

Terms of Reference

PN/FJI-025-18

Consultancy Title: Team Leader, Coconut Sector Development Strategy Formulation For Kiribati (International)
Project Name: Kiribati Coconut Sector Development Project
Duty Station: Tarawa, Kiribati
<p>Duration of the Contract:</p> <ul style="list-style-type: none">▪ Number of working days: 80 days▪ Commencement and ends dates of assignment. 1st August – 31st December 2018 <p>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 4th July, 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.</p>

Background

Kiribati is an island republic in the Central Pacific with 811 square kilometres of land area largely in atolls and islets. The population of the country as per 2015 census is 110,136 and the nominal GDP is US\$167 million (\$1592 per capita). The country is position 137 in the 2017 UNDP global human development index.

Kiribati is a “Small Island Developing State” and a “Least Developed Country” according to the UN Classification. A GDP growth in 2015 was 7.5 %, compared to 25% in 2014 and 5.8% in 2013 and 5.2% in 2012. The higher GDP growth rate of 7.5% was attributed to increase in construction, wholesale & retail trade industries, transport, storage, and financial intermediation activities.

The public sector accounts for two-thirds of formal employment and about half of GDP. The rest of the population work in subsistence farming or fishing. The outer islands remain economically underdeveloped, with limited economic activities. 80% of the population from the outer island depend

on income revenue from Copra. While crop farming is limited in Kiribati, coconut remain to be the main dominant crop especially for livelihood of the community living on the outer Islands.

The coconut production contributes about 46.3 percentage to Kiribati's National Export Earnings. The total production is recorded at 54.6 million nuts equivalent and 9,134 (MT) as copra equivalent. Coconut export value for Kiribati now stands at US\$4,516,000 and showing revenue earnings as US\$9,764,000. Export volumes comprising of coconut oil at 2,939 (MT), copra at 1,332(MT) and copra meal at 216 (MT)¹.

Despite the contribution of coconut to export earnings and income for the country, the sector is constrained by limited products and lack of integrated strategy to enhance policy and institutional coordination. There is low-income revenue to farmers due to overdependence on limited primary coconut products, with low returns across the sector value chain. The sector development is further constrained by limited participation by the private sector especially the SMEs in the value added products. The sector faces future threat in terms of foreseen lack of raw materials due to limited coconut replanting programmes.

The Government through its 20-year vision development plan (KV20) seeks to develop economic activities on the outer islands, through creation of new industries and improved trade with the view of enhancing inclusive growth, sustainable development and poverty reduction. Achieving the KV20 calls for a strategic approach in exploiting opportunities in few sectors where Kiribati has a comparative advantage.

While fisheries and tourism sectors are the main priority sectors in the KV20, coconut remains to be one of the complementary sectors that can support the realization of the KV20 vision, given its linkages with tourism sector and the cultural capital component of KV20. In the short term, the Kiribati Development Plan 2016-19 seeks to develop value-added products through the formulation and effective implementation of a Coconut Sector Development Strategy (CSDS).The product diversification through value addition is envisaged to foster income generation and improve livelihoods of the people on the outer island.

The Trade Policy Framework (TPF) adopted by the government in 2017 recognizes the importance of the sector in stimulating trade development given its potential impact on the smallholder farmers and producers. The TPF recommends the need to develop a CSDS in order to enhance product and export diversification, sustainability and revenue maximization across the coconut value chain. The Government of Kiribati through this consultancy seeks to address these challenges confronting the development of the sector as a matter of priority, through the formulation and effective implementation of the CSDS.

This consultancy comes under the "Enhancing Inclusive Sustainable Economic Development through Coconut Sector Development project" funded by India, Brazil and South Africa (IBSA) Facility. The project commenced in March 2018 with the aim to support the development of the Coconut Sector Strategy ,build the capacity of the relevant stakeholders and to finalize the roadmap to engage the

¹ Asian and Pacific Coconut Community, November 2017 Update www.apccsec.org/apccsec/country-profile

smallholder coconut farmers through the identification of commercially viable value adding opportunities along the coconut value chain. The project seeks to engage the service of a Team Leader (Coconut processing and Value Chain Expert).The Team leader will be expected to collaborate with the Deputy Team Leader (Agronomy and farm management Expert) to support the formulation of the Coconut Sector Development Strategy.

