

TERMS OF REFERENCE FOR GCF VAISIGANO CATCHMENT PROJECT -
A. Project Title:

GCF Samoa Integrated Flood Management to Enhance Climate Resilience for the Vaisigano River Catchment (VCP) Project

B. Project Description or Context and Background:

The GCF and GoS Integrated Flood Management to Enhance Climate Resilience of the Vaisigano River Catchment in Samoa, referred to as the Vaisigano Catchment Project (VCP) is a 6-year project which started in 2017 and is designed to strengthen the adaptive capacity and reduce exposure to climate risks of vulnerable communities, infrastructure and the built environment in the Vaisigano River Catchment (VRC) area (the river that flows through the Apia Urban Area (AUA)). It represents the GoS's first GCF approved project and one of the largest of its kind, executed by the Ministry of Finance (MoF) (which is the National Designated Authority (NDA), with the UNDP as the GCF Accredited Entity (AE) and the Ministry of Natural Resources and Environment (MNRE), Land Transport Authority (LTA), Ministry of Works, Transport and Infrastructure (MWTI) and the Ministry of Health (MoH) as the Implementing Agencies (IAs).

With a total budget of USD 65 million (USD 57 Million GCF and USD 8 Million GoS) the VCP represents the GoS's initial steps in operationalizing a comprehensive flood management solution with three major Outputs.

Output 2 focuses on strengthening the adaptive capacity of vulnerable communities and reduce their exposure to flood risk. As one of the activities for this output, Activity 2.2 led by the Environment Sector in the Ministry of Natural Resources and Environment (MNRE) aims to implement ecosystem responses upstream for decreased water flows during extreme weather events. This activity includes Ecosystem-based Adaptation (EbA) Enterprise Developments, Cash for Work (CfW) through Green Jobs and Payment for Ecosystem Services (PES).

Activity 2.2 is a complex component of the VCP, with budget in excess of 8 million USD, with several implementing agencies for its three activities, Payment of Ecosystem Services, Cash for Work and Ecosystem-based Adaptation Enterprise Developments. Responsibility for coordination and implementation of Activity 2.2 of the "Integrated Flood Management to Enhance Climate Resilience of the Vaisigano River Catchment in Samoa" project referred to as the Vaisigano Catchment Project (VCP) lies with MNRE; this is primarily through the Environment Sector Coordinator. MNRE will be supported by the Activity 2.2 Technical Advisory Group (TAG) including representatives from Ministry of Natural Resources and Environment, Ministry of Finance (MoF), Ministry of Agriculture and Fisheries (MAF) United Nations Development Programme (UNDP), Small Business Enterprises Centre (SBEC), the Civil

Society Support Programme (CSSP), Ministry of Women, Community and Social Development (MWCSD) and Samoa Umbrella for Non-Governmental Organizations Incorporated (SUNGO).

A key component of Activity 2.2 is the development of Payment of Ecosystem Services (PES) program, that is led by MNRE but will have community co-ownership. The purpose of the Payment of Ecosystem Services programme is to protect vital habitats in the Vaisigano river Catchment and the ecosystem services they provide for the people residing in the catchment and the broader Apia Urban Area. The PES programme aims to:

- improve watershed management
- protect priority conservation areas
- Investigate long-term sustainable financing options for conservation
- Involve community members in ecosystem monitoring, evaluation and conservation.

The UNDP on behalf of the GoS /MoF and the MNRE will undertake direct recruitment for services of a PES Consultancy from the private sector. This as mentioned above will support the implementation of a PES programme in the Vaisigano river Catchment, Apia, Samoa and will investigate the feasibility options for conducting different PES programmes in Samoa.

C. Scope of Work:

Full pre-feasibility study for Payment for Ecosystem Programme in the Vaisigano River Catchment (VRC) providing assessment of potential project activities and potential for PES asset production

The Payment for Ecosystem consultancy will undertake the following tasks:

1. Liaise with the MNRE Divisions : ForestryDivision (FD), Water Resources Division (WRD) Division of Environment and Conservation (DEC), and the Land Management Division (LMD), to clarify governance of a PES programme;
2. Liaise with the MNRE Divisions : FD, WRD, DEC and LMD, to identify priority PES areas in the VRC ;
3. Engage with community landholders on a how a PES programme works in the Pacific and how it would work in Samoa (*community engagement facilitated by VCP*).
4. Engage with the MWCDS to discuss how PES would work on a community level.
5. PES Pre-feasibility Study:
 - Desk review for PES in Samoa;
 - evaluating the potential to undertake a PES project (detailing options) in the VRC;
 - undertake a site visit to the Catchment and conduct meetings with stakeholders;
 - assessment of potential project activities, potential for PES asset production (e.g. carbon credits or other PES units), indicative project budgets, paths to market-based or market-linked financing.
6. Final presentation to MNRE and GCF-VCP Project Management Unit and relevant stakeholders of PES pre-feasibility finding prior to departure from Apia.

