

Terms of Reference

Consultancy: A National Team Leader to support the review of PNG's Provincial Forest Plan Guidelines and the development of Provincial Forest Plan for West New Britain Province

Location:	Port Moresby with frequent travels to West New Britain province
Type of Contract:	Individual Contract (IC)
Project:	REDD+ Readiness project – Forest Carbon Partnership Facility
Languages Required:	English
Starting Date:	16 th July, 2018
Duration of Initial Contract:	40 days over a period of July – December 2018

Project Description

Papua New Guinea (PNG) has been one of the fastest growing economies globally this century with average growth rates above 6%¹. This rapid growth has been driven primarily by the expansion of foreign investment within the natural gas sector and high prices for PNG's central exports many of which are transported to rapidly growing Asian economies. This growth has built on a long history of natural resources being at the centre of the PNG economy with exports and employment dominated by mining, natural gas, natural forest logging and agriculture. While this rapid growth has delivered significant changes in PNG's main urban areas and those communities benefiting directly from foreign investment, the country still faces significant challenges in meeting the objectives of Vision 2050 and in providing development opportunities for all while also maintaining its natural environment.

Over 85% of the nation's 7.3m population are based in rural areas and rely primarily on subsistence agriculture for survival and have limited access to health centres, education or broader development opportunities. Falling commodity prices since 2012 have also left the country facing significant economic challenges despite ongoing growth.

PNG has a significant area of intact tropical forest covering 77.8% of the country's 46.9m ha of land. Together with the forest of West Papua (Island of New Guinea) they represent one of the largest areas of intact tropical forest in the world. These forests are critical to the livelihoods and economy of the country and a commercial logging industry has for a long period been a central part of the economy.

The Government of Papua New Guinea (GoPNG) has set ambitious goals for strengthening and changing the nature of this industry including:

- a ban on all round log exports by 2020 and

¹ World Bank Data. Available at <http://data.worldbank.org/indicator/NY.GDP.MKTP.CD?locations=PG>

- the expansion of planted forests to cover 800,000ha by 2050

These are to be achieved while also increasing the contribution of commercial logging to the domestic economy. Efforts to achieve these targets will need to address significant challenges linked to the availability of land and the level of private sector interest in investing in either area.

At the same time the government of PNG, with support from the World Bank's Forest Carbon Partnership Facility, implemented by Climate Change and Developed Authority and PNG Forest Authority (PNGFA) with support of UNDP, has developed a National REDD+ Strategy (NRS) to guide the country's approach to addressing greenhouse gas (GHG) emissions from deforestation and forest degradation – over 75% of which historically come from commercial logging².

Approaches to subnational planning will be extensively consulted upon with stakeholders and may include jurisdictional approaches and sustainable supply chain initiatives (with a focus on oil palm). These will be planned and coordinated at the national level with relevant national and provincial stakeholders, including development partners such as Japan International Cooperation Agency (JICA), FAO as well as civil society organisations to ensure coherency and complementarity with other REDD+ elements including the National Forest Monitoring System (NFMS) and Safeguards Information Systems (SIS).

The production of a Provincial Forest Plan by the Provincial Government is a requirement under section 49 of the forestry ACT 1991 (as amended). This section states that “Each provincial government shall as soon as practicable after coming into operation of this Act, in consultation with the Provincial Forest Management Committee, and in conformity with the National Forestry Development Guidelines, draws up a provincial Forest Plan. Furthermore, the Act allows or empowers the provinces/provincial government to do initial planning for projects/programs associated with forest/forestry sector for each of the provinces hence these Projects or program are directed towards areas of industrial, economic, environmental and social development of the province.

The Forestry Act 1991 states that the objectives of forest management in PNG should strive to:

- Manage, develop and protect the Nation's forest resources and renew them as assets for succeeding generations;
- Maximize Papua New Guinean participation in the wise use and development of the forest resources as a renewable asset;
- Utilize the Nation's forest resources to achieve economic growth, employment generation and industrial and increased down-stream processing of the forest resources;

² GoPNG (2017) Forest Reference Emission Level– submitted for technical review under the UNFCCC in January 2017.

- Encourage scientific study and research into forest resources to contribute towards a sound ecological balance, consistent with the Nation development objectives;
- Increased acquisition and dissemination of skills, knowledge and information in forestry through education and training; and
- The pursuit of effective strategies, including improved administrative and legal machinery, for managing forest resources and the management of national, provincial and local interests.

