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Resilient Nations.

Terms of Reference **PN/FJI-014-18**

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| Consultancy Title : Invasive Alien Species Specialist (international consultancy) |
| Project Name: Safeguarding biodiversity from invasive alien species in the Federated States of Micronesia (FSM) |
| Duty Station: Home Based and FSM |
| Duration of the Contract: Period of assignment: 50 days , commencing no later than 20 April ,2018 and completion by 31 December, 2018 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 13th April, 2018 (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. |

Objectives:

The international Invasive Alien Species (IAS) Specialist will work closely with the GEF PPG Team Leader, as well as other international and national consultants, to provide the necessary IAS inputs to project deliverables. The overall result being a full-size UNDP-GEF Project Document and GEF CEO Endorsement.

The IAS provide specific technical support as listed below:

1) Preparatory Technical Studies and Reviews (Component A)

Prepare the following analyses/studies, as agreed with the Team leader and with support from the national Institutional Development and Socio-Economist specialists, as appropriate.

a. Detailed baseline information on IAS that comprises:

- review of current policy, legislative and institutional framework for managing IAS in FSM at national and state levels, with an assessment of how the application of the new 2017 Biosecurity Act can best be supported by the project;
- Assessment of current capacities at national and state levels to manage IAS across relevant sectors (agriculture, environment, fisheries, health, tourism, shipping etc.) and existing provisions for training and capacity development;
- review of quarantine facilities and fumigation equipment (fixed and portable) existing within each state , with an assessment of infrastructure and equipment necessary to operate effectively at main state entry ports;
- review of status of existing state, national and regional IAS strategies and action plans, with an assessment of safeguards necessary to mainstream across agriculture, fisheries, tourism and other sectors, including potential synergies with those sectors engaged in the GEF-5 Ridge-to-Reef project; and
- assessment of economic losses sustained from IAS impacts within respective states (input to be provided by Socio-economist).

- b. Outline plan for the institutional development of capacity at national and state levels to implement and enforce compliance with legislation and policies to prevent the introduction and spread of IAS (input to be contributed by Institutional Development Specialist), including:
 - details of a modular Biosecurity Training Programme on IAS management and enforcement of compliance outlined, with due consideration given to its institutionalisation by end of the project;
 - contents of a Certified Course in *IAS Management for Practitioners*; and
 - feasibility study for a new community-based IAS Extension Service operational at municipality level.
- c. List of project target sites, with clear rationale for their selection, maps and baseline information (provided by national consultants), to cover:
 - main international and national entry ports within High Island states and any other significant island ports for travellers and shipments;
 - selection of land and seascapes where IAS significantly impact forestry, agricultural and fishery production; and
 - protected areas with native biodiversity that is significantly threatened by IAS.
- d. Tracking tools and indicators benchmarked, with other consultants' inputs, notably:
 - GEF-6 Biodiversity Projects: Objective 2 Programme 4: Prevention, Control and Management of IAS (NB provide disaggregated data by state if appropriate);
 - UNDP-GEF Capacity Development Scorecard: 3. National Biosecurity Framework;
 - baseline scores for project outcome indicators specified in the PIF (Table B).

2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)

Prepare inputs and support the development of draft PPG deliverables, as agreed with the PPG Team Leader.

3) Validation Workshop (Component C)

- a. Contribute to the validation workshop and Validation Workshop Report; and
- b. support all necessary revisions that arise during the workshop, as appropriate.

4) Final Deliverables

- a. Contribute, as required by PPG Team leader, to the revision and completion of UNDP ProDoc, with all mandatory and project-specific Annexes, following feedback from GEF Secretariat and GEF Council.

The key deliverable of the IAS will be a technical support leading to final comprehensive UNDP-GEF project document and a GEF CEO Endorsement. The documents should make full use of figures, diagrams and boxes to bring out key points and summarize materials emerging from the PPG phase.

Background

The Global Environment Facility (GEF) recently approved Government of FSM Safeguarding biodiversity from invasive alien species in the Federated States of Micronesia Project Preparatory Grant.

The objective of the Project is to safeguard biodiversity in terrestrial and marine ecosystems and in agricultural and fisheries production systems from the impacts of invasive alien species in the Federated States of Micronesia.

The project consist of three components namely:

- National enabling and institutional framework for integrated landscape and seascape planning and mainstreaming of biodiversity into key sectors;
- Raising awareness and strengthening capacity in IAS prevention and management
- Demonstrating best practices in safeguarding biodiversity and food production systems from IAS

Scope of work/Expected Output

The consultant will produce the following deliverables to UNDP:

Deliverable 1:

- A detailed work plan which is compiled in consultation with the Project Development Specialist;

Deliverable 2:

- Proposed methodology and formats for collecting information for the PPG consultant team;

Deliverable 3:

- Preparatory Technical Studies and Reviews_Draft documents:

Deliverable 4:

- Draft document ready to submit for UNDP technical clearance: includes Project Document, SESP checklist and IAS Tracking Tool, updated in response to the reviews and comments of stakeholders and the UNDP-GEF Regional Technical Advisor.

Deliverable 5:

- Draft documents ready to submit to GEF Secretariat: includes Draft Project Document, CEO Endorsement Request, SESP and Tracking Tool, updated in response to the reviews and comments of UNDP-GEF.

Deliverable 6:

- Acceptance of project by the GEF Secretariat and the GEF Council, updated in response to the reviews and comments of the GEF Secretariat.

