

**GOVERNMENT OF MALAWI**

**MINISTRY OF AGRICULTURE**

**SHIRE VALLEY TRANSFORMATION PROGRAMME ME (SVTP) II**

**Terms of References**

**Name of Project: SHIRE VALLEY TRANSFORMATION PROGRAMME ME (SVTP) II Project**

**Project ID No.: P176575**

**Loan No./Credit No./ Grant No.:**

**BIODIVERSITY SURVEYS, MONITORING AND NATIONAL WETLANDS POLICY DEVELOPMENT CONSULTANCY**

July 2023

## Background

## The Shire Valley Transformation Programme me

The Government of Malawi (GoM) through the Ministry of Agriculture with support from the World Bank, the African Development Bank, the OPEC Fund for International Development and the Global Environment Facility (GEF), is implementing the Shire Valley Transformation Programme (SVTP). The SVTP is a 14-year program (2018-2031) which will be implemented in three sequential but partially overlapping phases.

The Program is structured around four coordinated pillars: (i) providing reliable, professionally managed, and sustainably financed irrigation service to a number of irrigators in a phased construction of an irrigation and drainage scheme; (ii) supporting farmer organizations within a comprehensive land use plan, and supporting land tenure strengthening and voluntary consolidation; (iii) establishing and investing in smallholder-owned commercial farm enterprises transitioning into commercial agriculture from subsistence farming and integrating them into commercial value chains; and (iv) natural resources management in and around the Program area. These pillars all contribute to the overarching goals of the Program and build on each other in a phased approach. There are three Phases to the SVTP:

• Phase I (SVTP-1) initiates the process on all pillars, with a major focus on irrigation service provision to the SVIP-I area, land tenure, farmer organization and natural resource management;

• Phase II (SVTP-2) shifts investment focus to agricultural investment, private sector and value chain support, as well as investments in bulk infrastructure;

• Phase III (SVTP-3) is the scale-up phase of investments to the SVIP-2 area.

The Program aims at providing irrigation to over 43,000 ha through the phased construction of a new gravity-fed irrigation scheme that will supply surface water to over 27,600 ha of agricultural land presently under rainfed cultivation, creating agricultural development opportunities in the fertile valley, as well as approximately 15,700 ha of existing irrigation areas that currently use electric pumps to abstract water from the Shire River. SVTP-2 has 6 components: Component 1 - Irrigation Infrastructure Development and Service Provision; Component 2 - Land Tenure and Consolidation; Component 3 - Agriculture Development and Commercialization; Component 4 – Strengthening Landscape and Natural Resources Management; Component 5 – Contingent Emergency Response; and Component 6 - Project Management and Coordination. These ToRs are specific to component 4 which has been described below.

## Strengthening Landscape and Natural Resources Management in the Lower Shire Valley

The Lower Shire Valley contains some of the most important natural resources in Malawi, which provide global public and environmental benefits, such as biodiversity, climate stabilization, and nationally significant ecosystem services as outlined in section 2.2. The natural resources in the area play a critical role in contributing to the national economy and resilience of local communities, by providing goods and ecosystem services to the local population, such as freshwater, food, construction material, medicinal products, and wood fuel. Despite their socioeconomic and environmental value, the protected areas, forest reserves and community biological resources face several challenges to their long-term integrity and sustainability and there is a need to strengthen existing management capacity and explore alternative management arrangements. The recent experiences of SVTP-1 have highlighted the significance of improving natural resource management to realize the long-term transformational ambition of the valley and protecting valuable forest ecosystems and biodiversity that will enable the landscape to remain productive for the long-term. SVTP-1 is assisting in the enhancement of management of protected areas, forest reserves, and the Elephant Marsh. SVTP-2 will build on this by encouraging long-term funding for the management of the Lower Shire's natural resource base and biodiversity, which will ensure the sustainability of community livelihoods, the economy at large and the ecosystem services on which they rely.

In phase 2, Component 4 will support strengthening the management of key biodiversity hotspots and protected areas to ensure continued generation of revenue and provision of important ecosystem services to vulnerable communities. Project activities will support the strengthening of management of Lengwe National Park, Mwabvi Wildlife Reserve, the Elephant Marsh (EM), Matandwe and Thambani Forest Reserves, as well as surrounding buffer areas. Investments under this component will improve the conservation and management of key ecosystems in urgent need of additional support and financing, including the important wetlands, forest reserves, and protected areas.

