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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref: PN/FJI-029-17

Consultancy Title: **Kiribati LDCF Senior Project Management and Technical Advisor**

Project Name: **Kiribati LDCF project – National food security in the context of Climate Change**

Duty Station: **PMU, MELAD – ECD, Tarawa, Kiribati**

Duration of the Contract:

- **Contract period:** 12 months starting in August 2017
- **Commencement and ends dates of assignment:** August 2017 – 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 **18th July, 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:

Statement(s) outlining clearly the anticipated results of the consultancy.

The Senior Project Management and Technical Advisor for the Kiribati LDCF project will be responsible for providing overall technical guidance, backstopping and mentoring support to the LDCF Project to ensure that adequate project management and technical systems, tools, and capacities are in place for effective and timely project implementation. Include the provision of timely Technical support and advice to the project team to ensure that all project activities are on-track to achieve objective, including support for monitoring/evaluation.

Background

Kiribati is a nation comprised of 33 atolls (21 inhabited) spread across a vast Pacific Ocean territory. The people of rural Kiribati are largely reliant upon a limited land base and coastal zone fisheries for both nutrition and livelihood. As the population grows and climate change advances, the security of island resources will be challenged. Already, the ecosystem integrity upon which islanders depend for climate change resilience is being eroded. This is evinced by many factors including deteriorating quality of near-shore fisheries, degraded lagoon health, and reduced freshwater quality. The primary reason for this is that current management regimes for both atoll and lagoon resources are defined by open resource access. There is very little active management, research, and/or regulation to make certain use of lagoon resources is maintained within sustainable limits. The nation has very little experience with the design and implementation of community-based management regimes to incentivize improved and more innovative management techniques. There are few tools in place to support better management of lagoon resource considering expanding economic use and demand for these resources. This situation challenges resource management both within the lagoon and on the atoll. Climate change will certainly exacerbate an already very high level of vulnerability. The project objective is to build the adaptive capacity of vulnerable Kiribati communities to ensure food security under conditions of climate change.

To address these challenges and reach the project's objective, the LDCF investment will support the realization of two

components and related activities. Both components will be closely aligned so that national and site-based activities are designed to build synergies, increase awareness, and generate much more informed and strategic use of natural resources so that ecosystem integrity can continue to function as the foundation of food security needs.

Under Component One, the project will assist Kiribati to address urgent institutional capacity building needs primarily on the national level. This will include helping to set in place an improved regulatory environment, strengthened institutional planning and policy frameworks, and generation of data required to support informed decision-making.

Under Component Two, the project will assist Kiribati to address climate change vulnerabilities by implementing and demonstrating community-based adaptation measures. The project will work on a select number of atolls to set in place models for land and lagoon resources management that is predicated upon informed planning and management processes. The general awareness of rural communities regarding fisheries management and climate change impacts will be increased. Community-based monitoring systems will be established. This will be used to inform decision-making, serve as an early warning system for climate change impacts, and be linked to island-wide vulnerability assessments. The monitoring system will be linked to national level programming so that national level decision-making benefits from more broad-based information sources. The project will support the generation, adoption, and implementation of model council by-laws designed to be ecosystem inclusive and enhance ecosystem integrity. This will include model regulations for the management of fisheries, including permit and reporting mechanisms for both subsistence, commercial and tourism use of lagoon resources. The project will work with extension officers responsible for both agriculture and fisheries resources. This will include building the capacities of officers, responsible government agencies, island councils, and rural stakeholders through formal training programs utilizing fisheries field schools. Model programs for more sustainable and climate resilient practices will be tested, assessed, and ready for national replication.

All project activity will target the reduction of food security issues by setting in place capacities required for local communities to maintain and enhance ecosystem integrity. By project close, Kiribati should have operational models showing that food security, ecosystem integrity and climate change resilience can be enhanced through improved management approaches.

