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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref: PN/FJI-039-18

Title: Inception Support and Scoping Consultant (ISSC)
Consultancy Type: National Consultant
Project Title: RMI Ridge to Reef Project
Period of assignment: 45 Days starting no later than 27 August and Completion by October 26
Duty Station: Majuro, Marshalls and expect to travel to at least 2 Demonstration sites on the outer islands

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 August, 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.**

1. BACKGROUND

As a Small Island Developing State (SIDS), the Republic of Marshall Islands (RMI) has a strong dependence on natural resources and biodiversity not only for food and income. The Marshallese relationship with the islands forms the basis of its culture and way of life which has developed in harmony over thousands of years. In the face of global threats, RMI still has pristine waters and coral reefs that contribute to ecosystem services and livelihoods. In recognition of the importance of its natural assets, RMI together with other SIDS responded to global conservation targets through the Micronesia Challenge and specifically for its part, it prepared Reimaanlook to serve as a clear roadmap of the way forward.

This project aims to support operationalizing the Reimaanlook – the National Conservation Area Plan, adopted in 2008 to effectively conserve at least 30% of the nearshore marine resources and 20% of the terrestrial resources across Micronesia by 2020. The project objective is to sustain atoll biodiversity and livelihoods by building community and ecosystem resilience to threats and degrading influences through integrated management of terrestrial and coastal resources. The principles and processes outlined in Reimaanlook will be implemented in 5 islands/atolls, the lessons from which will guide replication in other sites.

2. SCOPE OF WORK

The RMI R2R project will recruit a national consultant to provide technical support to UNDP, Office of Environmental Planning and Policy Coordination and the Project Implementation Unit (PIU) in initiating the start-up phase of the project. He/she will play a critical role in ensuring that the project kick-starts effectively and efficiently by providing the needed leadership and support to the Project Implementation Unit and the project stakeholders. The consultant will facilitate discussion with stakeholders in government, NGO & communities to identify key partners to the project, understand their roles and to draft Terms of References

for these partners.

The consultant will also provide technical support to the 5 RMI R2R sites- Aur, Ebon, Likiep, Mejit and Wotho, and will be required to conduct scoping missions to two of these sites in the inception phase, upon agreement with OEPPC and PM. This will be followed by post mission discussions in Majuro with PIU and stakeholders before the project planning meeting planned for September 2018. He/she is expected to lead and facilitate discussions and share findings and to recommend appropriate tools and methodologies to be used in the field assessment and way-forward in the project implementation.

The consultant is expected to resume this assignment by 27 August-26 October 2018 for a period of 45 working days. Refer to Annex 1 - [Terms of Reference](#) for details.

3. EXPECTED OUTCOME

In conducting the work, it is anticipated that all key stakeholders, including mayors and community members have explicit understanding of the project and how they can contribute to the project goals and targets.

It is also anticipated that the work will set the platform for the project team by sharing the findings and recommending appropriate tools and methodologies to be used in the field assessments and implementation.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

Qualifications:

Educational Qualifications:

- Minimum Master's degree in Development Studies, environmental science or natural resource management and/or related field

Experience

- At least 4 years of experience in supporting the Reimaanlook Process, including field work experience.
- At least 5 years/or more of experience in developing and implementing community-based management, Community based Protected Area Network, Biodiversity Conservation, Sustainable Land management and has a clever idea on challenges and opportunities for technical and behavioral evidences of water, biodiversity, and land management-related development impacts,
- Experience working on climate change, measuring effectiveness of marine conservation, biological diversity, water sector vulnerability, and M&E of project impacts, and knowledge of effective / innovative tools in this area
- 5 years of working experience in RMI and/or or small island nations
- Experience in developing and/or implementing donor funded projects
- Excellent inter-personal, communication and negotiating skills
- Proven track record of project management and project team experience working with government, NGOs, communities and other key stakeholders
- Previous consultancy experience with UNDP and/or other developing agencies is advantageous

Competencies:

- 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

4. EVALUATION CRITERIA

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.