## Biodiversity and Wetland Policy Contexts

## Sub-Study 1: Past and ongoing biodiversity monitoring in the lower Shire

The Department of National Parks and Wildlife (DNPW) conducts regular animal and vegetation surveys and bird counts in and around Lengwe National Park and Mwabvi Wildlife Reserve. For the Elephant Marsh which is RAMSAR Site, a Management Plan was developed for its management during the Shire River Basin Management Project which DNPW and the Department of Fisheries (DoFi) have been implementing with SVTP resources. Within the implementation of the plan, DNPW conducts bird, hippo and crocodile surveys annually while DoFi conducts annual Frame Surveys in the Elephant Marsh to determine the number of fishermen, their gears and fishing crafts. A Frame Survey is a census-based approach in which data is collected on all fishing vessels and gear at benches and fish landing sites. Frame Surveys also provide an opportunity for recording information useful for planning and implementation purposes such as fishing trips, seasonal use of fishing gear, fish species, socio-economics and demography of fishing communities. The Elephant Marsh Management Plan is currently under review, updating it to reflect biodiversity monitoring requirements by Ramsar, with a focus on monitoring the improvement and/or maintenance of the wetland ***“ecological character”.***

Biodiversity data is also collected from patrol analysis reports using Spatial Monitoring and Reporting Tool (SMART).

The Department of Forestry (DoF), through the Forestry Research Institute of Malawi (FRIM), conducts vegetation assessments to respond to specific information requests. For instance, when a forest reserve management plan is to be developed, FRIM conducts Participatory Forestry Resources Assessments.

Under SVTP 1, a consultancy firm, was engaged to conduct annual aerial forest surveillances in order to monitor vegetation cover changes in the protected areas and the Elephant Marsh.

Project partners are also using Management Effectiveness Tracking Tool (METT) scores to monitor and track management effectiveness of protected area management and interventions. High METT scores provide an indication that a protected area is well managed, and therefore, having high levels of biodiversity and vice versa.

Project partners have also been trained on the use of Management Oriented Monitoring Systems (MOMS) which is a local monitoring tool. MOMS will be used to collect various data by both protected area staff and local communities.

## Purpose of the assignment

This consultancy has two focal areas and hence two sub-studies namely, Biodiversity surveys and monitoring; National wetland policy development. Results of sub-study 1 will feed into policy development (Sub-study 2).

Sub-study 1: For the biodiversity component of this assignment, the purpose is to establish a comprehensive, up-to-date biodiversity inventory of the area targeted by SVTP to build on the previous biological survey, highlighting species and taxonomic groups of biological importance, and develop strategies and procedures to implement best conservation practices. Furthermore, he Consulting Firm will during the project period part of conducting regular biodiversity surveys, evaluations, and monitoring in Lengwe National Park, Mwabvi Wildlife Reserve, Thambani Forest Reserve, Matandwe Forest Reserve and in communal forest areas, while additionally for the Elephant Marsh the firm will develop an appropriate Wetlands Inventory, Assessment and Monitoring System (WIAMS) Framework recommended by the Convention for monitoring of the wetland’s Ecological Character.

Sub-study 2: For the Wetland Policy component, the purpose is to have a clear and comprehensive instrument in line with the Ramsar and the national guidelines for developing national policies. The Policy will guide conservation, sustainable utilization and management of all wetlands including RAMSAR Sites. The Policy will ensure mainstreaming of wetland considerations into relevant sectors including land use planning, agriculture, water management, and infrastructure development. The policy will assist in the harmonization and administration of existing sectoral laws and regulations related to wetlands and ensure that wetlands are managed in a sustainable manner.

## Specific Objectives

## Sub-Study 1: Biodiversity monitoring component

1. To undertake a gap analysis on flora and fauna taxonomic groups that have been previously assessed (exactly where and when and by whom, and in what depth) using recognized methodologies e.g., International Union for Conservation of Nature (IUCN) methodologies.
2. To determine the importance of key biodiversity and estimate ecological values of forests and wetlands in the Lower Shire Valley and to what degree they act as water catchment areas, and hotspots for biodiversity.
3. To develop monitoring tools WIAMS Framework and build the capacity of relevant government institutions in biodiversity monitoring, surveys and evaluations through the partnering of national and international expertise. through this consultancy;
4. To develop a strategic plan for biodiversity conservation and management focusing on priority ecosystems and the endemic, rare, and threatened species found in the Lower Shire Valley.
5. Make recommendations for the National Wetland Policy development and effective biodiversity conservation.

