



Terms of Reference

CNF/2024/ARM-BM

Functional title	Monitoring of Rodents in “Khosrov State Reserve” SNCO, Arpa Protected Landscape and “Zangezur Biosphere Complex” SNCO
Project	Biodiversity monitoring in the specially protected nature areas of the Republic of Armenia
Duty station:	Studies conducted in relevant PAs
Duration of assignment:	25 March 2024 to 31 December 2024
Starting date:	25 March 2024, or as soon as possible thereafter
Type of contract	Delivery-based
Application procedure:	The full Application Package should be sent to aavagyan@caucasus-naturefund.org marked as “Monitoring of Rodents in “Khosrov State Reserve” SNCO, Arpa Protected Landscape and “Zangezur Biosphere Complex” SNCO”
Application deadline	COB Yerevan (UTC/GMT +4h) on March 20 th 2024
For additional information:	Mr. Arman Avagyan, Program Manager aavagyan@caucasus-naturefund.org

BACKGROUND OF CNF

The Caucasus Nature Fund (CNF) is a conservation trust fund founded in 2007 with the support and encouragement of the German Federal Ministry for Economic Cooperation and Development (BMZ) through the German Development Bank KfW, Conservation International (CI) and WWF.

By providing long-term funding and management assistance to help meet the core needs for Protected Areas (PAs) in Armenia, Azerbaijan and Georgia, CNF supports the conservation of the unique flora, fauna and ecosystems of the Caucasus for future generations, while at the same time improving the lives of local people today.

CNF’s support to PAs ensures that basic needs are met through supplements to operational and personnel expenses, and that capacities are strengthened to ensure an improved management of PAs in addressing poaching, logging and other illegal activities, in monitoring flora and fauna species diversity and the health of natural ecosystems, in education of the public, and in promoting tourism and sustainable development.



OVERALL OBJECTIVE

The overall objective of the assignment is to support the implementation of the 10-year biodiversity monitoring plan of the Republic of Armenia with the field-based monitoring of rodent species in 2024 in “Khosrov State Reserve” SNCO, Arpa Protected Landscape and “Zangezur Biosphere Complex” SNCO.

The Consultancy Service provider will monitor the **rodents of the genus *APODEMUS* and *MICROTUS***.

SCOPE OF WORK

The following phased will be fulfilled by the consultancy service provider:

1) Inception Phase:

During the Inception Phase a Consultancy Service Provider will have inception working meetings/consultations with all key stakeholders (Ministry of Environment, CNF and PA’s) to confirm the objective, methodology, timetable and deliverables. The existing literature, including previous reports on rodents’ monitoring (if any) should be reviewed at this stage. At the inception phase, preliminary mapping and planning of experimental plots should be conducted.

Deliverable 1: Inception report with confirmed methodology (including preliminary mapping and planning of experimental plots), timetable, and final deliverables.

2) Field Working Phase:

It is planned to carry out a monitoring of the populations of small and medium-sized rodents in the territories of “Khosrov State Reserve” SNCO, Arpa Protected Landscape and “Zangezur Biosphere Complex” SNCO. The Rodents monitoring team should closely work and coordinate with the administrations of target PAs, and engage them in the process in different formats, including physical or online meetings.

The purpose of such research is to determine the degree of influence of several biotic and abiotic factors. It is carried out to research the species composition of small mammals in the area, the size of the population, the number of individuals in them.

At this phase, a Consultancy Service provider will create the database (excel document, the format of which should be discussed and agreed with CNF). This database will contain all the information/data collected during the fieldwork.

Deliverable 2: Final narrative report. The narrative report should contain photo and video materials, plus list of publications on the results of this monitoring if any, final version of database (excel document)



and final maps. Intermediate financial report (25.03.2024-30.06.2024) by 15 July 2024 and final financial report by 31 January 2025.

The language for notices, instructions, and other formal messages between CNF and the Organization under this Agreement shall be Armenian/English. The language for final report shall be Armenian and English languages.

METHOTOLOGY

One of the most common methods of collecting material used in the study of small mammals is the trapping and plot methods. It is desirable to carry out the work using Sherman traps. Sherman traps are used to reduce species selectivity when capturing animals. It is desirable to use transect and plots methods.

It's needed to have research in mentioned bellow PA's. The work must be done for each PA, plots will be selected, one with minimal anthropogenic influence, the second - the border or economic part of the PA (recreation zones, economic zones, etc.), where there is already a certain anthropogenic influence, and the third experimental field will be selected outside the PA, in the zone of direct human influence.

