INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15/03/2020

Country: Egypt

Description of the assignment: Individual consultant to assist in planning and managing the implementation of the project activities related to sustainable tourism as well as mapping and promoting investment opportunities inside protected areas.

Project name: Mainstreaming the conservation and sustainable use of biodiversity into the tourism development and operations in threatened ecosystems in Egypt

Period of assignment/services (if applicable):

Proposal should be submitted at the following email address Procurementnotice.egypt@undp.org no later than 30th of March 2020.

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

This 4-year project is designed to mainstream biodiversity into the Egyptian tourism sector and government. It comes at a critical time in Egypt’s recent history with the political changes that are currently underway to make government institutions more accountable and to develop the economy, both of which are resulting in considerable changes in the way that both tourism and biodiversity resources may be managed in the future. Therefore, the project will work on two levels:

The first level will engage directly with the industry and government to fill gaps in the existing planning and regulatory framework, namely a Strategic Environmental Assessment to identify key areas, habitats and ecological processes and assess their vulnerability and guidelines for the existing EIA regulations specific to biodiversity and linked to an offsetting mechanism and developing a monitoring programme to track the impacts of tourism on biodiversity for conservation management purposes.
The second level will engage the tourism industry by developing Responsible Tourism Grading and promoting Egypt as a global destination for ecotourism and developing community-based systems to allow those closest to the resources to benefit and manage them sustainably.

The project will also create one new protected area and increase the size of two more while building management capacity and developing these and four more protected areas for sustainable tourism. All of these areas are currently under threat from tourism development. Because of the uncertainty and dynamic nature of the challenges and because the tourism industry faces an adaptive challenge and to a lesser extent a technical challenge, the project will be guided by a scenario planning exercise as a means to bring about the individual and institutional behavioral changes and to ensure that the project is highly adaptive.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the overall guidance of the Project Manager (PM), the consultant will be responsible in helping the PM, on a full-time basis, on coordinating the project activities and its implementation. The specific tasks and responsibilities include the following:

1. Support in the development of the investment opportunities plan inside protected areas, starting from opportunities’ mapping till prefeasibility development;
2. Assist in developing the investment opportunities promotion plan;
3. Be responsible of the implementation of investment opportunities promotion plan using different communication channels i.e. One-to-one meetings, roundtables, events ... etc.;
4. Maintain good relationship with different types of investors;
5. Develop, manage, coordinate, implement follow up and monitor the communications and outreach activities and their related products;
6. Travel to project target areas or other areas in Egypt as required;
7. Follow up on the implementations of the project activities with consultants and service providers;
8. Revise technical reports and follow up on actions items requested from the project stakeholders;
9. Prepare agendas, arrange field visits, appointments, meetings and prepare meetings’ minutes;
10. Assist in managing and implementation of other project activities, including meetings, trainings, workshops, round-tables, events and day to day work;
11. Support the PM in keeping track about project reports as required.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
- University degree in engineering, business administration, socio-economics;
- Master’s degree in business administration is a plus;

II. Years of experience:
- From (5-8) years of experience in tourism sector is required preferably in business/investment related fields;

III. Competencies:
- Demonstrable ability to maintain effective communications and follow-up with different
stakeholders, and arrange stakeholder meetings and/or workshops;
• Excellent communication and presentation skills;
• Excellent written communication skills;
• Excellent English and Arabic language skills is a requirement.

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
Contracts based on daily fee
The financial proposal will specify the daily fee.
Travel:
All travel expenses will be covered by the project.

6. EVALUATION
Individual consultants will be evaluated based on the following methodologies:
1. Lowest price and technically compliant offer
   When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:
   a) responsive/compliant/acceptable, and
   b) offering the lowest price/cost
   “responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

Annexes

ANNEX 1- TERMS OF REFERENCES (TOR)
ANNEX 1

TERMS OF REFERENCE (TOR)

TECHNICAL EXPERT

MAINSTREAMING THE CONSERVATION AND SUSTAINABLE USE OF BIODIVERSITY INTO THE TOURISM DEVELOPMENT AND OPERATIONS IN THREATENED ECOSYSTEMS IN EGYPT

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The second level will engage the tourism industry by developing Responsible Tourism Grading and promoting Egypt as a global destination for ecotourism and developing community-based systems to allow those closest to the resources to benefit and manage them sustainably.

The project will also create one new protected area and increase the size of two more while building management capacity and developing these and four more protected areas for sustainable tourism. All of these areas are currently under threat from tourism development. Because of the uncertainty and dynamic nature of the challenges and because the tourism industry faces an adaptive challenge and to a lesser extent a technical challenge, the project will be guided by a scenario planning exercise as a means to bring about the individual and institutional behavioral changes and to ensure that the project is highly adaptive.

Duties and responsibilities:

Under the overall guidance of the Project Manager (PM), technical expert will be responsible in helping the PM, on a full-time basis, on coordinating the project activities and its implementation. The specific tasks and responsibilities include the following:

1. Support in the development of the investment opportunities plan inside protected areas, starting from opportunities’ mapping till prefeasibility development;
2. Assist in developing the investment opportunities promotion plan;
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**Qualifications**

- University degree in engineering, business administration, socioeconomics;
- Master’s degree in business administration is a plus;
- Previous work experience with similar projects, in particular with international agencies, is recommended;
- From (5-8) years of experience in tourism sector is required preferably in business/investment related fields;
- Demonstrable ability to maintain effective communications and follow-up with different stakeholders, and arrange stakeholder meetings and/or workshops;
- Excellent computer skills, in particular mastery of all applications of the MS Office package;
- Excellent written communication skills;
- Excellent English and Arabic language skills is a requirement.