## Sub-Study 2: National Wetland Policy Development

1. To develop policy tools to guide wetland conservation, management and sustainable utilization in Malawi.
2. To harmonize all relevant policy instruments on wetland conservation, management and sustainable use.
3. To strengthen institutional coordination, governance, sustainability and implementation of wetland management plans.
4. To identify options for mainstreaming wetland management considerations into relevant sectors including land use planning, agriculture, water management, and infrastructure development.
5. To identify key priorities for capacity building related to wetland conservation management and monitoring including community-based wetland management.

## Scope of Work

The Biodiversity Survey and Monitoring (Sub-study 1) will focus on the Lower Shire Valley which covers Lengwe National Park, Mwabvi Wildlife Reserve, Michiru Forest Reserve, Elephant Marsh wetlands, Thambani Forest Reserve**,** Matandwe Forest Reserveand irrigable and non-irrigable blocks under component 3 of SVTP. The wetland Policy (sub-study 2) will have a national focus and it will use data and information from the sub-study 1as case studies while considering other relevant national data and information.

## Main Tasks

### **Biodiversity survey and monitoring**

1. **Desk review and gap analysis**

The consulting firm will:

* *Review all relevant literature, data, maps, and national/international databases relevant to Malawi and Lower Shire Valley*: The review will collect and distinguish key data throughout the project area to identify past and current biodiversity hotspots. The review will identify key habitats across the project area and provide detailed maps. Specifically undertake a gap analysis detailing the results of previous biodiversity studies over the last 50 years in the Shire Valley (both inside and outside of PAs), highlight which taxonomic groups have been well surveyed, how trustworthy the data, which survey methods were used, and which taxonomic groups need to justifiably be re-surveyed and updated. Data review will include international databases, such as IBAT, IBAs, KBAs, IUCN Red List, scientific literature, data collected by GoM, Academia and NGOs among others. The consultant firm will review and provide an initial assessment of the uncertainty of the data (considering the source, collection method, etc.). The review will focus on previous biodiversity surveys in the Lower Shire Valley, such as those undertaken through the Shire River Basin Management Programme (SRBMP) and the Lower Shire Protected Areas project
* *Data and knowledge gap assessment*: The consulting firm will identify key gaps in data and knowledge of the biodiversity in the Lower Shire Valley critical for the development of SVTP and the planned development of the lower Shire. This will consider the development plans of the local Districts and nationally strategic investments, as well as ongoing trends such as rapid deforestation. The consulting firm will prepare ‘*Survey and data collection tools’* to fill the identified data and knowledge gaps*,* which will beagreed with the client ahead of implementation (Task b)*.* The plan will propose suitable methodologies, as well as timing/seasonality, locations, and necessary participants. The surveys will cover the full variety of aquatic and terrestrial biodiversity in the landscape, including flora and fauna. In particular, the surveys will determine population status and trends, drivers of biodiversity loss and current responses to biodiversity loss.
* *Migration corridors and connectivity between key habitats*. The Consulting firm will review the past and current migration corridors in the project area. This will be based on a review of observed changes on migration patterns, perceived connectivity between habitats, and known species migration patterns, etc.
* *Institutional capacity assessment*: The consulting firm will conduct an assessment on institutions responsible for the management, monitoring, and tracking of biodiversity. The review will cover the policy and legislative framework, management and enforcement, and identify gaps to good practice, and recommend improvements. The assessment will also review the capacity of those institutions to collect, manage, and monitor biodiversity, and identify gaps.

1. **Update biodiversity baseline surveys**

The consulting firm will:

* *Conduct detailed surveys of the biodiversity in the Lower Shire Valley*. The surveys will update/confirm the ecological baseline wetland current ecological character (Task a). Based on the results of Task A, the consulting firm will collect data through targeted field surveys to update the ecological baseline in the project area. The data collected will be paired with GPS coordinates. Data to be collected will include but not limited to:
  + Key biodiversity values and threatened species. The surveys will cover the full variety of aquatic and terrestrial biodiversity in the landscape, including fauna and flora. In particular, the surveys will determine population status and trends, drivers of biodiversity loss and current responses to biodiversity loss.
  + Key habitat and classification. The consultant firm will review and assess the condition of the habitat in the area.
  + All types of ecosystem services (provisioning, regulatory, support and cultural).
  + Role of communities, including resource exploitation and illegal hunting, etc.
* *Produce suitable geographical maps:* The Consulting Firm will map the key biodiversity and ecological values in the target areas of SVTP namely Lengwe National Park, Mwabvi Wildlife Reserve, Matandwe Forest Reserve, Thambani Forest Reserve and Elephant Marsh. The consultant will identify sites of high biodiversity outside these protected areas but within the wider Lower Shire Valley. The consultant will also capture high resolution photographs of the identified fauna and flora.
* *Assess and update the ecology of the Elephant Marsh*: Building on the data collected, and due to its key role in the basin, the consultant firm will develop for the Elephant Marsh: (i) a wetland assessment of risk and vulnerability; (ii) a wetland biodiversity inventory; (iii) an assessment of the ecosystem services provided by the Elephant Marsh; and (iv) an integrated wetland monitoring framework with significant use of the Ramsar WIAMS Framework

