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Consultancy Title:	Marine Coastal Science Specialist
Project Name:	Adaptation to Climate Change in the Coastal Zone in Vanuatu Coastal Climate Adaptation Project VCAP
Duty Station:	120 days in-country
Duration of the Contract:	<ul style="list-style-type: none">120 working days (excluding international travel) for 1 yearStarting Date: 01 March , 2017End Date: 28 Feb, 2018

Consultancy Proposal should be mailed to C/- UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to procurement.fj@undp.org no later than **24th January, 2017 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. 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. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

Objectives:

The key role of the Marine Coastal Science Specialist will be to design and supervise comprehensive, quantitative surveys of coastal resources and habitat on key 6 key sites of the VCAP project, to help inform the development of Community Integrated Coastal Zone Management (CICZM) Plans.

These surveys will establish baseline information on the status of the marine environment and associated key marine resources, in order for communities as resource users and managers to make effective management decisions. Sites will be resurveyed in five years using the same methods to be able to measure the success of their management decisions.

The baseline survey will need to identify the current status of the nearshore marine environment through scientific, comprehensive survey methods. The survey methods will be made adaptable to sites as all sites will not share the same issues/priorities; they will be conducted using adapted, relevant scientific methodology. The baseline will be vital in the establishment of a national approach to measuring the impact of climate change in Vanuatu. Opportunities for long-term management zoning should also be identified during the assessment process.

The results of the surveys will be analyzed using scientific approaches so as to provide a comprehensive diagnostic of the coastal and marine ecosystems, including physical damages to habitats, overharvesting of resources and the eventual lack of integrated planning for fisheries and coastal management (as identified by communities during the PPG phase of the project). The consultant will therefore work closely with the government lead responsible for this component (Vanuatu Fisheries Department, VFD hereafter). In particular, the consultant will provide assistance to the VFD for the development of a first draft CICZM plan through a participatory approach. The plan will link with and build upon the on-going work of the Turtle Monitoring Network and should also outline a comprehensive education and outreach program for fishers on marine and coastal zone management and monitoring.

Specific to this work, the consultant will conduct work that will be guided by the following outcome and output of the VCAP project document (which will be provided upon request):

Outcome 1.2: Improved climate resilience of coastal areas through integrated approaches

Output 1.2.1: Threatened coastal ecosystems and resources such as mangroves, coral reefs, and fisheries rehabilitated to support livelihoods and food production and increase climate resilience.

Below is the list of proposed CC-Adaptation measures for each site:

Province/ Site	Proposed of CC-Adaptation Measures
South Malekula Malampa Province -	<ul style="list-style-type: none"> • Provide relevant indicators on coastal habitat and resources to support Community Integrated Coastal Zone Management Plans; • Provide guidelines to support the establishment of efficient MPAs / CCAs; • Provide relevant information to support the development of management plans for key marine species ; • Promote community-based approaches to manage Crown-of-Thorn starfish outbreaks (awareness, reporting, removals).
Central Pentecost Penama Province	<ul style="list-style-type: none"> • Provide relevant indicators on coastal habitat and resources to support Community Integrated Coastal Zone Management Plans; • Provide guidelines to support the establishment of efficient MPAs / CCAs; • Promote community-based approaches to manage Crown-of-Thorn starfish outbreaks (awareness, reporting, removals).
South Santo Sanma Province /	<ul style="list-style-type: none"> • Provide relevant indicators on coastal habitat and resources to support Community Integrated Coastal Zone Management Plans; • Provide guidelines to support the establishment of efficient MPAs / CCAs; • Promote community-based approaches to manage Crown-of-Thorn starfish outbreaks (awareness, reporting, removals).
North-west Epi Island Shefa Province /	<ul style="list-style-type: none"> • Provide relevant indicators on coastal habitat and resources to support Community Integrated Coastal Zone Management Plans; • Provide guidelines to support the establishment of efficient MPAs / CCAs; • Promote community-based approaches to manage Crown-of-Thorn starfish outbreaks (awareness, reporting, removals).
Tafea Outer islands - Tafea Province	<ul style="list-style-type: none"> • Provide relevant indicators on coastal habitat and resources to support Community Integrated Coastal Zone Management Plans; • Provide guidelines to support the establishment of efficient MPAs / CCAs; • Promote community-based approaches to manage Crown-of-Thorn starfish outbreaks (awareness, reporting, removals).
Torres Group Torba Province -	<ul style="list-style-type: none"> • Provide relevant indicators on coastal habitat and resources to support Community Integrated Coastal Zone Management Plans; • Provide guidelines to support the establishment of efficient MPAs / CCAs; • Provide relevant information to support the development of management plans for key marine species.