PRELIMINARY WORK SCHEDULE

The following activities and deliverables apply according to the tentative time schedule:

N	Activities	2024											
		Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Inception Phase			■	■								
2	Fieldwork in PAs				■	■	■	■	■	■			
3	Creation and filling the database				■	■	■	■	■	■	■	■	■
4	Analysis of results						■	■	■	■	■	■	
5	Preparation and presentation of reports											■	■

BUDGET

For the complete and satisfactory completion of the tasks specified in this TOR, CNF shall agree a lump-sum payment with the organization, negotiable according to the qualifications and experience of the consultancy team in consideration of the listed requirements, as well as the further detailing of the work program and approach proposed in the Application Package.



The lump-sum shall include a detailed breakdown of costs for all fee payments for the experts to work under the assignment, per diems, travel costs, taxes, overhead, any translations of reports, etc., as to be specified in financial offer submitted as part of the Application Package.

Specifically, the financial offer shall also include any relevant costs. Any relevant costs for travel, per diems and overnight stays, shall be specified in the financial offer.

KEY QUALIFICATIONS

Organizations interested in signing an agreement with CNF for the implementation of the above listed activities should meet the following generic qualifications:

Team leader:

- Academic education and training background and as minimum holding a PhD level in biology, zoology, botany, biodiversity monitoring, nature conservation or relevant field.
- At least 7 years of referenced experience in planning, preparation and implementation of zoological research and monitoring activities with reference to the indicators selected, preferably related to (target) PAs in Armenia.
- Proved knowledge on and experience in working on issues related with small mammals (studies, projects, reports).
- Proven communication and reporting skills; demonstrated leadership and coordination skills in guiding teams of experts, including during field monitoring campaigns; demonstrated experience in writing monitoring plans and reports is an asset.
- In-depth knowledge and understanding on best practices on biological and zoological studies.
- Knowledge on the status, organization and functioning of the system of PAs of Armenia; specific knowledge of the selected target PAs is an asset.
- Fluent in speaking and writing in Armenian; good command of English in speaking and writing.

Key Expert (s):

- Academic education and training background and as minimum holding a BA or MA level in biology, zoology, biodiversity monitoring, nature conservation or relevant field.
- At least 3 years of referenced experience in planning, preparation and implementation of zoological research and monitoring activities with reference to the indicators selected, preferably related to (target) PAs in Armenia.
- Proved knowledge on and experience in working on issues related with small mammals (studies, projects, reports).

GIS specialist:

- Academic education and training background and as minimum holding a BA or MA level in Computer Science, Geography, GIS, Remote Sensing or Engineering, or in another related field.
- At least 3 years of referenced experience in processing of satellite images and preparation of maps.
- Proved knowledge on and experience in working on issues related with different map layers, ArcGIS or QGIS programs.



ADDITIONAL INFORMATION

Any costs or expenses incurred in preparing the application are at the applicant's risk, and are not eligible for reimbursement by CNF.

The successful Applicant may propose subcontracting additional experts as considered needed, and he/she shall bear full responsibility for the services any expert performs. The assignment of all activities to one or several subcontractors is not permissible. The Application Package shall include a description of experience and CVs of proposed subcontractors as well as a Declaration of Intent signed by all proposed subcontractors, describing the envisioned form of cooperation, lead consultant, division of work, etc.

Awarding of the contract shall be based on an evaluation by the CNF Tender Commission, consisting of representatives of CNF and third-party representatives as relevant. The Tender Commission may interview one or more applicants to assist its evaluation process. The Tender Commission reserves the right to cancel the procedure at any moment and not conclude any contract, without further notice to the applicants. It also reserves the right not to accept the lowest bid.

The applicant will act as an independent contractor under a Technical Assistance Grant Agreement with CNF. The applicant will not be an employee of CNF, and accordingly will be personally responsible for the payment of taxes according to relevant legislation.

Only short-listed candidates will be contacted.

MODE OF APPLICATION

Applicants are requested to submit a full Application Package in the English language, including the following:

- **Detailed Description of Approach (max. 3 pages)** to deliver the outcomes sought, including an understanding of the work required, main implementation activities, etc. as considered relevant. It should also include work plan and timetable, including a description of methodology, as well as the itinerary and timetable of missions, site visits and deliverables. The work plan should include detailed information regarding inception and field working phases.
- **Full CVs for** Team leader, key experts and GIS specialist proposed.
- **Detailed Financial Proposal**, including a breakdown of costs – per individual team member, travel (roundtrips and per diem as appropriate), any applicable VAT or other taxes, other costs, etc. - in AMD.