1. **Develop a Biodiversity Inventory and Database**

The Consultant Firm will create an up-to-date comprehensive biodiversity inventory of all major taxonomic groups such as higher plants, all vertebrates, and selected invertebrate groups (such as butterflies, dragonflies, and crabs). This inventory will be produced and presented as an electronic database in a mutually agreed format that enables efficient public database queries and also details species status’ (such as IUCN listings). The database will be maintained by Environmental Affairs Department.

1. **Develop a Strategic Plan for Biodiversity Conservation and Management**

The Consultant Firm will develop a strategic plan on biodiversity conservation and management for the Lower Shire Valley.  This plan should primarily focus on the endemic, rare, and threatened species of plants and animals found in the Lower Shire Valley including those found in biodiversity hotspots outside protected areas. Consideration will be made to the existing management plans for Lengwe National Park, Thambani Forest Reserve, Joint Management Plan for Matandwe Forest Reserve and Mwabvi Wildlife Reserve, and the Elephant Marsh. The strategy will cover the biodiversity hotspots outside protected areas which would have been identified during the assessments. The strategic plan would inform Land Use Plans (LUPs), Village Level Action Plans (VLAPs), and local development plans to be implemented by the District Council.

The Strategic Plan should cover the following aspects: -

Review of species, populations, and habitats, including brief description and conservation status (whether endemic, rare, threatened or least concern IUCN listing);

Map of rare and threatened species in the Shire Valley. This will clearly identify the Key Biodiversity Areas (KBAs) according to good practice;

Conduct appropriate vulnerability assessments for each rare species population;

Develop a detailed action plan, with timeframe and budget, to ensure the conservation of the identified threatened species and habitats. The action plans will clearly specify the required action by protected area managers, private and communal landowners, and other entities to promote conservation of biodiversity in the Shire;

Cost the implementation of the actions;

Identify institutions and individuals responsible for the implementation of the actions; and

Provide monitoring mechanisms on the implementation of the strategic plan.

1. **Monitor Trends in Biodiversity**

The consultant will be required to monitor the status of biodiversity conservation status in the Lower Shire for thirty – six months. The consulting firm will gradually handover the monitoring responsibility to the relevant departments in the third year. Twice a year, during the dry season and rain season, in collaboration with departmental partners, the Consultant will monitor biodiversity at species / population level and submit reports. It is important to observe the two monitoring seasons because of the seasonality of some species. The Consultant will work with a designated officers from each of the four departments (DNPW, DoFi, DoF, EAD) who will assist with data collection at site level. Each survey campaign will be proceeded by the preparation of a ‘*survey plan and data collection plan*' to be reviewed and agreed.

1. **Build capacity of department partners in biodiversity surveys, monitoring, and evaluations**

The firm will develop and deliver training to build technical capacity and knowledge in biodiversity surveys and monitoring based on capacity needs assessment. The consulting firm will be required to train staff from Departments of National Parks and Wildlife, Fisheries, Forestry, Environmental Affairs and other relevant departments in various aspects of biodiversity surveys and monitoring. The trainings will focus on following: -

1. Methodological aspects of conducting biodiversity surveys;
2. Monitoring of biodiversity at all levels (species/population level; ecosystem/ community level; landscape / regional level) including setting up of indicators,
3. Evaluation of Ecological Character of wetlands
4. Setting up and maintaining biodiversity database.

These will be short term trainings conducted locally. The consulting firm will be required to develop and deliver training materials.

