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Terms of Reference

Ref: PN/FJI-024-17

Consultancy Title: National Biodiversity Expert Consultant (National Biodiversity Project)

Project Name: National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in the FSM

Period of assignment: 100 working days (starting no later than July 4 and completion by November 10)

Supervisor (s): UNDP Fiji Pacific Office in coordination with the Department of Resources and Development

Duty Station: Pohnpei (consultant will be expected to travel to all four states)

Consultancy Proposal should be mailed to C/-Department of Environment, UNDP Fiji Pacific Office, Private Mail Bag, Suva, Fiji or sent via email to procurement.fj@undp.org no later than COB June 21, 2017 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.

1. Background

This project is part of the second generation of Biodiversity Enabling Activities (BD EA) under the GEF. The FSM has been Party to the Convention on Biological Diversity (CBD) since June 1994. The project addresses the country's need to continue to fulfill its obligations under the CBD, with particular focus on the Convention's [Article 6](#) and the [CBD COP Decision X/2](#). Above all, the project is a significant contribution to the FSM's efforts towards implementing the CBD Strategic Plan 2011-2020 at the national level. The project builds on the current status and achievements of the country with respect to biodiversity planning and reporting. It aims to integrate the FSM's obligations under the CBD into its national development and sectoral planning frameworks through a renewed and participative 'biodiversity planning' and strategizing process. This process is expected to produce measurable targets for biodiversity conservation and sustainable use. It will equally ensure that the value of ecosystems' goods and



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services, as well as the challenges and opportunities for ecosystem-based adaptation and resilience are taken into consideration in the process. The project will achieve its objective through the implementation of three components, whose activities are thoroughly described in the GEF approved proposal for BD EA. They are: (1) A participative stocktaking exercise on existing strategies takes place and national biodiversity targets are developed in response to the global Aichi Targets;

(2) The NBSAP is revised/updated and it fully integrates new aspects of the CBD strategic plan, such as mainstreaming and anchoring the implementation of the plan into national development frameworks, valuing ecosystem services and promoting ecosystem-based adaptation and resilience; and

(3) National frameworks for resource mobilization, Convention reporting and exchange mechanisms are strengthened.

Scope of Work:

The FSM CBD Project was recently awarded an extension until November 30, 2017. A National consultant is recruited urgently to support the Department of Resources and Development (DRD) by compile a revised National Biodiversity Strategy Action Plan.

The technical expert will be expected to undertake the following tasks:

- Technically support state governments in reviewing state biodiversity strategy action plans
- Compile an updated National Biodiversity Strategy Action Plan
- In consultation with Department of Resources and Development facilitate stakeholder feedback, including a national validation workshop. This will include developing methodologies for the national validation of the national targets and draft NBSAP.
 - Finalize updated National Biodiversity Strategy Action Plan
 - To take stock of the success of the existing NBSAP and develop national targets in line with the global Aichi Targets. The key tasks are:
 - Take stock of existing plans, policies and practices in FSM that result in biodiversity conservation or loss.
 - Identify the root causes of biodiversity loss in FSM by first identifying the threat and then the drivers behind the threats.
 - Identify the key barriers and challenges in the policy environment to effective biodiversity conservation/sustainable use.
 - Based on existing studies and analyses, identify key gaps in the existing NBSAP.
 - Identify the means to overcome existing barriers and challenges.



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- Develop a stakeholder consultation and participation plan that will ensure that the development process is participatory, increasing the likelihood of successful implementation of the NBSAP.
- Carry out consultations with provincial authorities and organize sub-national technical meetings and consultations and National Technical meetings.
- Collect and consolidate information arising from the technical meetings.
- Provide inputs for evaluation of institutional capabilities.
- Work with local experts and government authorities to collect available information on biodiversity.
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- Review base documents for the inputs to the state level technical meetings and consultations.

Deliverables

The main products expected from this engagement are:

- Work Plan
- Draft Revised National Biodiversity Strategy Action Plan
- Finalised national Biodiversity Strategy Action Plan
- Final Report

The UNDP and Department of Resources and Development, reserves the right to withhold remuneration if, it is deemed that the work done under this Terms of Reference (ToRs) is unsatisfactory.