Scope of work/Expected Output

Expectations

The project will employ international personnel as a technical advisor to the Kiribati LDCF project who shall be responsible for guiding the overall planning, implementation, reporting, and timely delivery of good quality outputs and results of the Kiribati LDCF project through providing high-quality support and guidance to the Project Management Unit (PMU) with effective support and coordination between the implementing partners, reasonable parties, beneficiaries and UNDP.

The Senior Project Management and Technical Advisor will be expected to assist the Government of Kiribati (MELAD) and the PMU in successfully continuing the implementation phase of the project and most importantly work with key stakeholders to deliver the outputs of the project.

He/She will be expected to support the liaison with representatives of UNDP (as an implementing agency), to coordinate the annual work plan and report on project activities, outputs, and results on a timely basis. The technical advisor will be expected to also liaise with other project managers and coordinators of related and relevant projects and programmes implemented by UNDP in-country.

He/she will be expected to support and advice on all technical aspects from planning, implementing and monitoring progress for the project and any other technical guidance needed by PMU to ensure successful implementation of the project.

The advisor is expected to work with the project coordinator and can take lead in decision making where necessary to ensure effective delivery of project activities, outputs, and results, including drafting of TORs for all consultants, implementing partners etc. Inclusive to this, he/she will provide advice to all related activities pursuant to implementation of the objectives and specific activities of the Kiribati LDCF Project, specifically the successful implementation of pilot projects across the project sites.

Based on all the above, produce a detailed project implementation and M&E plan for 2017 – 2020, which include budgeted activities, specific timelines including outer island visits, identification of supplier of goods and services (including consultants), and joint activities with other development partners. Implementation plan should be

organized and presented per the Outcome-Output-Activity-Input hierarchy.

Outputs

The consultants will be expected to deliver the following:

1. Provide technical advice and support to enhance effective implementation of the Kiribati LDCF, project management, and planning focusing on achievement in these areas:
 - a) Responsible for providing technical support for all project outcomes and activities
 - b) Assume general responsibility for the day-to-day advisory role in planning, implementation, and monitoring of relevant technical project objectives and activities being implemented by the Project Management Unit (PMU);
 - c) Be ready to support and advise on the delivery of agreed technical outputs and plans in-line with the requirements of UNDP through the PMU under the Environment and Conservation Department (ECD) of the Ministry of Environment, Lands and Agriculture Development (MELAD).
 - d) Support, assist and provide technical advice in the preparation and implementation of the project annual work plan, work programme and financial regulations and with PMU team and in close consultation and coordination with the Project Director, Project Board, and UNDP.
 - e) Support the Coordination and monitoring of the activities described in the work plan of the project, and report to the Government of Kiribati.
 - f) Provide technical advice to the Project Coordinator of PMU or UNDP representative.
 - g) Ensure effective coordination and partnership building within the national and regional projects and any other relevant projects and networks.
 - h) Provide leadership and strategic thinking to ensure that Project activities focus on critical areas and liaise with all relevant stakeholders to ensure achievement of the objectives of the Project. This will include planning, identification and implementation of important tasks for the successful project establishment.
 - i) The consultant will work with PMU, government officials, NGOs, island communities and other key stakeholders to identify capacity building needs and how projects activities and outputs can be implemented better.
 - j) Critical advice on effective implementation of project management and planning
 - k) Ensure overall relevance to assist or provide support in the delivery of training courses on both technical and project management, monitoring and evaluation issues to strengthen national capacity in this area;
2. Exercise overall responsibility for effective Kiribati LDCF project reporting, monitoring, coordination and evaluation to achieve the following results:
 - a) Critical advice on effective implementation of project, project baseline and indicators for Project Monitoring, Reporting and Evaluation, preparation of reports focused on capturing results, lessons learned and good practice;
 - b) Provide sound technical advice to the PC on the updating and sharing of projects financial and activities/output/outcome progress monthly (monthly briefs) with MELAD and UNDP, highlighting key challenges/risks and proposed way forward when necessary
 - c) Support the Project Coordinator in the preparation and submission of quarterly progress and financial reports, terminal reports, relevant M&E reports as required by GEF and UNDP, Project Implementation Report (PIRs), as well as briefing reports as needed and as specified in the contractual arrangements.
 - d) Assist the Project Coordinator in the preparation of yearly procurement plans for the project in line with the activities indicated in the Annual Work Plans for each year;
 - e) Provide technical advice to Project Coordinator on careful monitoring of financial resources and accounting to ensure accuracy and reliability of financial reports;
 - f) Ample support and advice to Project Coordinator on the preparation and submission of financial and technical reports to UNDP on a quarterly and annual basis;
 - g) Assist the Project Coordinator in the preparation and coordination of annual submissions of Project Implementation Report (PIR) to UNDP/GEF
 - h) Will support training programs, completion of strategies, capacity building programs and other project initiatives as required. Will back-stop national project management team to provide technical assistance with project implementation, including project inception, support for on-going monitoring/evaluation, development and monitoring of strategic project implementation work-plan.
 - i) Support, assist and provide technical advice in the monitoring and evaluation procedures reports based on the Project Documents with PMU team and in close consultation and coordination with the Project Director, Project Board, and UNDP.

3. Ensure the overall relevance and support for effective Communications and Knowledge Management sharing focusing on the achievement of the following results:

- a) Strengthen the presence and support of the Kiribati LDCF project through active engagement and information sharing with key stakeholders including other national and regional projects, and or any other relevant projects and government counterparts, project boards and committees, and beneficiaries/communities.
- b) Provide technical advice and support in the Coordination and development of communication and awareness materials of the LDCF project to ensure visibility of the project achievements and good practices.
- c) Promote public awareness and participatory activities necessary for successful implementation, including overseeing the marketing and branding of Kiribati LDCF;
- d) Provide technical advice and guidance on documenting the success stories of the project.
- e) Provide technical support to the Project Coordinator in the development of press releases and providing updated information to continually feed the Environment Website.
- f) Provide technical advice and support in the development of the LDCF project database when needed.
- g) Effective technical insight provided to support leverage additional funding for initiatives started by the project at the local and national level to ensure sustainability of the interventions. This includes working with national Government to assist them in learning from project initiatives and looking for mainstreaming opportunities to ensure replication and sustainability.
- h) Ensure overall relevance to assist or provide support in the delivery of training courses on both technical and project management, monitoring and evaluation issues to strengthen national capacity in this area;
- i) Critical and effective advice provided to PMU on preparation of progress and monitoring reports concerning project activities in accordance with the project monitoring plan, and in accordance with UNDP/GEF requirements and format;
- j) Actively advising and supporting project reviews and their preparation - when required;
- k) Keep the representatives of the Committee and UNDP informed on a regular basis on the progress of the project.
- l) Provide tangible advice and support in terms of Communication and Knowledge Management of project implementation

Timelines & Due dates

Deliverables	Timeline
1a. Submission of a signed contract upon issuing of contract 1b. Submission of an approved workplan for the month starting	August 2017
2a. Submission on approved monthly progress report highlighting achievements made against last submitted workplan focusing on the outputs identified as per TOR 2b. Submission of an approved next month workplan focused on the outputs identified as per TOR	September 2017 – August 2018

Resources Provided

- All in-country transport cost associated to the achieving project activities
- Office space in-country
- All meeting costs related to the project
- Consultant will be responsible for own accommodation

Supervision/Reporting

- Will be reporting to MELAD - ECD Director and UNDP Project Manager
- Work in coordination with project coordinator
- Project progress to provide to in project board meeting and upon UNDP request

- Frequency monthly and Quarterly reporting based on progress and achieved results

Requirement for Qualifications & Experience

- Minimum educational qualifications

Advanced University degree (Masters or PhD) or equivalent in Social Science, Environmental Science/Management, Natural Resource Management, Climate Change/Biodiversity Project Management and or related field.

