

APPENDIX 4: UNEP/GEF PROJECT PROCUREMENT PLAN

Project title and number

Creation of Conkouati Dimonika PA Complex and Development of Community Private Sector Participation Model to Enhance PA Management Effectiveness. **Project #:** 01196

UNEP Budget Line		List of Goods and Services required	Budget as indicated in Annex F1	Year {Note 1}	Brief description of anticipated procurement process {Note 2}
1200	Consultants				
1201	National Consultant	Project Manager	See Annex F1	1-3	The Ministry of Tourism and Environment will lead open recruitment. Newspaper ad will be placed in national paper, and advertisement will be circulated via email. At least 5 CVs will be reviewed. A panel will be assembled with list of criteria agreed in advance to rank the candidates.
1202	National Consultant	Project Director / Stakeholder Engagement Officer	See Annex F1	1-3	Nomination
1203	National Consultant	Financial Officer	See Annex F1	1-3	As above.
1204	National Consultant	Support staff (up to 2)	See Annex F1	1-3	Hired by PM as required based on skills profile.
1205	National Consultant	Geographic expert	See Annex F1	1	Advertised locally and on websites of counterparts. Panel to include 1 stakeholder. At least 5 CVs to be reviewed.
1206	National Consultant	Independent mediator	See Annex F1	1-2	As above.
1207	National Consultant	Planning, management and valuation experts (up to 3)	See Annex F1	1-3	As above.
1208	National Consultant	Legal advisor	See Annex F1	1	As above.
	International Consultant	Chief Technical Advisor	See Annex F1	1-3	Advertised publicly via Inspira. Panel to include Project Manager and UNEP Task Manager. Assessment criteria agreed in advance.
	International Consultant	PA intervention experts (up to 2)	See Annex F1	1-2	As above.
	International Consultant	Anti-poaching expert	See Annex F1	2-3	As above.
			See Annex F1		
2100	Sub-contracts (MOUs/LOAs for cooperating agencies)		See Annex F1		
2101					
2102					
2103					
2200	Sub-contracts (MOUs/LOAs for supporting organizations)		See Annex F1		

2201					
2202					
2203					
2300	Sub-contracts (for commercial purposes)				
2301					
2302					
2303					
4200	Non-expendable equipment				
4201	Equipment for Field Office	At least 4 computers, 4 mobile phones, 2 printers, 4 portable hard drives, software licenses and 1 data projector for the Pointe-Noire office, plus other communication equipment as needed.	See Annex F1	1	At least 3 quotes obtained for purchases \$500 or above.
4202		Project Vehicles x 2 (cost share with MTE)	See Annex F1	1	In consultation with UNEP with a statement of needs.
4203					
	GRAND TOTAL		-		

Note 1 - Year when goods/services will be procured

Note 2 - Based on your organisation's procurement procedures, and in compliance with UNEP rules and procedures,

briefly explain how the service provider/consultant/vendor will be selected