Proposed Methodology and Timelines

The consultant is expected to propose a work layout, plan and timelines to achieve the expected outputs with the appropriate methodology. This needs to dovetail with that of the Coordination Consultant.

Fee Proposal/Price Schedule

The consultant is requested to provide a proposal or quotation of the fees/cost for the services, which will be rendered. The fee proposal should consist of:



- Daily consultancy rates
- Travel and Daily Allowance



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Payment Schedule:

- a) Twenty percent (20%) of the maximum payable Consultancy Fee [Professional Service] will be paid following signing of this Agreement and submission of a work plan by July 17
- b) Ten percent (10%) will be paid following submission and acceptance of outline for the National Biodiversity Strategy Action Plan by August 30
- c) Thirty Five per cent (35%) will be paid following submission of a Draft revised National Biodiversity Report by September 26
- d) Thirty Five per cent (35%) will be paid following submission and acceptance of a final revised National Biodiversity Report by November 8 and the Final Report.

Reporting Requirements

The consultant will be monitored, overseen and supervised by the Department of Resources and Development in close cooperation with the UNDP Pacific Office. The consultant is expected to work closely with the Coordination Consultant, providing direction of priorities with regard to their respective work plans. Both consultants will be expected to work closely together as a team.

The consultant is expected to produce a final report upon successful completion of activities according to the agreed schedules.

Inputs from the Consultant

The consultant is expected to provide his/her own laptop computers and other professional support if necessary.

Proposed Methodology and Timelines

The consultant shall be engaged to undertake the evaluation working concurrently according to a planned schedule to be completed by the latest November 30th, 2017. The consultant is



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expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

Expert Profile

The expert must fulfill the minimum requirements hereunder

- Master Degree in Environmental studies, management and sustainable development, Master Degree in Social Sciences and/or relevant experience
- *Minimum of 7 years' experience in project implementation and coordination (including work experience in FSM)*
- Consultant to have proven experience working with local, state and national stakeholders
- Experience in biodiversity planning and reporting writing
- Knowledge on National Biodiversity Strategy Action Plan
- Experience working with/in states and national government
- Language: Expert must be proficient in the use of the English language and fluent in written English. Local language is advantageous

Competencies

- Excellent writing and oral communication skills in English,
- Excellent ability to translate idea/concepts visually and/or orally
- Knowledge on biodiversity conservation and sustainable development
- Experience in implementation of the plan into national development frameworks

Evaluation Method

The proposals will be evaluated using the UNDP cumulative analysis method whereby the total score is obtained upon the combination of weighted technical and financial attributes.

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%



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Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

The highest combined weighted score, which provides the best value for money will be awarded the contract.

Criteria	Points	Percentage
Qualification		50%
Master Degree in Environmental studies, management and sustainable development, Master Degree in Social Sciences and/or relevant experience	10	
Experience		
<i>Minimum of 7 year's</i> experience in project implementation and coordination (including work experience in FSM)	10	
Consultant to have proven experience working with local, state and national stakeholders	10	
Experience in biodiversity planning and reporting writing	10	
Experience working with/in states and national government	10	
Competencies		20%
Excellent writing and oral communication skills in English, Excellent ability to translate idea/concepts visually and/or orally Knowledge on biodiversity conservation and sustainable development Experience in implementation of the plan into national development frameworks	5 5 5 5	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria Price		30%
Total		100%



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APPLICATIONS: Proposals should include:

- Results-Oriented Curriculum Vitae with full contact details of three referees
- cover letter summarizing your experience and qualifications for this consultation (should not exceed 2 pages)
- fee proposal and work plan with timelines to undertake this assignment
- a completed P11 form available from UNDP website

Applications to be electronically submitted by June 21, 2017 to procurement.fj@undp.org

Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.

Additional information including the Post Profile, Results-Oriented Curriculum vitae format is available from the UNDP website: www.pacific.undp.org or the UNDP Office.

Women candidates are encouraged to apply.

**The Fiji Office covers Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu*