

TERMS OF REFERENCE

Ref: PN/FJI-011-18

Job Title:	Social and Environmental Safeguards Specialist – IC
Unit:	Resilience and Sustainable Development, UNDP Pacific Office in Fiji
Project Name:	Tuvalu Coastal Adaptation Project
Project Number:	00103205
Duty Station:	Home-based with three trips to Tuvalu in a year
Duration:	140 working days during May 2018 – April 2020

Duration of the Contract:

- Contract period –2018-2020
- Number of working days - 140 working days over 2 years
- Commencement and end dates of assignment – May 2018 – April 2020

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 **18th 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:

- To ensure compliance with GCF and UNDP Social and Environmental Standards (SES);
- To update the current ESMP as per GCF and UNDP requirements;
- To engage with external firms undertaking island specific environmental and social assessments and developing island specific ESMPs for the proposed works;
- To update, engage and consult with all stakeholders and as necessary, obtain their consent to any works that may affect them;
- To ensure compliance with the more general ESMP and island specific ESMPs throughout the project implementation; and
- To develop a Grievance Redress Mechanism document for the TCAP project.

Background information

The Tuvalu Coastal Adaptation Project (TCAP), financed by the Green Climate Fund (GCF), was approved in June 2016 and the project implementation commenced in September 2017. The project will run until September 2023. The objective of the project is to enhance coastal resilience in Tuvalu by implementing a robust strategy of coastal measures in three of the country's nine islands and by building institutional and community-level capacities to prepare for the impact of increasingly intensive wave actions in the country.

As part of the approved project, the Government and UNDP prepared an Environmental and Social Management Plan (ESMP) to ensure that the social and environmental impacts, risks and liabilities identified during the ESIA process are effectively managed during the implementation, operation and closure of the project.

In this regard, the United Nations Development Programme, Pacific Office in Fiji is seeking a **Social & Environmental Safeguards Specialist** who will assist the Project Management Unit (PMU) and UNDP in updating the ESMP for a seven-year project "Tuvalu Coastal Adaptation Project," and then undertaking a range of tasks/activities (as entailed under the Objectives section) with respect to the general and island specific ESMP's.

The Social & Environmental Safeguards Specialist will also provide necessary inputs throughout the project implementation to ensure all involved in any form in the project (Governments at all levels, contractors, etc) have a full understanding of the ESMPs and that there is timely implementation of ESMP measures by the PMU. Moreover, the Safeguards Specialist will need to ensure full compliance with the updated general and island specific ESMPs, and where there is non-compliance, to work with the PMU and others to rectify the problems quickly.

Tasks & Responsibilities of the Position

Under the overall supervision and guidance of the Deputy Team Leader, Resilience & Sustainable Development, the Safeguards Specialist will have the responsibility for updating and implementing the ESMP, preparing island specific ESMPs; undertaking audits to ensure compliance; developing a Grievance Redress Mechanism Document, and providing input and/or preparing reports as required for the implementation of the project. The Safeguards Specialist will work closely with the PMU staff on related aspects of project, including reporting, monitoring, evaluation and communication.

Specific responsibilities will include:

- Reviewing the current ESMP and make amendments as necessary (including but not limited to the inclusion of a grievance redress mechanism) based on the GCF and UNDP SES;
- Reviewing the SESP annually, and update and revise corresponding risk log; mitigation/management plans as necessary;
- Ensuring environmental and social risks are identified, avoided, mitigated and managed throughout project implementation;
- Engaging with external firms undertaking island specific environmental and social assessments and the preparation of island specific ESMPs for the proposed works;
- Oversee/develop/coordinate implementation of all safeguard related plans;
- Ensure full disclosure with concerned stakeholders;
- Monitor progress in development/implementation of the project ESMPs ensuring that UNDP's SES policy is fully complied with and the reporting requirements are fulfilled including those prepared by external consultants;
- Work with the PMU staff to ensure reporting, monitoring and evaluation fully address the safeguard issues of the project; providing a well-documented, evidence-based compliance reports to be incorporated into the project annual reports; and

- Ensure social and environmental grievances are managed effectively and transparently through the grievance redress mechanisms;

Scope of work/Expected Output

The consultant will be required to submit the following deliverables:

- Inception Note to include:
 - reviewing of relevant background material;
 - preliminary identification of key stakeholders;
 - producing a report comprising:
 - a) *the successful Contractor's understanding of the consultancy and associated tasks;*
 - b) *the final proposed approach including specific method(s) and guiding principles;*
 - c) *the final proposed work plan for the consultancy;*
 - d) *identification of issues crucial to the viability of the consultancy; and*
 - e) *comments on this TOR;*
- Updated SESP and ESMP;
- Development of a Grievance Redress Mechanism Document;
- Development of Safeguards Compliance Monitoring templates;
- Quarterly audits of compliance;
- Annual SESP and Compliance Monitoring Reports;
- Field Mission Reports;

Implementation Plan to achieve the Expected Output

In order to achieve the expected outputs enlisted above, the consultant will be expected to be guided by the following tentative implementation plan which may be modified based on deliverable #1 as specified above.

Deliverables/ Outputs	Estimated Duration to Complete	Target Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Inception Note	5 days	May 31, 2018	Reviewed by the responsible government counterpart, PM, UNDP PO, and BRH RTA.
Updated SESP and project-level ESMP and island-level ESMP for submission to UNDP and GCF which includes: <ul style="list-style-type: none"> • Island-level consultations 	60 days	September 30, 2018	Reviewed by the responsible government counterpart, PM, UNDP PO, and BRH RTA.