Criteria	Max. Point
Qualification	
Minimum Degree in development economics, environmental science, natural resource management and/or related field	10%
Experience	
<ul style="list-style-type: none"> ▪ At least 4 years of experience in supporting the Reimaanlook Process, including field work experience. 	10%
<ul style="list-style-type: none"> ▪ At least 5 years of experience in developing and implementing community-based Resource Management (CBM), 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, 	10%
<ul style="list-style-type: none"> ▪ Experience working on climate change, measuring effectiveness of marine conservation, biological diversity, water sector vulnerability, and M&E of project impacts, and knowledge of effective / innovative tools in this area 	15%
<ul style="list-style-type: none"> ▪ Minimum of 5 Years of work experience in RMI/ and or small Island developing States 	10%
<ul style="list-style-type: none"> ▪ Experience in developing and/ or implementing donor funded projects 	10%
<ul style="list-style-type: none"> ▪ Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders 	5%
Total	70%

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

- Signed P11 form including names of at least 2 referees**
- Cover letter setting out:**
 - How the proposer meets the qualifications and experience required.
- 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)

Annex 1- Terms of Reference

BACKGROUND

A. Background:

This project aims to support operationalizing the Reimaanlook – the National Conservation Area Plan, adopted in 2008 to effectively conserve at least 30% of the nearshore marine resources and 20% of the terrestrial resources across Micronesia by 2020. The project objective is to sustain atoll biodiversity and livelihoods by building community and ecosystem resilience to threats and degrading influences through integrated management of terrestrial and coastal resources. The principles and processes outlined in Reimaanlook will be implemented in 5 islands/atolls, the lessons from which will guide replication in other sites.

Expected achievements include:

- Improved biophysical, socioeconomic, and cultural knowledge on terrestrial and nearshore marine resources in 5 outer islands.
- 2,000 residents, including 1,000 women, benefitting from integrated approaches to natural resource management in the selected 5 outer islands.
- 30,550 ha of nearshore marine and 502 ha of terrestrial ecosystems designated as protected areas and placed under enhanced community driven management.
- Interim operationalization of the PAN Office, and development of a suite of secondary legislation recommendations to the PAN Act of 2015.
- Four RMI environmental professionals completing a regional post-graduate program.
- Representatives from the 24 inhabited atolls/islands receiving on integrated approaches through the Pacific Regional R2R Program online training platform.
- Development and piloting of an agroforestry certificate program at a higher education provider.
- Enabled land use arrangements developed to support ecosystem-based approach to natural resource management.
- Strengthened biodiversity management information system, and enhanced access to this system.
- Traditional ecological knowledge integrated into planning and management of the RMI PAN.
- Increased public awareness on biodiversity conservation and the Reimaanlook process.

Replication initiated in other atolls and islands to ensure sustainability towards the end of the project.

The R2R RMI Project is a 5-year project, executed by UNDP implemented by the Office of Environmental Planning and Policy Coordination

DUTIES AND RESPONSIBILITIES

B. Under the RMI R2R Project, a planning workshop is scheduled for September 2018. Prior to this, technical

support in particularly for scoping assistance is required within the month of February.

The primary responsibility of the **Individual Consultant (IC)** is to assist the Government of RMI and the Project Implementation Unit (PIU) in successfully initiating the start-up phase of the project. The IC will play a critical role in ensuring that the RMI R2R project kick-starts effectively and efficiently by providing the needed leadership and support to the Project Implementation Unit and the project stakeholders. The IC will initiate and support discussion with stakeholders (Government, NGO & communities) to identify roles of key partner, draft Terms of References for these partners. The IC will also identify and recommend appropriate tools and methodologies for use in the field

Scope of Work Key responsibilities include:

Technical Advice

- Support the Project Implementation Unit (PIU) with preparations and facilitation of consultations with Government Departments, Non-Governmental Organisations, Community based organisations and resource owning communities
- Review of the approved Project Document and verify the validity of proposed interventions and implementation approaches vis-a'-vis prevailing development contexts that were not present at the time of project formulation;
- Support the Project Coordinator and the Project Management Unit in by developing of relevant Terms of Reference for engagement of key stakeholders including key Government Departments, Non-Governmental Organisations, Community based organisations and resource owning communities
- Based on the review in the first bullet point verify potential synergies with existing development activities in Fiji, and liaison with other development partners (e.g. SPC, USP & SPREP). This will include providing a list of contact persons/organizations and potential technical support and/or collaboration;
- Identify and recommend appropriate methodologies/tools/approaches for consultations and field work including surveys
- Identify potential challenges concerning and appropriate recommendations concerning engagement of key stakeholders
- Support planning and execution of Scoping Mission to 2 R2R Site (1 advance site and 1 at the early stage of Resource Management), to include draft reporting templates and methodologies.
- Support Planning, execution and review of Planning Workshop. Expected to produce a report at the planning meeting based on the mission and status quo recommendation

It is critically important for the IC to carry out these tasks while keeping the Office of Environmental Planning & Policy Coordination, UNDP, and PIU staff fully involved but at the same time taking a technical (and sometimes managerial).

D. Expected Outputs and Deliverables

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

Deliverable	Task	Timeline
Deliverable 1:	Signing of contract, submission and acceptance of a Work Plan	27 Aug 2018
Deliverable 2:	Pre-mission report <ul style="list-style-type: none"> • Report of stakeholder to be consulted, appropriate methods and intended outcomes 	7 Sep 2018
Deliverable 3:	<ul style="list-style-type: none"> • Post mission report from visit to two outer island sites. • Summary Report no more than 5 Pages outlining key findings on the mission and status quo & recommendation and contributions at planning Workshop. • Produce a report at the planning meeting based on the mission and status quo & recommendation 	28 Sept. 2018
Deliverable 4:	Final Report <ul style="list-style-type: none"> • Progress report outlining key findings, outlining Technical 	12 Oct 2018

	support provided to date, progress of Project and recommendations.	
Final Report	<ul style="list-style-type: none"> Detailing all achievements, challenges and lessons learnt and recommendations. Report at least 10 pages and not more than 20, excluding annexes. Final Terms of Reference 	26 Oct 2018

E. Payment Schedule

Deliverable	Timeline	Percentage
1. contract signing and acceptance of work plan	27 August 2018	10%
2. Submission and acceptance of Deliverable 2	7 Sept 2018	20%
3. Submission and acceptance of deliverable 3	28 September 2018	20%
4. Submission and acceptance of deliverable 4	12 October 2018	20%
5. Submission and acceptance of final report	26 October 2018	30%

F. Institutional Arrangement

- The consultant will be monitored, overseen and supervised by UNDP Multi Country Office Fiji in close cooperation with the PIU and Ministry of Environment
- 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 45 days months commencing no later than 27 August 2018 and completion no later than 26 October 2018.
- The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest 26 October 2018
- 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 to travel to field whenever necessary. Consultant is expected to bring computer, software, etc. The PIU will organise office space in RMI. The PIU will provide transportation (air and/or boat) outside of Majuro based on Government and/or UNDP travel policies.

I. Supervision / Reporting

- The IC will report directly to UNDP Head of Resilience and Sustainable Development Unit and/or her/his representative and UNDP Regional Technical Specialist/Advisor based in Suva, Fiji / Bangkok, Thailand.
- The IC will support, supervise, train and mentor the PIU staff.
- The IC will also provide regular reporting to Project Coordinator and Director for OEPPC
- The IC will supervise, guide, management, and monitor progress and deliverables of the team members comprising of national and international experts.
- The IC will facilitate the planning meeting.
- The IC is expected to produce a final report upon successful completion of activities according to the

agreed schedules.