- Experience & skills

- At least ten years of professional experience in project management posts with increasing management responsibility;
- Demonstrate flexible leadership and negotiation skills;
- Excellent verbal and written communications skills, at a technical level and in the preparation of information for policy makers and wider civil society;
- Ability to work well in a multi-cultural and multi-disciplinary environment
- Demonstrated flexible leadership and negotiation skills;
- Demonstrable excellent verbal and written communications skills, both at a technical level and in the preparation of information for policy makers and wider civil society;
- Previous experience in the operational aspects of international projects, as well as experience with funding organizations such as the GEF will be an advantage;
- Proven financial management experience of large budgets;
- The selected candidate will have a post graduate degree or equivalent qualifications in a relevant field;
- Excellent working knowledge of English. Familiarity and knowledge of the I-Kiribati and their languages would be an advantage;
- Familiarity with the goals and procedures of international organizations, of the GEF and UNDP
- Knowledge of GEF co-financing approaches and project management will be a distinct advantage;
- Experience of aligning project goals with wider development frameworks for long term benefits and understanding of cross-sectoral national planning processes will be highly regarded.
- Experience of evaluating technical projects and organizational strategy, policy development and change management, including development of M&E frameworks will be an advantage.
- Good leadership, coordination, communication and facilitation skills are essential.
- Strong management skills, including ability to supervise people and monitor other project staff as well as being responsible, honest, with strong sense of integrity and professional ethics
- Extensive information exchange contacts with national and international partners involved in environment, climate change adaptation management and planning, water/natural resource management, community engagement is an asset;
- Demonstrate commitment to work and experience in working in a multicultural team environment, high level inters and intra-personal and communication skills.

Proposal Requirements

Technical Proposal

- CV/P11 Form
- Statement of how applicant meets requirement
- Names/Contacts of 3 referees

Financial Proposal

- Financial proposal (Lump sum)

Payment Schedule (if required):

Delivery of agreed outputs

- Payment will be conducted on a monthly basis for a period of 1 year
- 20% advance payment permitted. Request for advance more than 20% requires RR approval
- Optional for travel to be inclusive in financial proposal or can be arranged to pay directly by UNDP. Only two travels will be allowed – to settle after signing contract and departure upon ending of contract.
- Consultancy fee and living allowance to be paid based on satisfactory completion of monthly deliverables

Milestone	% Payment
1a. Submission of a signed contract upon issuing of	10%

contract.		
1b. Submission of an approved workplan for the month starting.	10%	
2a. Submission on approved monthly progress report highlighting achievements made against last submitted workplan focusing on the outputs identified as per TOR	80% (10% each for a period of 11 months)	
2b. Submission of an approved next month workplan focused on the outputs identified as per TOR		

Evaluation

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%

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.

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Evaluation Criteria (70%)		
1. Qualifications		
University degree in Social Science, Environmental Science/Management, Natural Resource Management, Climate Change/Biodiversity Project Management and or related field. A master's degree would be an advantage.	10%	
2. Experience and Skills		
a) At least ten years of professional experience in project management post as senior or chief technical advisor with excellent verbal and written communications skills.	10%	
b) Has technical understanding/experience in biodiversity management, fisheries/coastal conservation, ecosystem-based adaptation, natural resources management, and/or climate change adaptation with a specific focus on food security and has worked in the Pacific is a must.	5%	
c) Previous experience in the operational aspects of regional projects, as well as technical familiarity and dexterity to offer advice across all outputs/components that will be relevant to the Kiribati LDCF project.	5%	
d) Experience in project M & E	5%	
e) Must be knowledgeable of and have hands-on experience with design of management frameworks community-based conservation management regimes.	5%	
f) Must have extensive working knowledge of issues related to small island developing states and fisheries conservation.	5%	
3. Competency		
a) Promotes the vision, mission, and strategic goals of UNDP through work engagement	5%	

with UNDP and displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.		
b) 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%	
c) Familiarity with the goals and procedures of international organizations, GEF and the UNDP. Experience of aligning project goals with wider development frameworks for long term benefits and understanding of cross-sectoral national planning processes.	10%	
d) Will have at least 15 years' experience with GEF projects, including project management, design, and/or evaluations	5%	
Evaluation Criteria	70%	
Financial	30%	

Proposal Submission

Offerors must send the following documents.

- i) **Signed P11 form including names of at least 3 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)