



TERMS OF REFERENCE

Ref_ PN/FJI-028-18

Consultancy Title	Integrated Policy Framework Advisor (Tuvalu R2R Project)
Location	Funafuti, Tuvalu and Home Based
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	25 days - July 27 and completing by 2 October 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 **17th 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.**

BACKGROUND

A. Background:

The objective of project, ***“Implementing ‘Ridge to Reef’ approach to protect biodiversity and ecosystem functions in Tuvalu (Tuvalu R2R Project)”*** is “to preserve ecosystem services, sustain livelihoods and improve resilience in Tuvalu using a ‘ridge-to-reef’ approach”. To achieve this objective, the project focuses on: enhancing and strengthening conservation and protected areas (Component 1); rehabilitating degraded coastal and inland forests and landscapes and supporting the delivery of integrated water resource management (IWRM) and integrated coastal management (ICM) at a national scale whilst piloting hands-on approaches at the island scale (on three selected pilot islands) (Component 2); enhancing governance and institutional capacities at the national, island, and community levels for enhanced inland and coastal natural resource management (Component 3); and improving data and information systems that would enable improve evidence-based planning, decision-making, and management of natural resources in Tuvalu (Component 4).

The project is part of the Pacific R2R program on “Pacific Islands Ridge-to-Reef National Priorities - Integrated Water, Land, Forest & Coastal Management to Preserve Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods”. It is consistent with three of the GEF-5 focal areas including Biodiversity, International Waters, and Land Degradation, and is designed to advance Tuvalu’s work towards achieving national and international priorities in these key focal areas through a comprehensive Ridge to Reef approach. As such, the project will deliver directly on: the Convention on Biological Diversity (CBD)’s Programme of Work of Protected Areas (PoWPA) of the Aichi Targets and the National Biodiversity Strategy and Action Plan (NBSAP 2012 – 2016); the UN Convention to Combat Desertification (CCD)’s National Action Programme (NAP); the Sustainable and Integrated Water and Sanitation Policy (2012 – 2021); and the Climate



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Change Policy and Action Plan.

The R2R Tuvalu Project is a 5 year project, implemented by Ministry of Foreign Affairs, Trade, Tourism, Environment and Labour (MFATTEL) in partnership with the Department of Environment of MFATTEL, Ministry of Home Affairs and Rural Development (MHARD), Ministry of Natural Resources and UNDP.

DUTIES AND RESPONSIBILITIES

B. The primary responsibility of the **International Consultant** is to assist the Government of Tuvalu and the Tuvalu R2R PIU in developing a policy framework to integrate principles of Ridge to Reef (R2R), Integrated Coastal Management (ICM) and Integrated Water Resources Management (IWRM).

Scope of Work Key responsibilities include:

Technical Advice

- Review of the all policies, legislation, Island Strategic Plans and Bye-laws related to natural resource management in Tuvalu;
- Identify gaps/short coming and make recommendations with a view towards integrating land and sea management issues;
- Develop agenda for validation workshop and consultations and submit to UNDP and Tuvalu R2R PIU following the signing of contract;
- Develop a National Policy Frameworks to integrates Ridge to Reef Management in Tuvalu
- Develop a summary of the recommended policy framework for decisions makers;
- Develop a Tool Kit aimed at main streaming Ridge to Reef principles into national legislation and island strategic plan;

It is critically important for the consultant to carry out these tasks while keeping key stakeholders (officers of the Departments of Environment, Fisheries and Rural Development and Ministry of Finance, PIU staff and community members) fully involved but at the same time taking a technical (and sometimes managerial) lead.