## National Wetland Policy Development

The consulting firm will fulfil the following tasks

1. Prepare an inception report with a clear methodology, detailed workplan and stakeholder consultation plan
2. Undertake a desk review of local, national, regional and international wetland legal and policy frameworks with strategies for harmonization into the National Wetlands policy.
3. Undertake a desk review of current challenges with the implementation of the existing sectoral policies on wetland conservation, management and sustainable use for the continued wetland degradation despite the availability of these sectoral policies.
4. Review relevant plan documents including but not limited to the National Biodiversity and Action Plan (NBSAP), Vision 2063 and sectoral plans and policies related to natural resources management and with specific reference to Wetland Management in Malawi.
5. Identify the relevant stakeholders at national, regional and local levels for consultations;
6. Undertake stakeholder consultations and discussions to gather documentation and information on the uses and threats to wetlands; defining wetlands management goals, principles, and objectives; policy implementation strategies and guidelines; institutional responsibilities; supporting legal frameworks and/ legislative requirements; and capacity building needs and resource requirements.
7. Record the public participation process and document the consultation process.
8. Organize workshops to review and propose institutional setup arrangements for the implementation of the National Wetland Policy, cognizant of the need to follow Ramsar recommended Wetland Governance Committee structures (National Wetland Committee, Regional Wetlands Committees, and District or Site Level Wetlands Committees) with their clear Roles and Responsibilities. This should be customised to suit the country’s decentralised environment and natural resources management structures.
9. Compile the draft wetlands policy incorporating stakeholder’s inputs.
10. Undertake a public validation process and incorporate their inputs into the draft wetlands policy.
11. Compile the final draft of the wetlands policy for approval by Cabinet and subsequent adoption by sectors implementing the policy. The consulting firm will submit the draft Policy to Environmental Affairs Department for further approval processes.

## Deliverables / Specific Outputs Expected from Consultant and Timeframe

## Sub-Study 1: Biodiversity Survey and Monitoring component

The following are the key deliverables expected from the consulting firm under the biodiversity component (sub-study 1): -

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| --- | --- | --- | --- |
| No | Deliverable | Detailed description | Timeframe from date of agreement |
| 1 | Inception Report | A concise inception report submitted within four weeks after signing the contract. The Inception report will detail a work plan, methodology, and deliverables. | **1 month** after signing contract |
| 2 | Updated Baseline Survey Report | An updated baseline biodiversity survey report of the Shire Valley based on the Gap Analysis covering all protected areas and biodiversity hotspots outside protected areas | **6 months** after signing contract |
| 3 | Institutional capacity needs Assessment Report | A report on the institutional capacity needs assessment for biodiversity management in Lower Shire Valley | **6 months** after signing contract |
| 4 | Biodiversity Monitoring Framework | A detailed framework for fauna and flora monitoring | **12 months** after signing contract |
| 5 | Biannual monitoring reports | The Consultant will be required to submit two monitoring reports annually to track progress in the second, third and fourth year) | **6** months after approval of the Biodiversity Monitoring Framework, and thereafter every 6 months (**12** months, **18-, 24-, 30- and 36-months** Biodiversity Monitoring Framework), |
| 6 | Biodiversity database | Develop a biodiversity database and submitted to the Project Coordinator SVTP | **24** Months after signing |
| 7 | Capacity building reports | Training materials and reports on workshops and targeted training events (four training reports) | **12** Months, **24** months, **36** Months after signing, |
| 8 | Biodiversity Strategic Plan | A detailed strategic plan describing the conservation status of species their location, actions with timeframe, financial and human resources for implementation and a monitoring framework. | 24 months after signing the contract |
| 8 | Midterm Report | Mid-way of the assignment, submit a midterm report on the Status of Biodiversity in the Lower Shire compared to the Updated Biodiversity Survey Report | 18 months after signing the contract |
| 9 | Final Report on Biodiversity Survey and Monitoring | The consultant will provide a comprehensive Biodiversity Survey and Monitoring Report | 36 Months after signing the contract |

## Sub-Study 2: National Wetland Policy Development

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| --- | --- | --- | --- |
| **No** | **Deliverable** | **Detailed description** | **Timeframe from date of agreement** |
| 1 | Inception Report | A concise inception report clearly describing methods and processes that will be followed. | 2 weeks after signing the contract |
| 2 | Literature review of current legal and policy frameworks for managing wetlands in Malawi | A review of local, national, regional and international wetland legal and policy frameworks with strategies for harmonization into the National Wetlands policy | 1 month after signing the contract |
| 3 | Synthesis report after stakeholder consultations | The report will present key findings, recommendations and challenges faced. | 3 months after contract signing |
| 3 | National wetlands policy. | The policy will have the following contents: Introduction, Background, Linkages with other Policies and strategies, Problem Statement, Purpose of the Policy, Broad Policy Directions, Overall Policy Goal, Policy Outcomes, Policy objectives, Guiding Principles, Priority areas, Implementation Plan, Monitoring and Evaluation Plan | 12 months after contract signing |

## Reporting and Supervision Arrangements

The Consultant will report to the SVTP Project Coordinator. The Consultant will also be responsible to each of the site-level managers for the quality of inputs provided to them, as well as consulting closely with central management of Department of National Parks and Wildlife, Department of Forestry, Department of Fisheries and Environmental Affairs Department.

