

**TERMS OF REFERENCE**  
**Ref: PN/FJI/004/19**

**Consultancy Title:** Chief Technical Advisor (CTA)

**Project Name:** 00101900 Reimaanlok – Looking to the Future: Strengthening natural resource management in atoll communities in the Republic of Marshall Islands employing integrated approaches (RMI R2R Project)

**Duty Station:** Majuro, Republic of Marshall Islands

**Duration of the Contract**

Period of Assignment: 217 days (10 months)  
Contract duration - **1 March 2019 to 31 Jan 2020.**

The CTA will be based in RMI for the duration of the project. This depends largely on the nature of the consultancy work which requires the consultant to work closely with line stakeholders. He/she will be working with the Project Implementation Unit and government focal point to support implementation of the project activities.

The CTA is expected to make all necessary logistical arrangements, including travel to duty station after the signing of the contract.

**Languages Required: English**

Consultancy Proposal should be sent via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) no later than **6<sup>th</sup> February, 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](mailto: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.**

**NOTE: Proposals must be sent to the designated email ([etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org))**  
**Please do NOT copy or directly email applications to UNDP staff.**  
**Please note that only short-listed candidates will be contacted.**

**Objectives**

The CTA will provide technical advice and implementation support to the PIU in the implementation of project activities under the three components of the project.

The CTA will also serve as the project leading expert to lead implementation of the sustainable financing mechanisms of the National Conservation Area plan and the legislative review of the Protected Area Network (PAN) Act (2015). In consultation with line government stakeholders will bring in international best practices and technical expertise to ensure quality and high-level results related to the following outputs:

**Output 1.4** Sustainable financing mechanisms from internal and external sources put in place to further build up the RMI sub-account in the Micronesia Challenge Trust in order to meet the cost of implementing the National Conservation Area Plan.

**Output 2.1** Action plan for developing secondary legislation to the Protected Area Network (PAN) Act 2015 formulated.

## Background Information

The Republic of Marshall Islands (RMI) consists of 870 reef systems reaching up from 2.1 million km<sup>2</sup> of the vast deep Central Pacific. Upon these reef systems are 29 coral atolls and 5 low-lying islands, respectively 22 and 4 of which are inhabited. These 1,225 sand cays and vegetated islets altogether comprise 182 km<sup>2</sup> of land which remain visible above water level during high tide, and although these small islands represent the only potentially habitable land with a mean elevation of less than 2 meters. It also has a vast maritime jurisdiction with more 6,500 km<sup>2</sup> of lagoon and more than 2 million km<sup>2</sup> of Exclusive Economic Zone (EEZ). RMI has some of the healthiest and robust coral reefs globally with high species diversity with more than 1,000 fishes, 360 corals, 2,500 invertebrates, 5 sea turtles and 27 marine mammals. On land in 4 atolls are home to globally important nesting seabird populations. Most atolls are dominated by agroforest, beach forest, and savanna. Rare natural semi-arid forests can be found in some of the northern atolls.

As a Small Island Developing State (SIDS), it 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 Reimaanlok to serve as a clear roadmap of the way forward.

As such, the Global Environment Facility (GEF) committed US\$3.9million under the Ridge to Reef Project to support Government of Marshall Islands operationalize the Reimaanlok – 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.

With GEF financing, the project is expected to

1. Expand and sustain RMI protected area network, focusing on the implementation of protected area network (PAN) and thus contributing to the Micronesia Challenge and Aichi targets. As natural resource management is very much interlinked with the outer island residents, improved ecosystem management also contributes towards strengthening climate resilience and community-based adaptation.
2. Improve governance for Integrated atoll management, by, strengthening the enabling conditions, which, amongst other things support development of secondary legislation to support implementation the PAN Act.
3. Support Knowledge Management, in terms of strengthening management information system, Conservation GIS and improving access as a knowledge sharing platform.

This GEF project will be executed by UNDP, in close partnership with the Government of Marshall Islands. The project implementation will be led by a team based in RMI and Suva, Fiji, expected to run over a five-year period.

## Scope of Work/Expected Outputs

The CTA will provide technical oversight and expert advice on the project. The scope of responsibility will involve:

- a) Consulting and advising the Project Implementation Unit (PIU) in the execution of project activities under the three components of the project;
- b) Provide leading role and strategic input into the implementation of Output 1.4: Sustainable Financing Mechanisms from internal and external to build the RMI sub-account in the Micronesia Challenge Trust (MCT) to meet the costs of implementing the conservation plan and Output 2.1: Action Plan to Develop Secondary Legislation to the Protected Area Network Act;
- c) Provide input and review of technical reports, including communication materials of the project.
- d) Input into the monitoring and evaluation, and provide support in the identification of project issues and implement solutions to bring the project back on track, as needed;
- e) Supporting the PIU to monitor project risks and implement all risk mitigation measures during all project phases;
- f) Support the PIU in liaising with the Government of RMI in the various project aspects;
- g) Provide inputs in the Project Board Meeting;
- h) Support PIU in assessing technical, financial, political, operational and management situations on the ground that affect the project implementation;
- i) Provide support in identifying solutions to address emerging gaps in the project;
- j) Integrate good international practices in the area of projects interests and build similar practices within the project;
- k) Build and maintain partnerships with technical partners to the project and identifying opportunities for collaboration with potential partners at local and regional level.
- l) Consolidate case study reports and lessons learned to support scaling up into other islands.