• Development of a grievance redress mechanism			
Engagement with an external firm undertaking island specific environmental and social assessments for information exchange, updating the ESMPs	10 days	During the contract duration	Reviewed by the responsible government counterpart, PM, UNDP CO, BRH RTA.
Development of templates, checklists and questionnaires for weekly and monthly monitoring of compliance / monitoring of risk reduction measures.	5 days	October, 2018	Reviewed by the responsible government counterpart, PM, UNDP PO, BRH RTA.
Field missions and mission reports providing well-documented evidence of island-level stakeholder engagement and consultations by which ESMP and SESP and annual reports have been formulated	40 days	At least 2 visits to the target islands in 2019 and 1 visit in 2020.	Reviewed by the responsible government counterpart, PM, UNDP PO, BRH RTA.
Quarterly Audits and Annual Compliance Reports	20 days	Quarterly/year during the contract duration	Reviewed by the responsible government counterpart, PM, UNDP PO, BRH RTA and Safeguards Officer.

Resources Provided

The consultant is required to provide for his/her own computer as well as the travel and transportation costs during the course of this consultancy.

UNDP shall allocate a working space at its Suva, Fiji Islands and Funafuti, Tuvalu office to accommodate the working station needs in the course of this consultancy.

Supervision/Reporting

The Safeguards Specialist will report to and work under the guidance of the TCAP Project Manager and the Chief Technical Advisor (CTA), while seeking inputs from the Deputy Team Leader, Resilience & Sustainable Development in UNDP PO in Suva and the Regional Technical Advisor based in Bangkok.

The Safeguard Specialist will need to work closely with the PMU and UNDP PO for all the technical requirements of the UNDP SES policy and in close coordination with UNDP's Regional Technical Advisor;

The Safeguard Specialist will respond timely (within 24 hours, preferably) to technical requirements of key stakeholders, such as CCPDCU, DoE, UNDP PO, UNDP RTA. This input can be where applicable, by email, telephone and as necessary, in person;

The Safeguard Specialist will coordinate with PMU members, relevant government and non-government counterparts and UNDP during the consultation and formulation process of island specific ESMPs as to ensure that risks are identified, avoided, mitigated and managed throughout project implementation;

Requirement for Qualifications & Experience

- Minimum Bachelor's degree, preferably in the field of coastal/marine biology/ecology or natural resource / environmental management;
- At least 3-5 years of relevant work experience, ideally involving international donors. Previous experience with UN projects will be an asset;
- Previous experience in developing and/or implementing environmental and social safeguard strategies for organizations or projects;
- Very good inter-personal skills and demonstrated ability to engage and work with local communities; Strong analytical skills; Exceptional ability in communication and networking, negotiations and mediation
- Previous experience with working in Small Island Developing States (SIDS) and/or other developing countries. Working experience in Tuvalu would be an asset.
- Proficiency in computer application and information technology;
- Excellent working knowledge of English.

Proposal Requirements

The following information are to be concisely provided by the applicant while bidding for the consultancy works:

Technical Proposal

- CV
- P11 Form
- Statement of how applicant meets requirements for qualifications & experience
- Proposed methodology/approach including preliminary work plan (covering deliverables, key activities and due dates)
- Names and contacts of 3 referees

Financial Proposal

- Lump sum financial proposal inclusive of all cost- Daily fee/Travel (to and from Duty station)/accommodation/living allowance in Tuvalu and any cost associated to undertake this consultancy

- Consultancy involves travel to Tuvalu and outer islands in Tuvalu that involve travel on a ship for duration of 10 days .Travel to outer island(s) will be reimbursed based on actual cost and submission of receipts on the number of days as agreed with UNDP.
- Clear Detail Breakdown of annual costs based on the engagement plan (to achieve the 140days over 2years total engagement)

Payment Schedule

Deliverable period	Percentage of Total Price (Weight for payment)	Due Date (indicative)
2018		
Submission and acceptance of the Inception Report	10	May 31, 2018
Submission of a draft ESMPs	15	August 2018
Finalization of ESMPs	15	September 2018
2019		
Submission of field mission reports	10 * 2 = 20	March/April 2019 and Sept/Oct 2019
Submission of annual compliance report	20	October 2019
2020		
Submission of a field mission report	20	March/April 2020
Total	100%	

Consultancy fee shall be done upon completion of the deliverables. Payments will be authorized by the Deputy Team Leader RSD, UNDP Pacific -Fiji Office in close consultation with the TCAP Project Manager in Tuvalu.

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.

	Points	Percentage
Qualifications		10%
Minimum Bachelor's degree, preferably in the field of coastal/marine biology/ecology or natural resource / environmental management	10	
Experience		40%
Previous experience in developing and/or implementing environmental and social safeguard strategies for organizations or projects	10	
At least 3-5 years of relevant work experience, ideally involving international donors. Previous experience with UN projects will be an asset	10	
Demonstrated ability to engage and work with local communities; Strong analytical skills; Exceptional ability in communication and networking, negotiations and mediation	10	
Previous experience with working in Small Island Developing States (SIDS) and/or other developing countries	10	
Quality of Proposal		20%
Quality and soundness of the proposed methodology/approach	10	
Realistic work plan including time schedule	10	
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:**
 - How the proposer meets the qualifications and experience required.
 - Proposed methodology/approach
 - Realistic work plan including time schedule

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)