<p>D. <u>Expected Outcomes and Deliverables:</u></p> <p>Specific deliverables include the following but are not limited to;</p> <ul style="list-style-type: none"> • A report of desk-review for pre-feasibility of Payment for Ecosystem Services in Samoa; • Completed consultations with key stakeholders (government and VCP partners); • Presentation of finding to key stakeholders; • Final report to include findings and recommendation on way forward on PES programme
<p>E. <u>Institutional Arrangement:</u></p> <p>The hired consultant will work under the close supervision of the VCP Project Manager and the Environment Sector Coordinator/ACEO, MNRE. Reports and documentation will be shared with the VCP Project Manager and UNDP MCO Programme Officer in a timely manner.</p>
<p>F. <u>Duration of the Work:</u></p> <p>The assignment will last no more than 15 working days, and to be completed within a 1 month period.</p>
<p>G. <u>Duty Station:</u></p> <p>Home-based with travel to Samoa. While in Samoa, the consultant will be based in MNRE Environment Sector Coordination Division</p>
<p>H. <u>Competencies:</u></p> <ul style="list-style-type: none"> • Demonstrates commitment to the Government of Samoa mission, vision and values. • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability • Focuses on result for the client and responds positively to feedback • Consistently approaches work with energy and a positive, constructive attitude • Demonstrates openness to change and ability to manage complexities • Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment
<p>I. <u>Qualifications of the Successful Contractor:</u></p> <ul style="list-style-type: none"> • Advanced Degree in Natural Resource Management and Environmental Economics, or closely related field with focus on ecosystem services for protected areas and sustainable land management; • Minimum of 7 years of demonstrated experience and knowledge in the field of Payment for Ecosystem Services mechanism, Environmental Economics, Development and/or Ecosystem Service Valuation, in particular, experience working in relation to land and Protected Area Management;

- Extensive international experience including the Pacific and knowledge of various methodologies of ecosystem valuation and economic valuation for sustainable land use and/or protected areas as well as economic valuation tools;
- Extensive experience with project development, implementation and management that addresses technical assistance and capacity development of partners;
- Knowledge of GCF, Government of Samoa, UNDP policies and practices are an advantage;
- Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skills for negotiation;
- Computer proficient, especially related to professional office software packages, and fluency and proficiency in English.

Evaluation criteria: 70% Technical, 30% financial combined weight:

Technical Evaluation will be based on the information provided in the CV and the relevant documents submitted as evidence to support possession of required competencies and qualifications.

- Advanced Degree in Natural Resource Management and Environmental Economics, or closely related field with focus on ecosystem services for protected areas and sustainable land management; (15%)
- Minimum of 7 years of demonstrated experience and knowledge in the field of Payment for Ecosystem Services mechanism, Environmental Economics, Development and/or Ecosystem Service Valuation, in particular, experience working in relation to land and Protected Area Management; (35%)
- Extensive international experience including the Pacific and knowledge of various methodologies of ecosystem valuation and economic valuation for sustainable land use and/or protected areas as well as economic valuation tools; (25%)
- Extensive experience with project development, implementation and management that addresses technical assistance and capacity development of partners; (10%)
- Knowledge of GCF, Government of Samoa, UNDP policies and practices are an advantage; (5%)
- Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skills for negotiation; (5%)
- Computer proficient, especially related to professional office software packages, and fluency and proficiency in English; (5%)

J. Scope of Bid Price & Schedule of Payments:

DELIVERABLES	DUE DATE (%)	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES

Upon completion and approval by MOF, MNRE and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> • desk review for pre-feasibility of payment for ecosystems services in Samoa 	TBC (40%)	\$XXX
Upon completion and approval by MNRE and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> • Completed consultations with key stakeholders (government and VCP partners); • Presentation on Findings 	TBC (30%)	\$XXX
Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> • Final report to include findings and recommendation on way forward on PES programme 	TBC (30%)	\$XXX
TOTAL (15 working days)		\$XXX

K. Recommended Presentation of Proposal:

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available (Letter of Offer to complete financial proposal)

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **25 September 2018** electronically via email: procurement.ws@undp.org. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **Cover letter that includes**
 - a concise explanation as to why the bidder is the most suitable candidate for the consultancy assignment;
 - a concise description of the bidder's understanding of the consultancy assignment;
 - a summary of the comments on the TOR; and,
 - a brief description of the proposed methodology and approach in carrying out the required tasks, specifying the number of days it will take complete each task.
- **Updated CV** that includes description of qualifications/competencies and relevant past experiences in similar projects



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- **Financial Proposal** specifying the daily rates inclusive of other expenses. Candidates have the option to choose daily rate or lump sum **(using the attached template)**.
 - **Refer to <https://icsc.un.org/map/> fo the latest UN per diem rates for Samoa. Per diem rate cannot be more than the Samoa rate for the month.**
- **Letter of interest and availability of the firm/consortium** specifying the available date to start and other details – **(using the attached template)**.
- **Reference Checks Templates to be completed by referees. Please include at least 3 completed and signed referee letters (using the attached template).** UNDP staff may contact referees to verify details of the reference provided if required.
- **The abovementioned documents, information and requirements are mandatory and as such are required to form a complete tender. A proposal will be rejected if it is not substantially responsive to the abovementioned requirements;**

Queries about the consultancy can be directed to the UNDP Procurement Unit

procurement.ws@undp.org