



Empowered lives.
Resilient nations.



TERMS OF REFERENCE

Ref: PN/FJI-50-18

Consultancy Title	Chief Technical Advisor (CTA) - FIJI IAS Project
Location	Suva, Fiji and Home Based
Application deadline	January 4, 2019 (Fiji Time)
Type of Contract	Individual Contractor
Post Level	Consultant
Languages required:	English
Duration of Initial Contract:	120 days commencing no later than 30 January 2019 and completion by 30 January 2020 Consultant expected to be based in Fiji

Consultancy Proposal should be sent via email to etenderbox.pacific@undp.org no later than **4th January, 2019 (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:

Brief project description: Invasive alien species (IAS) are the greatest threat to biodiversity in the Pacific Islands. Numerous IAS have been introduced to Fiji, with significant impacts on natural landscapes and biodiversity, as well as impacting human health, economics, trade, sustainability, quality of life, etc. Preventing the establishment of additional IAS, preventing the further spread of already established IAS and improve the management of existing pests are all key elements which need to be further addressed. Protecting Fiji through improved pre-border, border and post-border systems for the prevention of IAS establishment is necessary. Additionally, improving similar biosecurity protections within Fiji at various levels including divisions, islands and island groups is also important. Reducing threats from IAS arrival and establishment as well as spread are all key elements to be addressed by this project. As a key part of the project, a four-island group in the northern division will be the focus for developing specific internal biosecurity and IAS management activities, which can then be (as needed) used as a model for improving biosecurity and management activities in other areas within the country.

The introduction of Giant Invasive Iguana – GII (*Iguana iguana*) – to this four-island area within Fiji represents the first established population of this species in the Pacific and is a potential bridgehead to some of the world's most isolated island ecosystems. GII have already caused harm throughout the Caribbean where they are spreading fast and have significant detrimental effects, including on native biodiversity, agriculture and tourism. Management



Empowered lives.
Resilient nations.



and possibly eradication of this species from its current established range in Fiji is a high priority in order to prevent the types of impacts seen in the Caribbean from occurring within the Pacific region. Although there are several national and local-level initiatives to address IAS in Fiji, these efforts, lack adequate capacity and an overall comprehensive strategy to ensure a systematic and effective protection of biodiversity-rich and important areas. An effective, systematic and comprehensive eradication effort against GII, before populations grow beyond the point where they can be controlled is currently lacking and urgently needed.

The Building Capacities to Address Invasive Alien Species to Enhance the Chances of Long-term Survival of Terrestrial Endemic and Threatened Species on Taveuni Island, Surrounding Islets and Throughout Fiji project is a 5-year initiative executed in Fiji by the Biosecurity Authority of Fiji (BAF). It aims to improve the chances of the long-term survival of terrestrial endemic and threatened species on Taveuni Island, the surrounding islets and throughout Fiji by building national and local capacity to reduce the risk of new IAS establishment and to improve the management of existing IAS. Improving IAS prevention and management in Fiji will require a suite of preventative measures that will be introduced by this project, including: (i) Strengthened IAS policy, institutions and coordination at the national level to reduce the risk of IAS entering Fiji, including a comprehensive multi-sectorial coordination mechanism to ensure the best possible use of resources and capacities for prevention, management, eradication, awareness and engagement, restoration, and capacity building; (ii) Improved IAS prevention and surveillance operations at the island level on Taveuni, Qamea, Matagi and Laucala to reduce potential for pest species to enter and establish within the four-island group and move between these islands; (iii) Implementation of a comprehensive eradication plan for GII based on detailed survey work and public outreach on Taveuni and an increase in removal effort of GII on the islands of Qamea, Matagi, and Laucala (and other islands, such as Taveuni if they are found to be established); and (iv) Strengthened knowledge management and awareness raising that targets the general public, tour operations and visitors, so as to safeguard the nation from IAS.

DUTIES AND RESPONSIBILITIES

B. Under this Project a Chief Technical Adviser (CTA) is being recruited to provide technical support and coordination on Invasive Alien Species (IAS) management issues, especially on pathway analysis of IAS, risk assessment, prevention and quarantine. The expert will have knowledge and experience across the range of IAS management strategies, particularly prevention/restriction; inspection and quarantine and provide guidance and strategy on IAS assessment, management and prevention to the project team, the lead agency (Biosecurity Authority of Fiji) and an extensive array of other stakeholders at national, regional, island and community levels. The Expert will work alongside the Project Coordinator, other project consultants and ensure that the project and project tasks are on target throughout the duration of the project period.