Background

Vanuatu ranks as the world's most vulnerable country due to its high exposure to natural disasters, scattered island geography, narrow economic base, inadequate communication and transportation networks, and limited capacity to cope with disasters including those caused or exacerbated by the effects of climate change. Annually Vanuatu has been impacted by a number of cyclones, which are expected to become more intense under current climatic projections, with coastal communities and ecosystems being most vulnerable and impacted by these events.

Vanuatu is already being and will continue to be heavily impacted by climate change with future scenarios projecting increased temperatures, sea-level rise, and increased severity of cyclones, increased ocean temperatures and ocean acidification. In addition, an increased likelihood of an increase in the frequency of El Niño events will present its own long-term seasonal challenges. These challenges, combined with rapid population growth spread over 80 islands, an agricultural and coastal-based economy facing acute medium-term challenges and inadequate delivery of government services, especially in remote areas, will continue to limit the potential for long-term sustainable development and achievement of the Sustainable Development Goals.

The Vanuatu NAPA places particular emphasis on the need for community-based resource management, embracing both traditional and modern practices and enhancing the resilience of vulnerable coastal communities. To address these priorities, the project "Adaptation to Climate Change in the Coastal Zone in Vanuatu" (VCAP) focuses on five of the adaptation options outlined in the NAPA including: i) development of provincial / local adaptation and ICM plans, ii) climate proofing of infrastructure design and development planning, iii) development of an efficient early warning system, iv) awareness raising and capacity building, and v) coastal re-vegetation and rehabilitation.

The overall aim of the VCAP Project is to improve the resilience of the coastal zone in Vanuatu to the impacts of climate change in order to sustain livelihoods, food production and preserve/improve the quality of life in targeted vulnerable areas. Six sites have been selected for this projects with various interventions. VCAP is a central project for achieving UNDAF Outcome 1: "Improved resilience of Pacific Island Countries and Territories, with particular focus on communities, through integrated implementation of sustainable environmental management, climate change adaptation/mitigation, and disaster risk management. The consultancy under this project is part of the corporate outcome of UNDP MCO Fiji "Growth is inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded" (Strategic Plan 2014-2015, Outcome 1).

After a delay caused by tropical cyclone Pam, the VCAP project is now in the third year of implementation. The target audience for this assignment is government agencies related to extension of agriculture/forestry practice, and small-holder farmers and fishing communities in selected watersheds within the target areas of VCAP. The consultancy work will have to take into consideration gradually evolving policies, management plans and guides by the Government of Vanuatu (GoV) and other parties and projects operating in a similar context as VCAP. The work might also be constrained by limited logistical facilities and support infrastructure available.

Scope of work/Expected Output

The Marine Coastal Science Specialist will be expected to conduct the following activities:

Output 1.2.1

- a) Develop detailed marine ecosystem health baselines based upon relevant scientific approaches, with quantitative and qualitative data on coastal habitats and associated key subsistence and/or economic resources species in six target sites;
- b) Analyze the data collected to provide a comprehensive environmental and fisheries diagnostic and identify key issues in the management of these sites through a global approach integrating fisheries and traditional management regimes at the village/community levels (e.g. tabu and Community Conservation Areas);
- c) Assist the VFD in developing draft Community Integrated Coastal Zone Management Plans (CICZM Plans) through a participatory approach. This process will be led by VFD and will integrate scientific data and information on traditional management regimes collected at the village, community and areas council levels to identify time-bound actions for long-term management in the sites surveyed.

The engagement process of this work will operate at different levels which includes village level, community level (communities may contain a number of villages) and area council. Field assistants will be provided by the responsible government agency through the VCAP Project Implementation Unit (PIU) to provide field support.

At the end of the consultancy period, the work conducted should help contribute to achieving the following global project targets:

- a) Community Integrated Coastal Zone Management Plans (CICZM Plans) established integrating “kustom tabu” areas to enhance ecosystem resilience food production and livelihood support for local communities in several locations;
- b) Tabu areas / CCAs/ MPAs linked together through Area Council ICZM Plans to ensure integration of planning processes;
- c) Community, including women and youth participating in the monitoring, evaluation and management of the CICZM plans ;
- d) Improved ecosystem resilience and health.