Scope of Work

Under the overall supervision of the Ministry of commerce, Industry and Cooperatives of Kiribati ,the **Team leader** will coordinate and provide an oversight role in the formulation of the Coconut Sector Development Strategy(CSDS).The **Team leader** in collaboration with **Deputy Team Leader** will undertake the following tasks;

- Examine the overall macro-economic environment in which the CSDS is being formulated. This should involve analysis of the socio-economic setting and national development strategic framework and the external factors affecting the sector performance including climate change and environment sustainability will be analysed. The analysis will also look into the contribution of the Sector to GDP and employment across the coconut value chain by gender, level of women participation, type of economic activities and employment in the coconut sector and make policy recommendations;
- Analyse the current coconut industry situation in the global market ,market trends and possible implications on maximisation of income and revenue for Kiribati;
- Analyse the industry situation in Kiribati taking into consideration the coconut production trends ; production actors and the value chain system;
- Analyse and identify various policy constraints including the overall business environment, current business regulatory framework, Investment incentives for SMEs,farming practices and constraints, processing technologies , affecting the value chain actors ranging from farmers ,traders ,processors and exporters in the industry and make policy recommendations;
- Identify and prioritise in consultation with the key stakeholder's possible value added products that can be developed in selected outer Islands in the medium term in order to maximise revenue across the value chain;
- Review the existing coconut sector related support institutions, organisations and national consultative mechanisms, identify gaps and make policy recommendations; and
- Review relevant Government policies like Trade Policy Framework, National Quality Policy etc., related to Coconut Sector development; Identify gaps and make policy recommendations;
- consult all other relevant ministries, agencies, community, coconut producers and processors through, focus group discussions and interviews to collect relevant elements and inputs;
- Draft and finalise the diagnostic report highlighting key policy constraints across the value chain and possible policy recommendations in line with the wider scope of this assignment;
- Develop Coconut Sector Development Strategy and Implementation Plan developed and agreed upon with the Key stakeholders;
- Present the key findings and outputs to key stakeholders in a National stakeholder workshops as highlighted in the Terms of Reference;

Resources Provided

- The IC is expected to provide his/her own laptop.
- MCIC will provide a work station for the IC to work from.
- MCIC will organise stakeholder meetings and provide any administrative support during the implementation of assignment.

Supervision/Reporting**Office and position of supervisor:**

- Director for BPC, MCIC and Deputy Team Leader for Inclusive Growth Team, UNDP Pacific Office

Reporting lines other than the primary supervisor:

- Work closely with the National Trade Advisor based at MCIC.

Frequency:

- Monthly and when required.

Qualifications

A minimum of a Master's degree in Agriculture, agro-industry or related field

Experience

- At least 10 years of relevant working experience in the field of coconut processing, Coconut Value chain Analysis, including technical knowledge in coconut processing technologies ;
- Experience in coconut sector strategy formulation and in designing a results-based implementation matrix to ensure that the document produced will be practical, easy to understand and implement;
- Experience in the Pacific Islands Countries or Small Island developing States would be advantageous.

Competencies

- Demonstrated experience and understanding of coconut processing technologies and coconut value added products and value chain analysis;
- Demonstrated ability to facilitate consultative meetings with community groups ,producers, processors and to make presentations of technical findings to a wide audience;
- Expertise in conducting value chain analysis and needs assessments related to coconut processing technologies and coconut value added products;

- Experience in providing policy advice on coconut sector processing technologies, value added products and value addition techniques;

Language Requirements:

- Fluency in written and spoken English is essential

Expected Beneficiaries

- Ministry of Commerce, Industries and Cooperatives (MCIC);
- Policy makers and key stakeholders for other relevant ministries and institutions, for example, Ministry of Information ,Communications, Transport and Tourism Development(MICTTD); Ministry of Environment, Lands and Agricultural Development(MELAD); Ministry of Finance and Economic Development (MFED); Ministry of Internal Affairs(MIA); Ministry of Employment and Human Resources(MEHR); Ministry of Infrastructure and Sustainable Energy(MISE); and the Kiribati Institute of Technology, Ministry of women ,Youth ,Sports and Social Affairs.
- Producers and exporters of handicraft, virgin coconut oil and any other coconut products.

Evaluation Criteria:

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:

- 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	Weighted scoring
Qualification	
Master's degree in Agriculture, agro-industry or related field	10
Experience	

Experience in strategy formulation and in designing a results-based implementation matrix to ensure that the document produced will be practical, easy to understand and implement	15
At least 10 years of relevant working experience in the field of coconut processing, Coconut Value chain Analysis, including technical in coconut processing technologies;	15
Expertise in conducting value chain analysis and needs assessments related to coconut processing technologies and coconut value added products;	15
Demonstrated experience and understanding of coconut processing technologies and coconut value added products and value chain analysis	15
Technical Criteria	70%
Financial Criteria	30%
Total	100%

Key Deliverables

- Diagnostic report highlighting key policy constraints across the value chain and possible policy recommendations in line with the wider scope of this assignment.
- Final Coconut Sector Development Strategy and Implementation Plan developed and agreed upon with the Key stakeholders

Payment schedule

Deliverable:	Due Date:	% of overall contract amount:
Signed Contract :	Upon signing the contract	20%
Draft diagnostic report informing the formulation of CSDS	Upon submission of the draft Diagnostic Report	10%
Final diagnostic report informing the formulation of CSDS	Upon submission of the Final Diagnostic Report	30%
Draft CSDS and Implementation Matrix	Upon submission of the Draft CSDS and Implementation Matrix	10%
Final CSDS and Implementation Matrix	Upon submission of the Draft CSDS and Implementation Matrix	30%

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)