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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: PN/FJI-051-17

Consultancy Title: Communications and Awareness Adviser with Ministry of iTaukei Affairs
Project Name: DISCOVERING NATURE-BASED PRODUCTS AND BUILDING CAPACITIES FOR THE APPLICATION OF THE NAGOYA PROTOCOL ON ACCESS TO GENETIC RESOURCES AND BENEFIT SHARING (ABS) IN FIJI
Period of assignment: 150 Days over 6 months (Starting no later than 22 October, 2017, and completion by 31 March, 2018)
Duty Station: Suva ,Fiji

Consultancy Proposal should be mailed to C/- UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to etenderbox.pacific@undp.org no later than **6th October, 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 procurement.fj@undp.org. 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.**

1. BACKGROUND

There has been little focus on the value of genetic resources that are accommodated in Fiji's biodiverse areas, and the means by which payment for ecosystem services could be used to stimulate conservation at the local level, while providing avenues for improved livelihoods. Work is needed for instituting relevant legislation, policy and institutional systems to assist with regulating the collection, storage, exchange, development and use of genetic resources to maximise opportunities for alternative livelihoods. There is also a need to improve technological capacity at the national level.

One barrier for maximizing benefits from genetic resources has been identified as the limited capacity to implement and operationalize ABS Agreements and Benefit Sharing mechanisms with communities, including insufficient human resource capacity and piecemeal operation of draft bio-prospecting policy and guidelines; and a lack of understanding of ABS and the link to biodiversity conservation.

To this end in 2015, the Ministry of iTaukei Affairs developed an ABS Framework for the iTaukei Institutions. Endorsed by the iTaukei Affairs Board, and discussed in the Roko Tui and National iTaukei Resource Owners Committee Forums, the objective of the Framework is to oversee processes for obtaining genetic resources, and formalising relationship between those who have historically held these resources and associated traditional knowledge (TK), and parties who seek this knowledge for commercial purposes.

This project will assist in addressing the gaps and barriers and motivate increased investment in protecting bio-diverse areas and the genetic resources they contain. This will be achieved by: the operationalization of

ABS agreements related to fair and equitable access and mutually agreed terms; increase in national research and technical capacities and human resources dedicated to ABS management; raising awareness among Fijian communities on the benefits of biodiversity and genetic resources; and increasing national capacities to institutionalize and operationalize the Nagoya Protocol on access and benefit sharing.

Part of this project will be the employment of an ABS Technical Consultant to be based at the Ministry of iTaukei Affairs to provide technical and communication support for the project.

Objectives

The ABS Officer will have the following responsibilities in order to achieve Sub Output 3.5 Awareness programme for national stakeholders on **Nagoya Protocol Obligations** of the FJ ABS Project document:

- Facilitate the development of the community education and awareness plan on the ABS Framework for iTaukei Institutions that is compatible to national ABS Law as presented under Nagoya Protocol.
- Lead the development and production of awareness, education and advocacy materials aligned to the Protocol under the different components of the project that will contribute to the effective delivery of project activities in the project target sites; and convey the co-benefits through the ABS arrangements so it may be realized by communities and to encourage conservation;
- Provision of communication advisory services to the Ministry of iTaukei Affairs.
 - Develop procedures, Agreements & Templates for the operations of the Framework for communities, particularly to recommend appropriate pathways for MAT (Mutually Agreed Terms) and FPIC (Free, Prior & Informed Consent). This is to be done in harmony with the existing and proposed Acts and Regulations related to ABS procedures;

2. SCOPE OF WORK

Scope of work/Expected Output

The consultant will produce the following deliverables :

