either a base daily pay (in US dollars) or a “loaded” daily pay (e.g., inclusive of fringe benefits, other indirect costs, or fee). Proposed daily rates must be in accordance with the qualifications represented in the resumes of the named individuals.
3.2. **Other direct costs**, including costs for items like telephone, internet, photocopying, small office supplies, etc. (if required).

3.3 **Travel and Accommodation** can be lumped summed but must be included.