## Output/Key Deliverables:

Key deliverables includes:

Deliverable No	Deliverables	Timeframe
1	Detailed workplan for the consultancy within one week of the signing of the contract.	One week
2	Report on Consultation with Ministry of Finance and Ministry of Finance on the Blue Fee	7 months
3	Formulation of the Blue fee legislation	
4	Develop guidelines for the Blue Fee legislation and support implementation	
5	Action Plan for Developing Secondary Legislation of the Protected Area Network Established (PAN) Act 2015 formulated.	3 months
6	Technical input into the implementation of project activities under all components of the project.	Throughout the contract period

## Supervision/Reporting Lines

The CTA will report and supervised by Team Leader Resilience and Sustainable Development Unit, UNDP Pacific Office in Fiji. While working in RMI, the CTA will be required to also report to the Project Manager and Director of OEPPC<sup>1</sup>.

The deliverables shall be first submitted to the line government agency for review and clearance. All deliverables are subject to technical clearance and approval from the UNDP-GEF RTA covering Fiji in collaboration with the PIU from the UNDP Pacific Office in RMI and Fiji for processing payments of the services rendered.

The estimated timeframe for the consultancy are listed in the table below

Activities	Estimated Timing and Deadline
Submission of Workplan	8 March 2019
Consultation on the Blue Fee	11 March- 30 September 2019
Formulation of the Blue Fee Legislation	
Formulation of guidelines for Blue Fee Legislation; implementation support	
Assessment of emerging funding opportunities from the project	

<sup>1</sup> Office of Environmental Planning and Policy Coordination

Mechanisms for fund disbursement in support of PAN Law.	
Legislative Gap Analysis	1 October- 31 December 2019
Assessment of regional best practice	
Prepare 5-year legislative action plan.	

  

**Resources for the Consultancy**

The CTA is expected to provide for his/her own laptop. Works station and other support will be provided for by the project. He/ She is expected to coordinate closely with the Project Implementation Unit, Office of OEPPC and UNDP Pacific Office in Fiji.

  

**Recruitment Qualifications**

**Qualifications**

- Minimum Masters Natural Science, Environmental Management or Environmental Engineering or any other relevant field.

**Experience**

- Minimum 10 years of relevant experience in similar fields;
- Familiarity offshore and nearshore fisheries management
- Knowledge of environment conservation and administered of locally marine protected areas;
- Experience in formulation/development of legislation related to offshore and nearshore fisheries management and for establishing funding to sustain protected areas.
- Setting up funding mechanisms to sustain protected areas and environment conservation.
- Knowledge of the Reimaanlok (RMI National Conservation Plan) and other regional and global targets on environment conservation;
- Ability to lead, conduct, facilitate and document discussions with stakeholders;
- Experience working in institutional development, project development and management, budgeting;
- Project management experience in environment conservation projects would be an advantage;
- Experience in the Pacific region;
- Experience in utilizing ecosystem-based adaptation approaches is desirable
- Ability to work in a team environment.
- Legal background/experiences would be an advantage.

**Language Requirements**

- Fluency in English.

  

**Payment Schedule**

The following payment schedule is proposed:

- 10% of the maximum payable Consultancy Fee will be paid following signing of contract and acceptance of a work plan by 8 March 2019;
- 20% of the maximum payable Consultancy Fee will be paid following the submission of report of consultation with MIMRA and Ministry of Finance by 8 April 2019 ;
- 30% of the maximum payable consultancy fee will be paid following the formulation of the Blue Fee Legislation by July 2019
- 20% of the maximum payable consultancy fee will be paid following the formulation of guidelines for Blue Fee legislation, assessment of funding opportunities emerging from the project and establishment of a mechanisms for funding disbursement by September 2019.
- 20% of the maximum payable consultancy fee will be paid following the acceptance of action plan for the development of secondary legislation to the PAN Act (2015) by December 2019

  

**Evaluation:**

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
<b>Qualification</b>		10%
<ul style="list-style-type: none"> <li>Minimum Masters Degree in Natural Science, Environmental Management or Environmental Engineering or any other relevant field.</li> </ul>	10	
<b>Experience</b>		60%
<ul style="list-style-type: none"> <li>Minimum of 10 years of demonstrable experience in the technical area of governance of fisheries management, environment conservation and management;</li> </ul>	20	
<ul style="list-style-type: none"> <li>Proven experience in formulation of legislation related to offshore fisheries management and financing for protected areas and environment conservation.</li> </ul>	10	
<ul style="list-style-type: none"> <li>Proven experience in establishing good working relationships with a broad range of stakeholders (local communities, government, private sector, financial institutions, civil society, NGOs, etc.)</li> </ul>	10	
<ul style="list-style-type: none"> <li>Previous experience in supporting community-based conservation and participatory processes</li> </ul>	10	
<b>Competencies</b>		
Work Experience in the Pacific region	5	
Project management experience in environment conservation projects	5	
<b>Technical Criteria</b>		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		30%
<b>Total</b>		100%

#### Proposal Submission

Offerors must send the following documents.

- i) Signed CV including names of at least 3 referees.
- ii) Cover letter setting out: A statement of how the applicant meets the qualifications and experience requirements.
- iii) Completed template for confirmation of Interest and Submission of Financial Proposal

Applicants 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 Individual Consultant's duty station) and any other applicable cost to be incurred by the Individual Consultant 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 Individual Consultant wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel that is not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective UNDP 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 Pacific Office in Fiji website ([www.pacific.undp.org](http://www.pacific.undp.org))

Consultancy Proposal should be sent via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) no later than 6<sup>th</sup> February 2019 (Fiji Time) clearly stating

**the title of consultancy applied for. Any proposals received after this date/time will not be accepted.**

**Women candidates are encouraged to apply**