- Work with the relevant agencies to map out / produce an iTaukei Glossary of ABS terms;
- Review, simplify and oversee the translation of the ABS Framework for iTaukei Institution
- Develop procedures, Agreements & Templates for the operations of the Framework for communities, particularly to recommend appropriate pathways for MAT (Mutually Agreed Terms) and FPIC (Free, Prior & Informed Consent). This is to be done in harmony with the existing and proposed Acts and Regulations related to ABS procedures;
- Work with the Ministry media officer to develop a draft communications strategy on the processes of the Framework and general community awareness for ABS.
- Work with Ministry media officer to prepare publicity and publications (brochures, flyers, videos) on ABS processes and principles and disseminate to community stakeholders.
- Facilitate two (2) ABS familiarization workshops for the purposes of the publication developed.
- Contribute to quarterly and annual reporting to UNDP, and any other required reporting.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

Qualifications:

- University degree in Communications, Journalism, Environmental Science, Natural Resource Management, Law, or relevant discipline is desirable

Experience:

- Minimum of 5 years' relevant work experience in 2 or more of the fields above (knowledge or understanding of ABS is an advantage);
- Experience in Facilitating the development of the community education and awareness
- Proven Experience in Developing procedures, Agreements & Templates for the operations of the Framework for communities
- Familiar with development issues at the global, regional and national level (knowledge of biodiversity and key partners will be an advantage);
- Experience in support development of communication plans and strategies

Language requirement

- Excellent verbal and written skills both in English, and Fijian with a good understanding of iTaukei protocol

Competencies:

- Excellent inter/intra personal and communication skills; and Demonstrated ability to work with minimum supervision
- Excellent computer knowledge (MS Office) and experience in preparing and updating website materials;
- Familiar with development issues at the global, regional and national level
- Knowledge of conservation /biodiversity and key partners;
- Experience in facilitating workshops /consultations

4. EVALUATION CRITERIA

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.

Criteria	Points	Percentage
Qualification		60%
<ul style="list-style-type: none"> University degree in Communications, Journalism, Environmental Science, Natural Resource Management, Law, or relevant discipline is desirable 	10	
Experience		
<ul style="list-style-type: none"> Minimum of 5 years' relevant work experience in 2 or more of the fields above; 	10	
<ul style="list-style-type: none"> Experience in Facilitating the development of the community education and awareness plan and strategies 	10	
<ul style="list-style-type: none"> Experience in Developing procedures, Agreements & Templates for the operations of the Framework for communities 	10	
<ul style="list-style-type: none"> Familiar with development issues at the global, regional and national level ; 	10	
<ul style="list-style-type: none"> Experience in support development of communication plans and strategies 	10	
Competencies		10%
<ul style="list-style-type: none"> Knowledge of conservation /biodiversity and key partners; Experience in facilitating workshops /consultations 	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 – Lowest Price		30%
Total		100%

Payment Schedule

The following payment schedule will apply in accordance with the submission of deliverables:

OUTPUT	DUE DATE
10% Payment upon submission of signed contract and acceptance of work plan	31 October
10% Payment upon submission and acceptance of draft iTaukei Glossary of ABS terms	31 November
5% Payment upon submission and acceptance of a detailed report reviewing and interpreting the iTaukei Institution ABS Framework.	31 December, 2017
20% upon submission and acceptance of mapped out Procedures, Agreements & Templates for the operations of the ABS Framework for the communities	31 December
5% Payment upon submission and acceptance of 3 monthly reporting to UNDP/MITA	31 January
10% Payment upon submission and acceptance of draft Communications strategy	22 February
25% Payment upon submission and acceptance of publicity publications on ABS Thematic	

/focal areas and best practices i.e. development of the following community awareness materials plus iTaukei translated versions: 1. Brochure/chart on steps to be undertaken by researchers and community aligned to ABS procedures; 2. Community awareness materials	31 March
5% Payment upon submission of 3 monthly reporting to UNDP/MTA	31 March
10% Final report detailing all support provided, impacts and lessons learnt	31 March

Reporting Requirements

The consultant will be monitored, overseen and supervised by the Ministry of iTaukei Affairs in close cooperation with the UNDP Multi Country Office. 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 31 March, 2018. The consultant is expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

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)