These sections are indicative; As templates may be subject to change, the UNDP-GEF Project Development Specialist will be required to obtain guidance by the UNDP-GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP-GEF and UNDP CO requirements.

Methodology

The consultancy methodology will also include the following:

- literature reviews
- interviews conducted with key informants at the national, provincial and community level
- consultations held with all stakeholders at the project site level
- at least 4 stakeholder presentations to national key stakeholders (PPG Inception workshop and presentation of the draft final project document for validation and feedback)
- field visits to demonstration project sites in all four states of Kosrae, Pohnpei, Chuuk and Yap . Consultations will be held with national and state government, non-governmental organisations and resource owning communities.

The consultant will work closely with the Department of Resources and Development and UNDP Pacific Office in Fiji. The consultant will also liaise with the UNDP Fiji Pacific Office and UNDP-GEF Regional Technical Advisor to ensure that UNDP-GEF and GEF requirements are being met.

The consultant will visit all project demonstration sites as needed, to ensure adequate consultation with all key stakeholders, especially at the community level. When conducting site visits, the consultant will deliver combined briefings and de-briefings to provincial/district stakeholders (including government departments, provincial council and other stakeholders). Upon recruitment of the consultant UNDP will provide more details pertaining to the consultancy.

During the resource consultancy, a presentation will be made to key national stakeholders in country to seek feedback/validation on draft proposal.

Supervision/Reporting

The consultant will be monitored, overseen and supervised by UNDP Pacific Office in Fiji. The consultant will also coordinate the technical aspects of the engagement with the PPG Team Leader and UNDP Regional Technical Advisor from the Asia Pacific Regional Centre. The consultant will be under the technical guidance of the PPG Team Leader.

The consultant is expected to provide for his/her own laptop. He/she is expected to inform UNDP immediately in writing if he/she is unable to meet deliverables of this consultancy.

The Department of Resource and Development and UNDP Pacific Office in Fiji will circulate draft report to all stakeholders requesting written feedback and proposal will be finalized by the consultant within the dates reflected in the evaluation schedule. The layout of the proposal will be according to proposal format as per UNDP-GEF guidelines. The consultant will forward the final report by e-mail to UNDP Pacific Office in Fiji. The consultant will be responsible for the contents, quality and veracity of the report.

Requirement for Qualifications & Experience

Qualifications:

- Minimum Master's degree or higher, in natural or environmental sciences or in a relevant field;

Experience:

- Minimum of 15 years of demonstrable experience in the technical area of biodiversity conservation, with at least 7 years specialism in the control and management of invasive alien species including borders' biosecurity enforcement;
- Proven experience in establishing good working relationships with a broad range of stakeholders (local communities, government, private sector, financial institutions, civil society, NGOs, etc.);
- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches.
- *Fluency in written and spoken English.*
- Knowledge on and work experience in the Pacific preferred
- Strong technical writing skills in English;
- Excellent coordination and leadership skills, as well as relationship management skills.

Competencies:

- **Experience in drafting & reviewing project documents**
- **Knowledge on IAS & biodiversity conservation**
- Working experience in within the Pacific Region;
- Excellent writing, editing, and oral communication skills in English;
- Excellent ability to translate idea/concepts visually and/or orally
- Good communications abilities;
- Ability to meet deadlines and prioritize multiple tasks.

Language Requirements:

- Fluency in written and spoken English is essential

The consultant shall be engaged to undertake the work aimed at supporting the UNDP-GEF Project Development Specialist finalize the complete Project Document, Annexes, CEO Endorsement Request template, co-financing letters according to a planned schedule by *December 31, 2018*.

Payment Schedule

The following payment schedule is proposed:

- **20%** of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following signing of contract, acceptance of a **work plan and** Proposed methodology and formats for collecting information for the PPG consultant team **within two weeks of signing of contract**;

- **10% of** the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of deliverable 2 by May 11, 2018;
- **15% of** the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of deliverable 3 by June 30, 2018
- **25% of** the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of deliverable 4 by October 4, 2018
- **20% of** the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of deliverable 5 by November 31, 2018
- **10% of** the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of deliverable 6 by December 31, 2018

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:

- 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 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 | | 50% |
| <ul style="list-style-type: none"> Minimum Master's degree or higher, in natural or environmental sciences or in a relevant field; | 10 | |
| Experience | | |
| <ul style="list-style-type: none"> Minimum of 15 years of demonstrable experience in the technical area of biodiversity conservation, with at least 7 years specialism in the control and management of invasive alien species including borders' biosecurity enforcement; | 20 | |
| <ul style="list-style-type: none"> Proven experience in establishing good working relationships with a broad range of stakeholders (local communities, government, private sector, financial institutions, civil society, NGOs, etc.); | 10 | |
| <ul style="list-style-type: none"> Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches. | 5 | |
| <ul style="list-style-type: none"> Knowledge on and work experience in the Pacific preferred | 10 | |

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|---|-------------|-------------|--|
| Competencies | | 20% | |
| <ul style="list-style-type: none"> • Excellent writing, editing, and oral communication skills in English; • Experience in drafting & reviewing project documents • Knowledge on IAS & biodiversity conservation | 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 – Lowest Price | | 30% | |
| Total | | 100% | |

Proposal Submission

Offerors must send the following documents.

- i) **Signed P11 form including names of at least 3 referees**
- ii) **Cover letter setting out:**

A statement of how the applicant meets the qualifications and experience requirements.

- 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)

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 13th April, 2018 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted