DETAILED TERMS OF REFERENCE FOR
CAPACITY ASSESSMENT EXPERT
FOR THE PREPARATION OF THE PROJECT DOCUMENT A RIDGE-TO-REEF APPROACH FOR THE INTEGRATED MANAGEMENT OF MARINE, COASTAL AND TERRESTRIAL ECOSYSTEMS IN THE SEYCHELLES

Location : Mahe, Seychelles, and home-based
Application Deadline : 10 April 2018
Type of Contract : Individual Contract
Post Level : National Consultant
Languages Required : English
Starting Date : 15 April 2018
Expected Duration of Assignment : 10 working days (over 4 months)

I. Context and background

A project proposal concept has recently been approved by the GEF for an allocation of USD $3.9 million for the implementation of a project to support the Government of Seychelles in a Ridge-to-Reef project focusing on managing land-based threats to coastal and marine ecosystems.

The project will undertake a comprehensive Ridge to Reef\(^1\) (R2R) approach that addresses the ‘whole island’ priorities of improved management and conservation of upland forest and agricultural ecosystems as well as coastal and marine ecosystems in the Seychelles to produce global benefits in terms of conservation of globally significant biodiversity and the effective management of the large marine ecosystems (including coastal and near-shore marine ecosystems), and to arrest and reverse ecosystem degradation. This approach acknowledges and actively incorporates the issues of scale, proximity and interconnectedness of environmental systems on SIDS, and utilises the multi-focal area approach to provide ‘joined up’ solutions for sustainable development. By addressing a range of terrestrial threats to the marine environment, including flows of pollutants, nutrients and sediment, disrupted hydrological services, degradation of critical habitat, etc. that have significant negative impacts on important

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\(^1\) The ‘ridge-to-reef’ approach is promoted by the GEF globally, most notably in the Pacific SIDS through the GEF-5 multi-agency, multi-focal area Program titled ‘Ridge-to-Reef’ (UNDP as the lead IA with FAO and UNEP participating as co-IAs). The GEF continues to promote the same approach in GEF-6, as outlined in GEF-6 IW Program 4 (paragraph 53 of the GEF-6 Strategy).
coastal/marine ecosystems including wetlands, mangroves, seagrass beds and coral reefs, the project will simultaneously improve the management of the terrestrial landscape, improve the effectiveness of integrated coastal management practices and secure the integrity of existing and new marine protected areas in the Seychelles, which are vital components of, and effective management tools to conserve, the Agulhas and Somali Current Large Marine Ecosystems. At the policy and strategic level, the project will unite the three most important spatial and resource planning processes in the country (which provide the baseline to this project), namely the Marine Spatial Plan (for the seascape), the Seychelles Strategic Plan (for the landscape, most notably the ‘Green Spine’ on Mahé and other upland forest areas in the Inner Islands), and the Land Use Plans (which embrace integrated coastal management principles and act as the most suitable vehicle to engage District Authorities and local communities in the implementation of these strategic plans). The project will build on these baseline activities by providing strategic incremental funding to implement priority actions in each of the plans.

The main stakeholders for the project are the Ministry of Environment, Energy and Climate Change (MEECC), Seychelles National Parks Authority (SNPA), Seychelles Agricultural Agency (SAA), Public Utilities Corporation (PUC), University of Seychelles (UNISEY), environmental NGOs (MCSS, TRASS, others) and community groups, such as farmers’ groups and watershed management committees.

A capacity assessment specialist expert is required to assist in the preparation of the full project document, focusing on assessment of the capacity of project partners to participate in the project, particularly in terms of possible Responsible Party status or capacity for managing grants to implement sets of activities on behalf of the project.

II. Scope of Work

The capacity assessment expert will be responsible for extending and updating of the capacity assessment of partners and institutions undertaken during the NPFE stage to establish baselines for the project capacity assessment scorecard (the consultant should liaise with the PPG International Lead Consultant and the UNDP Country Office to confirm which organizations should be included2).

III. Duties and Responsibilities

The national capacity assessment expert will support the UNDP Country Office and the PPG International Lead Consultant, and liaise with other national consultants, in the following specific activities:

- Review any background documentation provided by either the targeted institution or PCU/MEECC that might help in making the assessment.
- Conduct a stakeholder capacity analysis using the (modified) UNDP format sheet. This sheet must be completed for each targeted organization and will require individual meetings with representatives of each organization
- Provide a summary comment at the end of the assessment of each individual organization noting in particular the commitment and cooperation of that organization to project implementation
- Describe the capacity of each organization to carry out project activities for which it is a proposed partner, and propose capacity-building activities (as needed) that would be required for the organization to be effective in these activities
- Compile the results of the individual assessments and the proposed capacity building activities for each organization into a summary report (attach the individual assessments as annexes)

IV. Timeline and Deliverables and Payment Schedule

2 Among other institutions, need to assess the capacity of the Blue Economy Institute (BERI) to carry out project outputs 3.1.1 and 3.1.2, and need to propose any capacity-building activities that would be required for this to be effective
The Total Duration of the assignment is 10 working days spread over 6 months. The expected date of Contract is 15 April 2018.

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<tr>
<th>Deliverables</th>
<th>Timeline</th>
<th>Payment Schedule</th>
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<tbody>
<tr>
<td>Prepare initial report including the completed capacity assessment sheets</td>
<td>1 June 2018</td>
<td>60%</td>
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<tr>
<td>Final report submission to UNDP/GEF</td>
<td>13 July 2018</td>
<td>40%</td>
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V. Competencies

- Ability to build strong relationships with national consultants and stakeholders, to focus on impact and results for the client, to respond positively to critical feedback, and a consensus-oriented approach to work.
- Highly developed inter-personal, negotiation and teamwork skills, and a networking aptitude.
- Fully computer literate.
- Excellent English writing and communication skills.
- Ability to work in complex, multi-stake-holder project environments.
- Demonstrates integrity by modeling the UN’s values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

VI. Required skills and experience

The minimum key skills and expertise of the consultant shall cover the following:

**Education:**
- At least MSc level in any relevant natural science or business management subject

**Experience:**
- At least 5 years’ management/consultancy experience in Seychelles, with demonstrable expertise in national environmental issues
- Prior experience in the development of national level reports in Seychelles
- Specific knowledge and experience of the GEF program in Seychelles is an advantage
- Excellent communication and facilitation skill
- Excellent analytical and reporting skills

**Languages:**
- Fluent written and oral communication in English; knowledge of Creole an advantage

Scope of Price Proposal

A financial proposal has to be submitted by offerors which specifies:

i) Daily Fee. The Daily fee should be all inclusive. The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts.
submitted in the proposal.

ii) An IC Time Sheet must be submitted by the Contractor, duly approved by the Individual Contractor’s supervisor, which shall serve as the basis for the payment of fees (as per template).

**Application process**

Individual consultants are invited to submit applications to the email address jobs.mu@undp.org as per requirements below. Applications that do not include all of these elements will not be considered.

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
2. **Personal CV**, 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;
3. **Brief description** of why the individual considers him/herself as the most suitable for the assignment.
4. **Financial Proposal** supported by a breakdown of costs, as per template provided.

**Evaluation Criteria**

All Applicants will be requested to submit a price offer indicating their proposed daily fee rate for the assignment. Following UNDP procurement rules, both technical competence (70%) and the consultant daily fee rate (30%) will be taken into account in the selection process. The Technical Evaluation will be based on the following Evaluation Criteria.

<table>
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<tr>
<th>At least MSc level in any relevant natural science or business management subject</th>
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<th>Specific knowledge and experience of the GEF program in Seychelles</th>
<th>Excellent communication and facilitation skill; Excellent analytical and reporting skills</th>
<th>TOTAL</th>
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<tr>
<td>10 MARKS</td>
<td>40 MARKS</td>
<td>30 MARKS</td>
<td>10 MARKS</td>
<td>10 MARKS</td>
<td>100 MARKS</td>
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Qualified women and members of social minorities are strongly encouraged to apply.

**DEADLINE FOR APPLICATIONS IS 10 APRIL 2018**

**This TOR is approved by:**

Signature

Name and Designation Roland Alcindor Programme Manager

Date of Signing 19 March 2018