

TERMS OF REFERENCE

Ref: PN/FJI-38-17

Title	Capacity Development Consultant
Location	Suva, Fiji
Application deadline	06 th September 2017 (5pm Fiji Time)
Type of Contract	Long-term Agreement - Individual Contractor
Post Level	National Consultant
Languages required:	English
Duration of Initial Contract:	210 working days over 12-month period

BACKGROUND

The ACP-EU Development Minerals Programme is a €13.1 million capacity building program that aims to build the profile, and improve the management, of Development Minerals (industrial minerals; construction materials; dimension stones; and semi-precious stones). The program is an initiative of the African, Caribbean and Pacific (ACP) Group of States, financed by the European Commission and UNDP, and implemented by UNDP. The mining of Development Minerals has important implications for sustainable development, however, they have not to date received adequate attention for their potential to impact livelihoods and few development programmes have provided support for this mining sub-sector. Often referred to as Low Value Minerals and Materials (LVMM) due to their low price as a function of their weight, and their relatively low value to international commodity markets, Development Minerals provide crucial inputs for domestic economic development (infrastructure, manufacturing, construction and agriculture to name a few) and have the potential to be high value in terms of domestic development.

In comparison to the metals sector, Development Minerals have closer links with the local economy, and have the potential to generate more local jobs, with a greater impact on poverty reduction. The sector, however, commonly operates in an uncertain legal and regulatory environment, with a lack of publicly available and easily accessible geological data, which exacerbates wasteful exploration and discourages investment in the sector. Furthermore, the weak or often non-existent technical extension services such as skills training, capacity building, access to technology, finance, appropriate equipment, investment information and markets, contributes to the neglect of the sector.

The ACP-EU Development Minerals Programme is building the capacity of key stakeholders in the sector, including public stakeholders such as regulatory agencies and local governments; private stakeholders such as small-scale mining enterprises, intermediaries, transportation and logistics service providers, construction companies; business development stakeholders such as mining and quarrying associations, chambers of mines, training centres, universities, consulting companies; and social stakeholders such as civil society organizations and community groups.

The Programme is being implemented at both the regional and country level. At the regional level, the programme conducts capacity building activities for forty countries from the six African, Caribbean and Pacific sub-regions, through regional training workshops, guidance products and

knowledge exchange. Training and support will be provided in the following thematic areas of importance to the sector: 1) mine and quarry management; 2) environment, health and safety; 3) entrepreneurship skills; 4) market analysis and investment promotion; 5) geo-data and maps design; 6) community relations and addressing grievances.

At the country level, in-depth capacity building is undertaken with six focus countries: Cameroon (Central Africa); Uganda (East Africa); Zambia (Southern Africa); Guinea Conakry (West Africa); Jamaica (Caribbean); and Fiji (Pacific).

Under the guidance and direct supervision of the Team Leader Effective Governance cluster, the Capacity Development consultant will support the Country Coordinator in the implementation of the programme activities. The Capacity Development consultant will provide inputs in the planning, monitoring, and reporting of capacity building initiatives for the relevant stakeholders in consultation with the Country Coordinator.

The Capacity development consultant will provide technical advisory support to the Country Coordinator (Development Minerals Programme– Fiji) in providing policy, programmatic, operations, knowledge management support as follows:

- Provide technical advisory support for all key capacity building initiatives for national stakeholders related to the Development Minerals Fiji project;
- Provide policy and programme advisory support in the design and implementation of key capacity building activities in all its components;
- Support knowledge building and management for the project.

DUTIES AND RESPONSIBILITIES

Scope of Work

Under the supervision of the Country Coordinator and the relevant UNDP Project Management, the consultant will provide technical advisory support for all key capacity building initiatives for national stakeholders related to the Fiji ACP-EU Development Minerals project

- Provide advisory support in planning, budgeting, implementation, monitoring, and reporting of all capacity building and knowledge management activities;
- Developing relevant project activity documentation in compliance with UNDP processes to support timely implementation of activities;

Provide policy and programme support in the design and implementation of key capacity building activities in all its components:

- Provide technical and advisory services on implementation, monitoring and assist for reporting of project activities;
- Provide technical support to the Country Coordinator in quality assurance of project implementation in compliance with UNDP project management policies;
- Provide technical support to the Country Coordinator in monitoring the implementation of the small grants projects and providing periodic feedback on the progress of implementation.
- Engage other consultants for swift delivery

Support knowledge building and management for the project.

- Support knowledge building, and knowledge management for the project in compliance with UNDP communications policy.
- Support the Country Coordinator in establishment and contribution to advocacy networks at national level and linked to international networks;
- Support the Country Coordinator in the provision of support to the ACP-EU Development Minerals Programme's knowledge management networks and portal;
- Support follow-up and reporting on the implementation of Return to Work plans by training participants;
- Support the ACP-EU Development Minerals Programme team in delivering training and capacity building activities;
- Assist in the drafting of training/workshop proceedings, lessons learned and emerging best practices reports, annual progress reports and other knowledge products;
- Organization of public-private dialogues.