## Consultant Qualifications

## The Firm

1. The successful bidder should be able to demonstrate extensive experience in developing environmental policies for wetlands, conducting biodiversity surveys and a wide understanding of natural habitats and different ecosystems. The knowledge of native species is extremely important. Expressions of Interest will be accepted from both national and international organizations and consortiums currently operating in relevant technical areas related to natural habitats and biodiversity surveys. International bidders must partner with national firms. Direct experience in Malawi and Africa will be an added advantage.
2. The Firm must have a good track record in coordinating biodiversity surveys with more than 10 years of relevant experience in conducting similar assignments in conservation areas such as national parks, wildlife reserves, forest reserves, agricultural land.
3. The firm must have a good track record of over 10 years developing Environmental Policies with particular focus on biodiversity and wetland management contexts.
4. It is expected that the successful bidder will field adequate numbers of qualified key personnel who can conduct situation analysis on wetlands in Malawi and the need for a policy. The key personnel should be recognized as an experienced taxonomist. The technical Team should have at least 10 years of relevant experience, managing large, complex biodiversity surveys, and developing environmental policies. It is anticipated that the successful bidder would put forward a proposal outlining how the generic skill sets (and others the bidder feels are required) will be fielded and effectively applied to support project timely implementation and management of project activities, including building linkages and partnerships. Specific personnel linked to defined positions and their relevant experience should be listed in an annex in the proposal.

## The team leader

1. A Team Leader will lead the coordination, supervision and monitoring of overall assignment performance and staff at the national level, and as required, lead high level dialogue and collaboration with key government departments, and other critical stakeholders, including the World Bank Group. The Team Leader will have 15 years of experience in biodiversity surveys and environmental policy, and be qualified to postgraduate level in a field of environmental science, ecology, biology, ecosystem services, Integrated Water Resource Management, Environmental Law, Climate Change, and/or Natural Resources Management.

## Key Experts

1. Key team shall consist of the following:
2. Botanists (all vegetation types including higher plants, Orchids and herbs) with a minimum of a Master’s degree in their field with at least five years’ experience.
3. Zoologists: Dragonflies and Damselflies; Butterflies; Reptiles and amphibians; Fish; Birds; Mammals including bats) with minimum of a Master’s degree in their field with at least five years’ experience.
4. Geographical Information System (GIS) Expert with with minimum of a Master’s degree and at least 5 years’ experience.
5. Environmental Policy Experts with a minimum of Master’s degree and with at least five years’ experience.
6. Database Expert: Expert with minimum of a relevant Master’s degree and at least 5 years’ experience.

## Performance measurement and payment schedule

Performance will be measured based on successful completion and acceptance of each of the deliverables.

Payment will be done in four instalments as follows:

| **Deliverable** | **% payment** |
| --- | --- |
| Consolidated inception report for the two sub-studies | 10 % |
| Consolidated draft baseline reports | 20 % |
| Consolidated final reports | 40 % |
| Consolidated capacity building, monitoring and evaluation report | 10 % |
| Strategies, action plans and policy | 20 % |
| **Total** | **100%** |

**11.0 Services and Facilities provided by the Client**

The Client will ensure that the relevant available documents, data, and information will be provided to the consultant. The Client will ensure timely clearance and feedback on reports. The Client will introduce the consultant team and their assignments to all relevant stakeholders at all levels and facilitate interactions. The Protected Areas, Forest Reserves and Customary Land Management Team will provide access to and security for the consultants staff.

**12.0 Responsibilities of the consultant**

The consultant team will be fully self-sufficient in terms of transport, office space and equipment, accommodation, notwithstanding the abovementioned facilities. The consultant shall abide, at all times, by the protected areas rules, regulations and instructions regarding safety and environmental sustainability given by the Client.

**13. Application Procedures**

Prospective firms shall submit an expression of interest (EoI) that should include CVs of key personnel, technical and financial proposals, names and contact details of at least 3 traceable referees to the following address no later than **(date)** to the Procurement Specialist, Shire Valley Transformation Programme, Private Bag 379, Blantyre 3.