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TERMS OF REFERENCE FOR SMSMCL PROJECT - DEVELOPMENT OF MANAGEMENT PLAN FOR AOPO CONSERVATION AREA AS PART OF UPLAND SAVAII KEY BIODIVERSITY AREA (KBA)

A. Project Title:

Strengthening Multi-Sectoral Management of Critical Landscapes in Samoa (SMSMCL)

B. Project Description or Context and Background:

The SMSMCL project is the first upscaling initiative by the Government of Samoa to ensure land degradation issues across all levels of society are addressed through the integration of sustainable landscape management into planning frameworks and actions in multi-sectoral arrangements to achieve the Government of Samoa’s long-term goal:

“Samoa’s productive landscapes are protected and sustainably managed to mitigate land degradation and to increase soil carbon sequestration so as to contribute to poverty alleviation and mitigation and adaptation to climate change impacts, as well as to contribute to global environmental benefits by overcoming barriers to integrated sustainable land management.”

The primary objective of this project is to *strengthen local capacities, incentives and actions for integrated landscape management in order to reduce land degradation and greenhouse gas emissions and promote nature conservation whilst enhancing sustainable local livelihoods.*

The concept of Key Biodiversity Areas is the latest presentation of recent efforts to renew and strengthen the conservation of priority areas for the conservation of indigenous biodiversity of Samoa that were identified in surveys, assessments and conservation efforts of the last decade of the last century. KBAs encompasses and joined together adjacent community conservation areas and in some instances, it included national reserves that were established and developed from the last century under various national and regional biodiversity programs. In a sense it is a continuation or a next stage in the continuing evolution of work to conserve and sustainably use the remaining indigenous terrestrial and marine areas of the country in the face of increasing development and the impact of global climate and environmental change. KBAs are much larger in scope than the individual community conservation areas and national parks and reserves of the last century and emphasizes a more active participation of KBA land owners in the regular assessment and management of these important natural assets. There are other priority areas for conservation that are not included as KBAs but are still of high value for Samoa biodiversity efforts which include some important fragments of indigenous forest such as the Falealupo Peninsula Forest of the Falealupo Rainforest Reserve and several major mangrove areas in the country such as the Vaiusu bay and the Matafa'a Lefaga bay mangrove areas. All of these together with the KBAs identified and mapped are the main area of conservation and sustainable



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development programs at the present time for the country's national environment and conservation government and non-governmental organizations. They also form part of Samoa commitment under the CBD and related conventions for the conservation of biological diversity and the sustainable use of genetic resources.

One of the key activities of the project under Outcome 2 is the development and initial implementation of Key Biodiversity Areas (KBAs) management plans for 4 KBAs using the multi-sectoral approach. Upon completion of the Rapid Biodiversity Assessments (BIORAP) for the Uafato-Tiavea Coastal Rainforest, the Apia Catchments, the Central Savaii Rainforest and the Falealupo Peninsula, the project will now support the development of the KBA management plans for these areas based on global protected areas management best practices

Rationale of KBA Management Plan and links to Rapid Biodiversity Assessment (BIORAP)

These management plans for KBAs will focus on improving the conditions of existing community conservation areas (CAs) and affected ecosystems by incorporating best sustainable land management (SLM) practices and improving land productivity by upscaling appropriate agricultural and eco-friendly livelihoods and developments. The SMSMCL project will support on the development of Management plans for some key KBAs namely the Uafato-Tiavea Coastal Rainforest, the Apia Catchments, the Central Savaii Rainforest and the Falealupo Peninsula, covering a total of 84,888 ha. The intention for a proper management of these areas is a result of previous biodiversity conservation and ecosystem management efforts by the Government of Samoa and its key implementing partners whereby these KBAs were identified as community conservation areas of high biodiversity and forest value. Effective management of these KBAs will not only assist in SLM outcomes but will further have positive impacts on community sustainable developments and global biodiversity conservation.

The Management Plan as proposed needed to be based on sound ecological information, and more importantly on a previous rapid biodiversity assessment that would allow for the engagement of local communities in conservation and instil stewardship of their customary resources. Large areas of KBAs in Samoa remain poorly surveyed for biodiversity and forestry resources, particularly the upland forests of both Savaii and Upolu despite recent BIORAPs on Savaii and Upolu by SPREP and CI in partnership with Government of Samoa in support of site management plans for ICCRIFS community forest areas and national parks. The recent BIORAP survey in 2016 coordinated by the SMSMCL project of MNRE in partnership with CI-Samoa Office allows a good opportunity for the project to utilize these critical biodiversity data and information to assist with the preparation of the KBA Management Plans.

The Management Plan Expert as proposed, will assist the project in realising the development of Management Plans to manage Samoa's KBA which administered under the SMSMCL project in collaboration with key stakeholders both within the Ministry and external including the key communities and villages involved. The expert will be focusing on collating and review of all



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relevant information regarding baseline information and data of the previous and recent BIORAP attempts by the MNRE and its key implementing partners and facilitate community interviews with selected key hunters and farmers in an attempt to build a wide range of information to assist with developing of the Uafato-Tiavea Conservation Area (UCA) Management Plan that will guide the management of the KBA for the next five years.