The PNG National Forestry Policy, as endorsed by the National Executive Council in 1991, aims to sustain the national forest estate. This means that:

- Conversion to other land uses should occur only where the alternative use clearly provides a higher level of benefits to the forest resource owners, the province and the nation than maintaining the forest; and
- Ensuring that where a particular use of forest is planned, that the forest is used in a manner, which ensures the benefit is produced sustainably. This is generally where the desired benefits are forest services such as water and soil protection and low impact subsistence support. However, for the commercial production of forest products, it means that the rate of harvesting should not exceed the ability of the forest to reproduce that particular product.

Provincial Forest Plans (PFP) were developed for the period of 2008-2013 and require revision and updating to accommodate new policy and legislative changes such as NRS, Vision 2050, DSP, MTDP, National Forest Development Guidelines - 2009 and other strategic documents.

In order to plan tailored provincial approaches, build the capacity of sub-national stakeholders to engage in REDD+ development and planning and learn lessons from stakeholder engagement processes, FCPF REDD+ Readiness Project in close collaboration with the PNG Forest Authority and Project “Capacity Development Project for Operationalization of PNG Forest Resource Information Management System (NFRIMS) for Addressing Climate Change³” funded by Japan International Cooperation Agency (JICA) is intending to review the PNG’s Provincial Forest Plan (PFP) Guidelines and develop PFPs for West New Britain Province, which will be further expanded to East New Britain and Madang provinces.

Objectives

Under overall guidance of Director-Forest Policy and Planning of PNGFA and direct supervision of FCPF REDD+ Chief Technical Advisor, in close collaboration with the team of experts from JICA/PNGFA project, relevant government agencies as well as provincial administration, a National Team Leader will be

³ <http://www.jica.go.jp/png/english/activities/activity12.html>



responsible for reviewing the current PNG's PFP Guideline and developing a Provincial Forest Plan for West New Britain province.

The assignment will identify and provide a guidance for implementation of forestry related activities at the provincial level. The approach taken will build on the work and results of multiple other assessments and will ensure consistency with the climate-relevant tracking approach developed.

Scope of Work

The first task of the National Team leader will be to clearly define the proposed scope of work and identify the levels of forestry data assessment that is feasible within the existing time frame of the Provincial Forest Plan. This will be done through consultations with PNGFA Policy and Planning staff, Provincial Forest Officers as well as representatives of development partners. At the provincial level, a team of experts for PFP development will be established and approved by the Provincial Government/Administrations.

This assignment will be undertaken step-by-step approach:

Step 1. Review the current PNG's Provincial Forest Plans Guidelines (10 days)

- The Team Leader will organize meetings with PNGFA, FCPF and JICA teams to identify scope of work and timelines as well as structure for assessment report. There has been some initial analysis of PFP Guidelines done by JICA and FCPF. The JICA/PNGFA Project will provide necessary support and assistance to Team Leader to successfully implement this assignment.
- The Team Leader in close consultation with the PNGFA technical staff and JICA team will review the current content PNG's PFP Guideline to make a comparative analysis, identify gaps, provide recommendations on how the format of the plan can be improved to better reflect the needs of the current policy environment and key stakeholders.

Step 2. Develop a Provincial Forest Plan for West New Britain Province (20 days)

The development of Provincial Forest Plan in West New Britain province will be informed and structured to reflect the decisions made by Policy and Planning Directorate of PNGFA on the revised content of the PFP Guidelines.

Building on findings of the content review and recommendations additional emphasize should be given to:

- PNG’s development and forest context including STaRS, MTDP, and Operation of Painim Graun Planim Diwai
- Provincial socio – economic development and planning processes (Provincial Forest Management Committee, Provincial Forest Management Planning, infrastructure development, forest management activities, environmental conservation, livelihoods, Timber Concession Areas, Annual Timber Production and Annual Allowable Cut (AAC), Log Export, Community and small-scale timber harvesting and processing, Forest Plantation and Reforestation etc.);
- Alignment with National REDD+ Strategy (Policies and Measures), including principles and objectives for REDD+ implementation, emissions reductions objectives and how they a) address the direct and indirect drivers of deforestation and forest degradation in PNG, and b) build on and complement existing PAMs, and including training and capacity building needs;
- Stakeholder engagement and participation – both during the design/consultation phase of the PFP and during implementation;
- Financial aspect for PFP implementation, comprising financing plan to set out budget needs, potential sources and approaches to resource mobilization;
- Monitoring and evaluation.

Following the production of a full draft of WNB PFP, a Team Leader will support the PNGFA and Provincial Governments and delivery of a series of national and provincial consultation meetings and workshops throughout the drafting process to gather feedback and input for the PFP.