D. Expected Outputs and Deliverables

The International Consultant is expected to deliver the following product by the end of the consultancy:

- An pre-mission report;
- Report from validation workshop;
- Finalized National policy framework;
- Toolkit on mainstreaming R2R in to National and Island Planning;

E. Payment Schedule

- Twenty percent (20%) of the consultancy fee will be paid following signing of this Agreement and submission of a work plan by August 7;
- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of a pre-mission report by August 15th;
- Twenty percent (20%) of the consultancy fee will be paid following submission and acceptance of a draft National Policy Framework & toolkit on September 17th



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- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of a report from validation workshop on October 10
- Forty percent (40%) of the Consultancy Fee will be paid following the submission and acceptance of a finalized policy framework and Toolkit by 24 October

F. Institutional Arrangement

- The consultant will be monitored, overseen and supervised by UNDP Multi Country Office Fiji in close cooperation with the Department of Environment Tuvalu.
- The consultant is expected to produce a final report upon successful completion of activities according to the agreed schedules.
- The consultant is expected to provide his/her own computer.

G. Duration of the Work

- The consultancy is for 25 days commencing no later than 27 July and completion no later than October 2
- The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest October 2.
- The consultant is expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

H. Duty Station

The consultant will be home based but expected to spend at least week in Tuvalu. Consultant is expected to bring computer, software, etc. The Tuvalu R2R PIU will organise office space in Tuvalu. The Tuvalu R2R PIU will provide transportation (air and/or boat) outside of Funafuti based on Government and/or UNDP travel policies

I. Supervision / Reporting

- II. The International Consultant will report directly to UNDP and Tuvalu Ridge to Reef PIU in Tuvalu.
- III. The International Consultant will also provide regular reporting to UNDP Multi Country Office in Suva and Tuvalu Ridge to Reef Project coordinator.
- IV. The International Consultant will work closely with the National Consultant.
- V. The International Consultant is expected to produce a final report upon successful completion of activities according to the agreed schedules. The consultant is expected to provide his/her own computer.



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COMPETENCIES

I. The following competencies are required:

- Demonstrates integrity and commitment to UN principles and values and ethical standards;
- Strong interpersonal and communication skills;
- Ability to work well as part of a multi-cultural team and displays gender, religion, race, nationality and age sensitivity and adaptability;
- Ability for team working;
- Self-management, emotional intelligence and conflict management;
- Analytical and strategic thinking/results orientation;
- Experience in participating and following the project cycle, creative capacity solving problems
- Computer literacy (e.g. Microsoft Word, Excel, and Power Point) is a prerequisite;
- Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders;
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests;

REQUIRED SKILLS AND EXPERIENCE

J. Following is the required qualifications and experience:

Educational Qualifications:

- Minimum Masters degree in development economics, environmental science, natural resource management, legal studies and/or related field;

Experience

- At least 5 years of experience in community-based Integrated Water Resource Management (IWRM), Locally Management Marine Protected Areas, Biodiversity Conservation, Sustainable Land management and has a good idea on challenges and opportunities for technical and behavioral evidences of water, biodiversity, and land management-related development impacts;
- Experience developing policy frameworks;
- At least 5 years of working experience in Tuvalu or small island developing nations;
- Experience in developing and / or implementing GEF, UNDP project and/or other development agency supported projects;
- Excellent inter-personal, communication and negotiating skill;
- Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders;

Language requirements

- Fluency of English language is required (verbal and written).

K. Price Proposal and Schedule of Payments

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



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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.

L. Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Criteria	Max. Point
Qualification Minimum Master’s degree in development economics, environmental science, natural resource management, law and/or related field	10%
Experience <ul style="list-style-type: none"> ▪ At least 5 years of experience in community-based Integrated Water Resource Management (IWRM), Locally Management Marine Protected Areas, Biodiversity Conservation, Sustainable Land management and has a good idea on challenges and opportunities for technical and behavioral evidences of water, biodiversity, and land management-related development impacts; 15% ▪ Experience developing policy frameworks ; 10% ▪ At least 5 years of working experience Tuvalu or small island developing nations 10% ▪ Experience in developing and / or implementing GEF,UNDP project and/or other development agency supported projects; 10% ▪ Excellent inter-personal, communication and negotiating skills; 5% ▪ Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders; 10% 	
Total	70%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.



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- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or [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.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered. Failure to submit these documents may result in disqualification of proposal.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Relevant templates can be obtained from the UNDP Fiji website under the procurement section: www.fj.undp.org

Women candidates are encouraged to apply.

**The Fiji Office covers Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu*