**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: 17.02.2021

**Country: Azerbaijan**

### Description of the assignment: Agro-biodiversity conservation expert

### Project name: Conservation and sustainable use of globally important agro-biodiversity

**Period of assignment/services (if applicable): 15 March, 2021 – 10 December, 2021**

Proposal should be submitted at the following e-mail address [procurement.aze@undp.org](mailto:procurement.aze@undp.org) no later than 01 March, 18:00 Baku time.

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

|  |
| --- |
| The project seeks to: (i) improve the protection of viable populations of indigenous wild relatives of crops and local landraces in their natural habitats; (ii) augment the conservation of indigenous wild relatives of crops and local landraces in plant gene banks to ensure an adequate source of genetic resources for plant breeding; and (iii) increase the production, and extent of use, of local landraces in agricultural small holdings and commercial farms.  The project has been implemented in regions: Sheki, Goranboy, Tartar and Goychay. Within these three rayons, the project will further focus on selected crop wild relatives, cultivated native species and cultivated landraces of wheat, vegetable and forage crops.  The project has been structured into three complementary components.  The first component seeks to expand the state of knowledge of agro-biodiversity, enhance the conservation of this agro-biodiversity and increase the intensity and extent of use native crops in the agricultural sector in the three project regions.  The second component seeks to build the capacities of, and improve the collaboration and cooperation between, agricultural institutions and small farmers in order to improve agricultural productivity and reduce land degradation using native crops (i.e. the targeted crop species) in the three project regions.  The third component will seek to strengthen incentives that encourage the planting of, and improve access to commercial markets for agricultural products derived from, the targeted native crop species across the three regions. |

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

|  |
| --- |
| The National agro-biodiversity conservation expert will be an experienced national expert and will report to National Project Manager (NPM). He/She will work with Project Agricultural Scientist, local/international experts and report to National Project Coordinator (NPC). During the contract period the working days: 160 days.  Scope of work:   * Study of international practice on protection of hotspots and prepare a short report on the international practice on protection of hotspots * Develop a hotspot protection plan identified within the project * Preparation of information on the species distributed in the identified hotspots * Preparation and placement of information boards for the protection of hotspots * Informing and coordinating the relevant ministries on agrobiodiversity available in Hotspots * Reproduction of plant accessions collected in previous years and prepare short report on progress * Organization of new expeditions * Updating information on local varieties of cereals, fodder, vegetables and fruits * Preparation of a comprehensive report on agrobiological diversity spread throughout the Azerbaijan * Preparation of information for the Central database on expedition materials * Assist in development of annual report * Other tasks requested by UNDP. |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

|  |
| --- |
| **Qualifications and Competencies**   * PhD in Biodiversity/Genetics/ Plant breeding * At least 10 years’ experience on agrobiodiversity conservation and management; * At least 5 years’ experience on collection and identification of CWRs; * Strong drafting, presentation and reporting skills; * Previous experience with UN Agencies.   **Technical skills**   * A working knowledge of spoken and written of Azeri and English is required, including the ability to draft and edit project documents. * Excellent computer skills, in particular mastery of all applications of the MS Office package.   **Competencies:**  Corporate Competencies:  • Demonstrate commitment to UNDP’s mission, vision and values;  • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;  **Functional competencies:**   * Showing the will to learn and develop professional skills; * Consistently work with energy and positive, constructive attitude; * Focus on result for the client and respond positively to feedback; * To be self-sufficient and conduct himself in the highest professional manner in working relations.   Please note that for any additional information or clarification interview can be conducted with shortlisted candidates. The language of interview: English. |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

|  |
| --- |
| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:   * Methodology/ Approach to the work; * Offeror’s letter to UNDP conforming interest and availability for the Individual Contractor (IC) Assignment with Breakdown of Costs (in USD) Supporting the Final All-Inclusive Price; * Filled out and signed P11 Form or CV. |

**5. FINANCIAL PROPOSAL**

|  |
| --- |
| **Lump-sum contract:**  The contract will be a lump-sum result-based contract. The rates indicated by the consultants in their responses, along with their technical expertise will serve as a basis for the selection. The UNDP also reserves the right to negotiate the total rates with the selected candidates. The total amount will take into account the negotiated rate for the whole consultancy period. Payment will be done in four instalments and based on completion of deliverables.   * 1st instalment – 20% - deliverable 1 (March, 2021) * 2nd instalment – 25% - deliverable 2, 3 (June, 2021) * 3rd instalment – 25% - deliverable 4, 5 (September, 2021) * 4th instalment – 30% - deliverable 6, 7, 8, 9, 10 (December, 2021)   Financial proposal should be done as a lump sum in consideration of supposed travels to the Project area. Total working days are 160. Total no of days in the field: 70 days. Desk study and reporting days are 90. Daily allowance for internal travel is 96$ per day. No international travel is expected. In case of any urgent need for an international travel, expenses will be covered by project.  Please note that the breakdown is necessary. |

**6. EVALUATION**

|  |
| --- |
| Individual consultants will be evaluated based on the following methodologies:   * *Cumulative evaluation that takes into account both financial offer and the technical expertise of the potential candidates*   A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being reviewed and compared.  The Price Component will be reviewed only for those individuals whose Technical Component meets the requirements for the assignment.  The total number of points which individual may obtain for both components is 100.  A total possible value of the technical component is 70 points.  If the substantive presentation of a technical proposal achieves the minimum of 49 points, the competitiveness of the offered consultancy expenses will be taken into account in the following manner:  The total amount of points for the fees component is 30. The maximum number of points shall be allotted to the lowest fees proposed that is compared among those invited individuals which obtain the threshold points in the evaluation of the technical proposal. All other proposals shall receive points in inverse proportion to the lowest fees; e.g.;  [30 Points] x [US$ lowest]/ [US$ other] = points for other proposer’s fees  • PhD in Biodiversity/Genetics/Plant breeding (15 points)  • At least 10 years’ experience on agrobiodiversity conservation and management; (15 points)  • At least 5 years’ experience on collection and identification of CWRs; (15 points)  • Methodology/ Approach to the work (20 points)   * Previous experience with UN Agencies (5 points)   • Strong drafting, presentation and reporting skills;  • A working knowledge of spoken and written of Azeri and English is required, including the ability to writing reports.  • Excellent computer skills, in particular mastery of all applications of the MS Office package  • Excellent communication skills and ability to work in teams.  **The minimum threshold for technical part of the offers is 49 point.** |

**ANNEX**

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

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