Scope of Work Key responsibilities include:

- Give guidance and inputs and provide necessary top level coordination for the Fiji IAS Project, including all components, namely: (1) strengthened IAS policy, institutions and coordination at the national level, (2)



Empowered lives.
Resilient nations.



improved IAS prevention and quarantine at the island level trialed for Taveuni, Qamea, Matagi and Laucala, (3) eradication of GII and (4) strengthened IAS knowledge management, monitoring and evaluation;

- Work closely with other members of the Project Implementation Unit (PIU) the Biosecurity Authority of Fiji (BAF), the national coordination body, UNDP, component/project tasks managers and consultants, national and island level taskforce and working groups and various other stakeholders;
- Conduct a tabletop exercise to develop an up to date report on IAS information for the country by the end of the 150-day contract period;
- Lay ground work and initiate development process for the Fiji National Invasive Species Framework and Strategic Action Plan (NISFSAP) including supporting the development of a lead group or committee to complete this effort. The NISFSAP should include pathways and risks analysis and be completed within nine months of completion of the IAS information report. The NISFSAP will be developed through extensive stakeholder consultation and the final product to be endorsed by the national IAS coordination body;
- Give guidance and inputs to BAF on the development of a multi-year strategy;
- Support IAS awareness building activities at national and island levels including planning and oversight, materials and processes development and field operations;
- Facilitate and guide the economic assessment study of IAS damage, monitoring of native branded iguana and community perception study;
- Provide technical support and assistance to the GII eradication efforts including planning and oversight, logistics and coordination support and field operations including search, detection, acquisition and final disposition of organisms as well as the ability to support a large field effort including detection canine handling/training experience;
- Travel throughout the country in support of the project, which includes extensive time on the ground in the 4- island biosecurity area of Taveuni, Qamea, Matagi and Laucala;
- Support oversight, coordination and field operations and be able to spend extended periods in the field in remote settings involved in biosecurity tasks including IAS eradication efforts and outreach/awareness building;
- Support development/integration of a national IAS coordination body and associated supporting IAS specialist committee/taskforce;
- Support development/integration of a district (or sub-district) IAS taskforce for Taveuni, Qamea, Matagi and Laucala islands;
- Participate in technical meetings and workshops to reach an agreement on project outcomes and activities and provide relevant expertise on IAS management to these discussions and to track project progress and effectiveness;
- Produce first draft of National Early detection and Rapid Response (EDRR) strategy;
- Facilitate awareness and capacity building on EDRR with BAF and other important stakeholders; Provide support and guidance with addressing project recommendations.

It is critically important for the CTA to carry out these tasks while keeping key stakeholders (officers of the Ministry of Environment, Agriculture, Fisheries, Ministry of *I Taukei* Affairs, Rural Development, Biosecurity Authority of Fiji (BAF), and, PIU staff and community members) fully involved but at the same time taking a technical (and sometimes managerial) lead.



Empowered lives.
Resilient nations.



D. Expected Outputs and Deliverables

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

- Quarterly progress reports, including a final report of all technical support provided, achievements, lessons learnt and recommendations;
- IAS table top exercise report and associated appendices for Fiji;
- Report documenting progress and way forward for Fiji National Invasive Species Framework and Strategic Action Plan (NISFSAP);
- Draft a National EDRR strategy.

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 February 15, 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of a progress report outlining all technical support, including assistance to the GII eradication efforts as well as detailed planning for the next quarter within three months of the start of the consultancy by May 16, 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of a quarterly report (detailing all support provided, achievements, challenges, recommendations and plan for next quarter) within six months of the start of the consultancy by July 16;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of the IAS table top exercise report, which includes detailed status of IAS information for Fiji (including current efforts, challenges including technical, financial and operational & recommendations) by August 30, 2019
- Twenty percent (20%) of the consultancy fee will be paid following the submission and acceptance of a report outlining results of ground work and progress on establishing a Fiji National Invasive Species Framework and Strategic Action Plan (NISFSAP) and development of a lead group or committee to complete this effort by September 30, 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of a draft National EDRR strategy by November 5, 2019
- Twenty percent (20%) of the Consultancy Fee will be paid following the submission and acceptance of a final report documenting all technical support provided, achievements, lessons learnt and recommendations by January 30, 2020 ;

F. Institutional Arrangement

- The CTA will be monitored, overseen and supervised by UNDP Pacific Fiji in close cooperation with the Biosecurity Authority of Fiji.
- The CTA s expected to produce a final report upon successful completion of activities according to the agreed schedules.
- The CTA is expected to provide his/her own computer.