The consultant will also be expected to work with the project component coordinator and VFD while engaging in this work. Because of the scope of work and the accessibility of sites, the work under this consultancy will focus on six priority sites as recommended by government. The consultant will be required to provide capacity building to the project component coordinator and team identified by VFD.

Reporting and Coordination

The consultant will be expected to report and coordinate work with the following key parties:

1. Government agency mandated for the mission, i.e. the VFD;
2. Department of Local Authority;
3. PIU/Project Manager on behalf of the National Project Director;
4. PIU/CTA for VCAP.

The engagement and achievement of this work will be reflected through the following key result areas:

- a) **Baseline surveys for the key sites:** Prior to conducting the baseline, a planning meeting should be conducted with VFD. The baseline must be able to identify threats based on scientific assessment of the marine environment. It should also be able to identify areas with particular biological and ecological importance, e.g. key sites/areas to protect. In the process of conducting baseline, key community representatives should be identified and trained to collect and analyze data for their long term monitoring whenever possible.
- b) **Environmental diagnostic presented to key government parties and stakeholders,** including village, community and area council levels. Based upon the baseline surveys, this comprehensive diagnostic will be presented to VFD and DLA who will take lead in presenting it to the communities. Some of the management interventions to address immediate threats and issues in the marine environment may be identified and implemented during this process, which can be discussed with the lead government agencies involved (VFD).

All on the ground logistics will be coordinated by the VCAP Project Implementation Unit (PIU). The consultant may be requested to attend a project briefing and planning prior to fieldwork, which will be coordinated by VFD and PIU.

All reports on deliverables will be submitted to UNDP through the endorsement of the PIU (using the project management structure).

Timelines & Due dates

This contract is totaled to 120 days over a period of 1 years beginning from when contract will be signed. Deliverables will also be assessed based on key result areas achieved according to the following timeframe:

Deliverable	Timeline
1. Submission and approval of a work plan indicating activities and timeline for the 120 working days (excluding travel days)	1 March 2017
2. Submission and approval of a technical proposal detailing the methods that will be used for conducting the baseline habitat and resource surveys in the project sites	30 March 2017
3. Submission and approval of a draft technical baseline survey report for the six project sites. The report will be used to present the survey reports to the communities and collect their feedbacks, to be included in the final technical document.	15 August 2017
4. Submission and approval of a final technical baseline survey report for the six project sites. The report should include both technical information (i.e. quantitative and qualitative data on coastal habitats and associated key resource species) and feedbacks reflecting comments obtained from the consultation process at village and community levels.	01 November 2017
5. Submission and approval of 1 st draft CICZM plan at site level by Vanuatu Fisheries Department. The plan should factor in outcomes from community discussions and other involved stakeholders and should link to the Community Coastal Climate Change Adaptation Strategy (C3ADS)	15 January 2018

Resources Provided

- All costs associated with the delivery of this work based on work plan submitted detailing all activities to achieve delivery and timeline.
- Ground transportation to facilitate in-country meetings and consultation. Any other travel expenses can be claimed upon receiving a copy of his/her receipt.
- Travel cost to country will be facilitated only unless specific in financial proposal. Meals and accommodation in Port Vila and outside Port Vila must be included in consultant's budget.
- Travel cost to project sites will be facilitated by VCAP PIU - Airfares only
- Office facility in Port Vila and target site with access to internet, printer and scanner
- Field visit support by site coordinators and selected staff in Port Vila
- Nomination of national counterpart

Supervision/Reporting

Reports to:

- UNDP for deliverables based on endorsement from responsible government partner
- PMU for all activities in-country and logistic support. He/She will be expected to also provide workplan and report on all activities conducted to PMU.
- Presentation to key working groups and committees as when required

Requirement for Qualifications & Experience

Minimum educational qualifications:

- a) MSc in Marine Science with emphasis on quantitative techniques of coastal monitoring, environmental & fisheries survey methods etc.

Minimum experiences

- b) More than 10 years' experience in coastal monitoring , including scientific- and community-based approaches, management and conservation-related work ;
- c) Has worked in the Pacific region conducting similar work would be a significant advantage.
- d) Experience in statistical approaches and GIS mapping tools for coastal zone planning and quantitative habitat description
- e) Technical understanding of sustainable fisheries management for at least 10 years or more
- f) Demonstrates capacity to assess environmental technical reports and in identifying management strategies
- g) Experience working with multiple stakeholders in management planning and in facilitating processes for decision makings across key target audience
- h) Documented understanding of global climate change matters with impact on island ecosystems, small island coastal fisheries.
- i) English language skill is a must, French and/or Bislama are additional assets.

