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Resilient Nations.

Terms of Reference

PN/FJI-015-18

Consultancy Title : Project Development Coordinator (National Consultant)

Project Name: Safeguarding biodiversity from invasive alien species in the Federated States of Micronesia (FSM)

Duty Station: FSM

Duration of the Contract:

Period of assignment: 50 days , commencing no later than **20 April ,2018** and completion by **December 31, 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 National Project Development Coordinator will work under the direction of the GEF PPG Team Leader and guidance of the UN Coordination Specialist, supporting team members in their work, logistics and scheduling of meetings and other events. S/he will engage and follow up with national and state implementing partners on all aspects of the PPG in a timely manner, in accordance with agreed schedules.

The specific roles of the consultant will be to prepare:

1) Management of the GEF PPG Team

- a. Support the Team Leader with the development and implementation of the work plan, including monitoring its implementation and supporting consultants to meet PPG milestones;
- b. Assist the Team Leader in ensuring that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
- c. In liaison with the UN Coordination Specialist maintain accounts of local expenditure as required.

2) Preparatory Technical Studies and Reviews (Component A)

Support and accompany the PPG team during their missions, coordinating schedules and soliciting relevant information and inputs from national and state agencies, NGOs and other stakeholders as appropriate. Where needed, assist with interpretation.

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

Liaise with implementing partners and other stakeholders to ensure that their inputs to the ProDoc are received in good time and, conversely, that stakeholders are kept well informed about the project's development and have ready access to draft materials.

4) Validation Workshop (Component C):

- a. Lead in organizing the validation workshop and helping to ensure that a representative selection of

- stakeholders are able to participate, particularly those from states other than Pohnpei; and
- b. Ensure collection and collation of all workshop outputs, and assist with completing the Validation Workshop Report.

5) Final Deliverables:

- a. Support the Team Leader in gathering all technical and consultation inputs from national and state stakeholders; and
- b. Provide assistance, as required, with completion of the UNDP-GEF ProDoc and GEF CEO Endorsement Request.

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:

- A schedules for consultation, outlining list of stakeholders at state and national level including methods of consultation for collecting information for the PPG consultant team;

Deliverable 3:

- Report outlining key technical issues arising from consultations (at state and national level) which are to be considered in project formulation

Deliverable 4:

- Report on preparations for validation workshop including draft workshop program

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.

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 debriefings 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 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 submit deliverables according to the agreed schedules. 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 Consultant is expected to coordinate all consultations and field visits in consultation with Department of Resources and Development and UNDP Pacific Office in Fiji.

The Department of Resources 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 Bachelor's degree in economics, rural development, environmental or social sciences or in a relevant field ;

Experience:

- Minimum of 5 years of demonstrable experience in supporting project development and implementation, including coordination roles;
- Knowledge of government, other institutions and non-governmental organizations in FSM and Micronesia, with proven experience of working within the sustainable development sector is preferred;
- Excellent coordination and facilitation skills; and
- Excellent written and spoken English.

Competencies:

- 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 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 September 10, 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

EvaluationCumulative 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		50%
<ul style="list-style-type: none"> Minimum Bachelor's degree in economics, rural development, environmental or social sciences or in a relevant field ; 	10	
Experience		
<ul style="list-style-type: none"> Minimum of 5 years of demonstrable experience in supporting project development and implementation, including coordination roles; 	10	
<ul style="list-style-type: none"> Knowledge of government, other institutions and non-governmental organizations in FSM and Micronesia, with proven experience of working within the sustainable development sector is preferred; 	10	
<ul style="list-style-type: none"> Excellent coordination and facilitation skills 	10	
<ul style="list-style-type: none"> Strong networks amongst government, NGO's and other stakeholders 	10	
Competencies		20%
<ul style="list-style-type: none"> Excellent writing, editing, and oral communication skills in English; Work experience in similar assignments Good communications abilities; Knowledge on Biodiversity /conservation 	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 – 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

Women candidates are encouraged to apply