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Resilient Nations.

Terms of Reference **PN/FJI-016-18**

Consultancy Title : Socio-economic, Stakeholder Engagement and Gender Specialist (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: 40 days , commencing no later than April 20, 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 April 13th, 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 Socio-economic, Stakeholder Engagement and Gender Specialist will work closely with the GEF PPG Team Leader and other consultants to provide necessary inputs to project deliverables on socio-economics, community development and gender aspects.

The specific roles of the consultant will be to prepare:

1) Preparatory Technical Studies and Reviews (Component A):

Prepare inputs and support the required analyses/studies, as agreed with the Team Leader and in collaboration with the IAS, Institutional Development and other specialists as necessary, including:

- a. Lead and advise on the stakeholder analysis and consultations, ensuring that they are complete and comprehensive;
- b. Prepare the gender analysis and work closely with the Team Leader to ensure its findings inform the project's strategy, theory of change and results framework;
- c. Support action points, including risk assessments, identified in the *UNDP Social and Environmental Screening Procedure* (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG and, as appropriate, update the SESP in an iterative fashion throughout the PPG;
- d. Undertake an assessment of economic losses sustained from IAS impacts across key sectors of the respective states of FSM to inform the PPG;
- e. Assess the feasibility of introducing a sustainable financing mechanism to recover full costs of border biosecurity inspections at main ports of entry to FSM states, based on 'users pay' principle aligned to travel and trade; and
- f. Conduct an IAS awareness baseline survey of the travelling public, focused on national and state ports of entry and on communities within respective states. This will also inform the *IAS Communications Strategy*.

- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):
 Prepare inputs and support the development of draft PPG deliverables, as agreed with the PPG Team Leader, including:
 - a. Prepare the **Stakeholder Engagement Plan**;
 - b. Prepare the **Gender Action Plan and Budget**;
 - c. Contribute to the updated the **SESP**, as needed, based on assessments undertaken during Component A;
 - d. Develop **environmental and/or social management plan(s)** for all risks identified as Moderate or High in the SESP; and
 - e. Ensure that relevant finding from the social and economic surveys (1d-f) inform the ProDoc.
- 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
 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

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:

- Institutionalizing a governance framework for IAS prevention, control and enforcement across member states; and in collaboration with other Micronesian nations.
- 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

Deliverable 4:

- Draft document ready to submit for UNDP technical clearance: including Project Document and other documents, 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 by March 2019, 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 a final full sized proposal upon successful completion of activities 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 the 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 Master's degree or higher in economic, social and environmental sciences or a relevant field ;

Experience:

- Minimum of 10 years of demonstrable experience in the technical area of social and economic development, including the facilitation of stakeholders and community development;
- Proven experience in undertaking social surveys, economic assessments and feasibility studies;
- Proven experience in establishing good working relationships with a broad range of stakeholders (local communities, government, private sector, financial institutions, civil society, NGOs, etc.) within FSM; and
- Knowledge on and work experience in the Pacific advantageous.
- Strong networks amongst government, NGO's and other stakeholders
- Excellent coordination and leadership skills, as well as relationship management skills.

Competencies:

- **Experience in developing environmental and/or social management plan(s)**
- Excellent writing, editing, and oral communication skills in English;
- experience in drafting Project documents
- Good communications abilities;

Knowledge of UNDP Social and Environmental Screening Procedure (SESP)

Language Requirements:

- Fluency in written and spoken English is essential

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;
- **15%** of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of deliverable 3 by June 20, 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

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 Master's degree or higher in economic, social and environmental sciences or a relevant field ; 	10	
Experience		
<ul style="list-style-type: none"> Minimum of 10 years of demonstrable experience in the technical area of social and economic development, including the facilitation of stakeholders and community development; 	10	
<ul style="list-style-type: none"> Proven experience in undertaking social surveys, economic assessments and feasibility studies; 	10	
<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"> Strong networks amongst government, NGO's and other stakeholders 	10	
Competencies		20%
<ul style="list-style-type: none"> Experience in developing environmental and/or social management plan(s) 	5	
<ul style="list-style-type: none"> Excellent writing, editing, and oral communication skills in English; 	5	
<ul style="list-style-type: none"> experience in drafting Project documents 	5	
<ul style="list-style-type: none"> <i>Knowledge of UNDP Social and Environmental Screening Procedure (SESP)</i> 	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