Functional Competencies:

- j) Demonstrates integrity by demonstrating positive values and ethical standards through his/her actions
- k) Promotes the vision, mission, and strategic goals to support VCAP project.
- l) Displays gender, religion, race, nationality and age sensitivity and adaptability
- m) Treats all people fairly without favoritism and must be culturally sensitive
- n) Analytical judgment, results-orientation and efficiency in a multi-tasking environment
- o) Shares information, knowledge and experience through effective and frequent communication
- p) Ability to plan and prioritize work effectively in order to keep deadlines
- q) Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders
- r) Ability to work in an organized and systematic manner and demonstrate professionalism with high level of integrity in the day-to-day performance of duty
- s) Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment
- t) Consistently approaches work with energy and a positive, constructive attitude
- u) Demonstrates openness to change and ability to manage complexities
- v) Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests
- w) Ability to build consensus and garner support under complex situations
- x) Remains calm, in control and good humored even under pressure
- y) Exudes a friendly atmosphere where colleagues/counterparts can easily ask questions and seek assistance

Proposal Requirements**Technical Proposal**

- CV/P11 Form
- Statement of how applicant meets requirement
- Methodology / Approach if required and to include travel plan based on number of days that will be spent in country
- Names/Contacts of 3 referees

Financial Proposal

- Daily Consultancy Fee (No fee range to be stated)
- Living Expenses while living in duty station for the period of work (only for those applicant living outside of duty station. Do not state UN DSA rate)
- Financial proposal to be submitted separate from Technical proposal

Payment Schedule (if required):

- Payment will be made based on submission and approval of deliverables for the identified due dates
- Travel logistics will be facilitated by UNDP procurement

- Consultancy fee and living allowance to be paid based on satisfactory completion of deliverables approved by UNDP

Deliverable	Timeline
1. Submission and approval of a work plan indicating activities and timeline for the 120 working days (excluding travel days)	10%
2. Submission and approval of a technical proposal detailing the methods that will be used for conducting the baseline habitat and resource surveys in the project sites	10%
3. Submission and approval of a draft technical baseline survey report for the six project sites. The report will be used to present the survey reports to the communities and collect their feedbacks, to be included in the final technical document.	20%
4. Submission and approval of a final technical baseline survey report for the six project sites. The report should include both technical information (i.e. quantitative and qualitative data on coastal habitats and associated key resource species) and feedbacks reflecting comments obtained from the consultation process at village and community levels.	30%
5. Submission and approval of 1 st draft CICZM plan at site level by Vanuatu Fisheries Department. The plan should factor in outcomes from community discussions and other involved stakeholders and should link to the Community Coastal Climate Change Adaptation Strategy (C3ADS)	30%

Evaluation

- Method (Cumulative score – Technical + Financial)
- Responsive & compliant
- Price
- Weighted criteria (evaluation grid)

Proposal Submission

- Submission format (Technical & Financial)
- Mode of submission (email/hand delivery/Fax)
- Closing date/time
- Contact Person

Evaluation Criteria (70%)

1. Qualifications		
a) MSc in Marine Science with emphasis on coastal monitoring, environmental & fisheries survey methods etc.	5%	
2. Experience and Skills		
b) More than 10 years' experience in coastal monitoring and management, including scientific- and community-based approaches, diversity and conservation-related work	10%	
c) Has worked in the Pacific region conducting similar work would be an advantage.		
d) Experience in statistical approaches and GIS mapping tools for coastal zone planning and quantitative habitat description	10%	
e) Technical understanding of sustainable fisheries management for at least 10 years or more	10%	
f) Demonstrates capacity to assess environmental technical reports and in identifying management strategies	10%	
g) Experience working with multiple stakeholders in management planning and in facilitating processes for decision makings across key target audience	5%	
h) Documented understanding of global climate change matters with impact on island ecosystems, small island coastal fisheries.	5%	

i) English language skill is a must, French and/or Bislama are additional assets.	5%	
3. Competency		
a) Ability to lead strategic planning, results-based management and reporting and lead in formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources	5%	
b) Experience of evaluating technical projects and organizational strategy, policy development and change management will be an advantage.	5%	
Evaluation Criteria	70%	
Financial	30%	

The consultant will work under very close supervision and direct responsibility from the Vanuatu Fisheries Department

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

- i) **Signed P11 form including names of at least 2 referees**
- ii) **Cover letter setting out:**
 - How the proposer meets the qualifications and experience required.

iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.pacific.undp.org)