Indicative list of Outputs and Deliverables

- Support the conceptualization, formalizing, and implementation of the partnership with the Fiji National University on the implementation of the Curriculum on Development Minerals in Fiji (10 days);
- Support to the conceptualization and management of the Project support to the Training of Trainers for potential lecturers of the curricula (5 days);
- Support the conceptualization and implementation of the Fiji Environment Safety Workshops at the FNU orientation, including field work (5 days);
- Support organization, implementation and reporting on the stakeholder's review and validation of the proposed framework on licensing, monitoring of environmental impact of development mineral operators (20 days);
- Support national and sub-national capacity building activities on the proposed framework on licensing, monitoring of environmental impact of development mineral operators (20 days);
- Support the legislative engagement initiatives of the project through the organization, implementation and reporting on capacity building activities for Members of Parliament on development minerals (15 days);
- Support capacity building initiatives for relevant stakeholders (government, civil society, private sector, resource owners/representatives) on the EIA framework and Environmental health & safety guidelines for quarry operators (20 days);
- Support the conceptualization, organisation, implementation, and reporting of capacity building initiatives to integrate rights based approaches to Rehabilitation and Closure Impact assessment of quarried sites (25 days)
- Support the organisation and implementation and reporting of capacity building initiatives for resource custodians focused on economic empowerment/entrepreneurship, and addressing the gender and human rights dimensions. This will also include the development and management of the small grants initiatives and the ToT component (20 days);
- Support the organisation, implementation and reporting on stakeholder consultations to set minimum standards and specifications of construction material quality required from quarry and mine operators (20 days)
- Support the conceptualization, implementation and reporting of capacity building initiatives targeted at resource owners, government, and operators on rights based approaches to community engagement, conflict resolution and resource management (15 days);

- Support knowledge management through the conceptualization, development, production and dissemination strategy of knowledge events and products on Development minerals (15 days);
- Support to the conceptualization implementation and reporting of the Trade fair for Development minerals with the Government of Fiji (10 days)
- Other tasks as agreed (10 days).

The consultant is expected to submit a monthly progress report against a workplan that is to be developed in agreement with the Country Coordinator. The workplan is to be reviewed and updated on a quarterly basis. The monthly reports will be reviewed and approved by the Country Coordinator and the Project manager before payments are processed.

Institutional Arrangement

- The consultant will be provided with Desk space at the UNDP Pacific office but is also expected to be out posted to the Fiji Minerals Department. The consultant is expected to use their own laptop with proficiencies to use Microsoft office products.
- Overall, the consultant will be reporting to the UNDP Pacific Office Governance Team Leader.

Duration of the Work

- On a daily basis, the consultant will report to the Country Coordinator for the Development Minerals – Fiji project
- All reports and documents relating to the assignment will be submitted to the UNDP Pacific Office in Fiji.
- The consultant is expected to work 17.5 days per month for a maximum of 210 working days over 12-month period
- The consultant is expected to start from 18 September 2017 till 17 September 2018
- The total number of working days is a ceiling indication under this LTA. UNDP therefore has the right to issue the contract upto 210 working days at a maximum or below based on the office needs.
- Each engagement will be effected through issuance of specific TOR and purchase order.
- A minimum of 3 working days is required for processing of payments, once monthly progress reports have been approved by UNDP and upon certification of payment (COP) form.

Duty Station

- The consultant will primarily be based in Suva, with the UNDP Pacific office, as well as at the Fiji Mineral Resources division also in Suva. There may be field visits involved as part of the assignment.

COMPETENCIES

Demonstrating/safeguarding ethics and integrity
 Demonstrate corporate knowledge and sound judgment
 Self-development, initiative-taking
 Acting as a team player and facilitating team work
 Facilitating and encouraging open communication in the team, communicating effectively
 Creating synergies through self-control

Managing conflict

Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**

Informed and transparent decision making

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Master's Degree in Economics, Public administration and policy planning, Development studies, Governance, Natural resource management, or other relevant studies;

Experience

- Minimum of 5 years of relevant professional experience;
- Experience in the implementation of development programmes/projects is desired, including development of ToRs, concept notes, agendas, reports and similar project deliverables;
- Experience with RBM platforms is desired; Field experience is desired;
- Experience in communications and knowledge management is desired;
- Experience on issues pertaining to the small-scale mining sector will be an asset;
- Background in capacity development and knowledge management is an advantage.

Language requirements

- Very good command of spoken and written English is required.
- Fluency in additional UN languages is an added advantage.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on:

Daily Fee. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC's duty station) should be identified separately. The consultant is expected to submit time sheets and a monthly progress report against the achievement of the ToR deliverables to the Country Coordinator, Governance Unit management structure, highlighting achievements, key issues, and recommendations for UNDP, government, and other relevant stakeholders.

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.

Evaluation Method and Criteria

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:

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

Technical Evaluation (70%)	
• Master's in economics, development planning, public administration and policy planning, development studies, natural resource management, or other relevant studies	10%
• Background in capacity development and knowledge management is an advantage.	10%
• Minimum of 5 years relevant professional experience	10%
• Hands on experience on issues pertaining to the small-scale mining sector	10
• Experience in the implementation of development programmes/projects is desired, including development of ToRs, concept notes, agendas, reports and similar project deliverables; Field experience is desired.	15%
• Experience with RBM platforms	10%
• Experience in communications and knowledge management is desired.	5%
Financial evaluation (30%)	
	30%

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11** (Annex I), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: Consultants must quote prices in Fijian Dollars (FJD).

Annexes

- Annex I – [P11 Form](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)
- Annex III - [Individual IC General Terms and Conditions](#)

For any clarification regarding this assignment please write to Mr. Ronald Kumar on procurement.fj@undp.org . For submission of proposals email to etenderbox.pacific@undp.org. Incomplete proposals or proposals sent to incorrect address may not be considered.