Empowered lives.
Resilient nations.



G. Duration of the Work

- The consultancy is for 120 days commencing no later than January 30, 2019 and completion no later than January 30, 2020.
- The CTA shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest January 30, 2020.
- The CTA is expected to propose a work plan, budget and timelines to achieve the expected outputs with the appropriate methodology. The consultant is expected to include in his/her budget at least 4 trips to Taveuni and surrounding islands (2 weeks each) and at least 4 trips each to major ports including Nadi, Lautoka, Labasa, Suva, Savusavu and Malau.)

H. Duty Station

The CTA will be based in Fiji and this will include travel to ports of entry (domestic and international), demonstration sites for GII (at least 4 trips to Taveuni and surrounding islands) and other field visits as required by the Project. The CTA is expected to supply their own computer with appropriate software. The PIU will organise office space in Fiji. The PMU will assist with transportation/logistics based on Government and/or UNDP travel policies.

I. Supervision / Reporting

- II. The CTA 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 / Bangkok, Thailand.
- III. The CTA will support, supervise, train and mentor the PIU staff.
- IV. The CTA will also provide regular reporting to BAF and any other relevant key government stakeholders together with the Project Coordinator.
- V. The CTA will supervise, guide, management, and monitor progress and deliverables of the team members comprising of national and international experts.
- VI. The CTA 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.



Empowered lives.
Resilient nations.



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 to work in a team;
- 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 build 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 Master's degree in biology, environmental science, natural resource management, development and/or related field.

Experience

- At least seven years relevant professional experience in biosecurity and addressing Invasive Alien Species. Ideally, the expert will have knowledge and experience across the range of IAS assessment and management strategies, especially prevention (restriction; inspection; quarantine);
- Experience working with government institutions, as well as, civil society/private organizations and consultants/field biologists;
- At least five years' experience working with a wide array of stakeholders on biosecurity issues in the Pacific region;
- Experience working with relevant stakeholders in Fiji will be considered as an advantage;
- Experience in developing a National Invasive Species Strategies and/or similar documents at a national or regional level preferably in the Pacific region;
- Experience in developing early detection and rapid response strategies and capacity preferably in the Pacific region;
- Experience managing complex multi-year biosecurity or IAS projects;
- Experience with management of invasive reptiles;
- Experience working with detector canine teams in remote field situations in the Pacific region (preferred



Empowered lives.
Resilient nations.



experience with training/handling detector dogs);

- Ability to oversee and manage as part of a small management team, an extensive, multi-year project;
- Experience in developing and / or implementing GEF, UNDP project and/or other development agency supported projects;
- Excellent inter-personal, communication and negotiating skills;
- Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders.

Language requirements

- Fluency in the 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 consultants 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.

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 <ul style="list-style-type: none"> • Minimum Master's degree in biology, environmental science, natural resource management, development and/or related field. 	20%
Experience <ul style="list-style-type: none"> • At least seven years relevant professional experience in biosecurity and addressing Invasive Alien Species. Ideally, the expert will have knowledge and experience across the range of IAS assessment and management strategies, especially prevention (restriction; inspection; quarantine). • Experience developing National Invasive Species Strategies and/or similar documents at a national or regional level preferably in the Pacific region. 	10%
	10%



Empowered lives.
Resilient nations.



<ul style="list-style-type: none"> At least five years' experience working with a wide array of stakeholders on biosecurity issues in the Pacific region. 	5%
<ul style="list-style-type: none"> Experience working with relevant stakeholders in Fiji, will be considered as an advantage. 	5%
<ul style="list-style-type: none"> Demonstrable experience in developing early detection and rapid response strategies and capacity preferably in the Pacific region. 	5%
<ul style="list-style-type: none"> Experience managing complex multi-year biosecurity or IAS projects. 	5%
<ul style="list-style-type: none"> Experience with invasive reptiles. 	5%
<ul style="list-style-type: none"> Experience working with detector canine teams in remote field situations in the Pacific region (preferred experience with training/handling detector dogs). 	5%
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.

M. Documentation required

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

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Signed detailed CV**, 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.

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



Empowered lives.
Resilient nations.



and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.pacific.undp.org)

Women candidates are encouraged to apply