The Team Leader will develop preparatory information materials, such as background briefs or others, for these consultation meetings, where necessary. The Team Leader will also support the PNGFA and Provincial government and stakeholders in the delivery of a national consultation workshop on the PFP that will bring together all relevant stakeholders for solicitation of inputs.

Step 3. Finalize the PFP Guidelines and submit for endorsement by PNGFA Policy and Planning Directorate

Once the PFP for West New Britain is developed, PNG PFP Guidelines will be finalized in line with lessons learned collected during the national and provincial consultations. A Team Leader will then collect all comments from stakeholders and consider in the finalization of the PFP Guidelines.

Expected Outcomes/ Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Certifying/ Authorizing officer
<ul style="list-style-type: none"> Payment upon submission and acceptance of the scope of work, timelines as well as proposed structure of the assessment report on the review of the content of Provincial Forest Plan and Guidelines. 	5 days (in Port Moresby)	July 12, 2018	FCPF CTA
<ul style="list-style-type: none"> Payment upon submission and acceptance of draft Assessment Report on the review of the content of the Provincial Forest Plan Guidelines which includes the revised content of PFP and PFP Guidelines. 	10 days (In Port Moresby)	August 31, 2018	FCPF CTA
<ul style="list-style-type: none"> Payment upon submission and acceptance of the final draft WNB Provincial Forest Plan, including stakeholders' feedback matrix to be submitted to Provincial Administration. 	20 days (15 days in WNB, 5 days in Port Moresby)	September 30, 2018	FCPF CTA
<ul style="list-style-type: none"> Payment upon submission and acceptance of the Final Report on the assignment including lessons learned and recommendations. 	5 days (in Port Moresby)	November 30, 2018	FCPF CTA

Institutional Arrangements

The study will be conducted as a partnership and under the co-supervision of the PNGFA Policy and Planning Directorate in close collaboration with provincial administration and relevant government and development partners.

The FCPF REDD+ Project will provide financial support in organising consultation workshop on the review of the content of Provincial Forest Plan as well as development of WNB Provincial Forest Plan.



The Team Leader will perform his/her duties under technical guidance of PNGFA and Area Manager and overall supervision of PNG's FCPF REDD+ Chief Technical Advisor, in close collaboration with national experts on the development of PFP.

Resources Provided

UNDP and PNG Forest Authority through Policy and Planning Directorate will provide space in its Port Moresby. In the case of travel beyond initial deployment and final repatriation, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon between the respective business unit and Individual Consultant prior to travel and will be reimbursed.

Duration of the Assignment

The work will be undertaken 40 days over a period of up to 5 months, starting in July 2018. In accordance with expected outputs and deliverables, the Team Leader submits reports to FCPF REDD+ Project Chief Technical Advisor for reviewing outputs, comments, and certifying approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the Team Leader should notify the FCPF REDD+ Chief Technical Advisor in advance to take necessary steps.

Duty Station

The duty station for this assignment is Port Moresby, with total of fifteen-day mission to WNB for provincial consultations.

Education and experience

Education

- Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage.

Work experience

- A minimum of 10 years progressive experience in forestry, natural resource economics and management or a related field;

- Minimum 5 years of experience with public expenditure reviews related to forestry finance, natural resource management in developing country contexts;
- Minimum 5 years of experience with REDD+ in PNG or the Pacific region an advantage.

Competencies

- Fluency in written and spoken English.
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Ability to quickly adapt to change, and to remain calm under pressure;

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:

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		10%
<ul style="list-style-type: none"> ▪ Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage. 	10	
Experience		55%
<ul style="list-style-type: none"> • A minimum of 10 years progressive experience in forestry, natural resource economics and management or a related field; 	20	
<ul style="list-style-type: none"> • Minimum 5 years of experience with public expenditure reviews related to forestry finance, natural resource management in developing country contexts; 	20	
<ul style="list-style-type: none"> • Minimum 5 years of experience with REDD+ in PNG or the Pacific region an advantage. 	15	
Competencies		5%
<ul style="list-style-type: none"> • Fluency in written and spoken English. 	1	
<ul style="list-style-type: none"> • Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills. 	1	
<ul style="list-style-type: none"> • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; 	1	
<ul style="list-style-type: none"> • High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines; 	1	
<ul style="list-style-type: none"> • Ability to quickly adapt to change, and to remain calm under pressure; 	1	
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%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b) **Signed P11**, 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;

- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment. Please paste the letter into the "Resume and Motivation" section of the electronic application.

- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Submission Instructions

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email procurement.png@undp.org address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using no later **than 11th July 2018**.



For any clarification regarding this assignment please write to Tirnesh Prasad on procurement.pg@undp.org

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.