On behalf of the Government of Samoa and the Ministry of Natural Resources and Environment, UNDP is now recruiting an expert to develop a management plan for the Aopo Conservation Area as part of the Central Savaii Upland Key Biodiversity Area under the SMSMCL project

C. Scope of Work:

The main objective of this consultancy is to provide a Five Year Management Plan of Aopo Conservation Area in consultation with the key communities involved and the MNRE to support the village-based management through an “integrated conservation and development program approach” for safeguarding biodiversity and to explore income generating opportunities for sustainable development and management of the KBA. The scope of works for this consultancy will include, but are not limited to the following;

- Review and study all information produced so far about the Aopo Conservation Area, starting from reports produced by the South Pacific Biodiversity Conservation Programme (1991-2001) to the reports originated from the 2015-2016 biodiversity surveys run under the SMSMCL project.
- Gather, and complete if necessary, mapping of key topographic features, biodiversity and cultural assets and land use across the Aopo Conservation Area.
- Presenting results of 2015-2016 surveys to local community and discuss and agree with them about a vision and guiding principles to be kept in mind and shared in relation to the use and management of the Aopo Conservation Area in the long term.
- Upon completion of the information review, determine and define management zones and their requirements to address threats and challenges to improve the conditions and resilience of natural habitats of the Conservation Area.
- Discuss with project team and prepare different scenarios of land management short-term priority goals in relation to different zones of the Aopo Conservation Area
- Propose to the local communities of Aopo different options of land management short-term priority goals in relation to different zones of the Aopo Conservation Area , discuss and agree on some of them.
- Presentation to local community of draft management plan with short-term goals for each zone of the Aopo Conservation Area
- Discuss with project team and prepare a range of proposed actions needed in order to achieve each priority goal.
- Propose range of actions to the local communities of Aopo, discuss and agree on them.

- Draft the first version of management plan.
- Discuss with local community and with MNRE the first version.
- Integrate comments and finalize the management plan.
- Endorsement by local community and MNRE.

Methodology & Approach

- The Expert will be required to execute this work following, but not limited to, the techniques below:
- Desk review: document analysis and literature review
- Information surveying and check listing: zoning areas, mapping of key topographic features, biodiversity, and cultural assets including land use across the Aopo Conservation Area
- Field visits and focused consultation, interviews and workshops
- Consultative meetings and interviews with key stakeholders (eg. MNRE, MWCSO, STA related NGOs & CSOs, private sector and academic & research institutions) as well as local community

D. Expected Outcomes and Deliverables:

To achieve the overall objectives of the Management Plan consultancy, the following deliverables is expected:

- **Inception Report**
Within three days of contract signing the Consultant should produce an inception report outlining the assignment approach, and detailed work plan including draft layout of the Management Plan.
- **Meetings, Interviews, Workshops**
The consultant will work in collaboration with the Project Team eg. PMU staff and key Division of MNRE eg. DEC, WRD and Forestry to prepare planned meetings, individual interviews and workshops necessary as part of information collation and review as well as providing a management plan detail outline, and presentation of the draft 5-year Management Plan. The consultant is also required to organise a meeting with key stakeholders to further discuss on the draft 5-Year Management Plan before the Validation Workshop with the community.
- **Community involvement and participation strengthened**
An integral part of the project will involve local communities because of the key stewardship role they play in biodiversity conservation and its sustainable use. Because of the land tenure system in Samoa where 80 percent of the land is customary owned, it is important to engage communities to get their support and commitment to the activities of the project in particular to implement the key recommendations and actions that will arise out of the Management Plan. One of the strategies to engage the communities is through communication and raising awareness activities targeting the different community groups in the villages where the project activities will take place. Visual and audio presentations, printed materials and seminars with the different community groups will be carried out to share information and



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findings from the project, including on the impact of climate change on forests, and also to gauge community views on ways to better conserve and sustainably manage their biodiversity.

- **Clear recommendations based on practical experiences**
Based on previous baseline surveys and studies, specifically point out issues to be addressed and recommend potentialities to be harnessed by the management and development opportunities
- **Draft Management Plan including the implementation plan as Appendix based on the recommendations drawn out**
The consultant is required to provide a final draft Management Plan for Aopo Conservation Area including the draft Implementation Plan based on the priority actions and recommendations.
- **Supervise the implementation of at least one key priority of the Plan.** The consultant will identify from a list of priority actions in the implementation plan, one or two activities that need and can be implemented urgently.

E. Institutional Arrangement:

The hired consultant will be under the supervision of the SMSMCL Project Manager. The consultant will work in close collaboration with the SMSMCL PMU, the Forestry, Mapping and DEC Divisions of MNRE, as well as with the UNDP multi-country office in Samoa.

Reports and documentation will be shared with the Project Manager in a timely manner, with copy to the UNDP MCO Programme Officer.

F. Duration of the Work:

The assignment will last 33 working days, and to be completed within a 6 months period.

G. Duty Station:

Home-based with time in Samoa. It is expected that the consultant will spend at least 75% of his/her time in Samoa. While in Samoa the consultant will be based in the SMSMCL Project office within the Land Management Division, MNRE

H. Competencies:

- Demonstrates commitment to the Government of Samoa mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability



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- 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

Qualifications of the Successful Contractor:

- At least a master's degree in natural resource planning and management, or other closely related field;
- Minimum 10 years of relevant professional experience in natural resource planning and management, sustainable development, and traditional knowledge management in relation to conservation research and applied knowledge and development of management plans for key biodiversity areas (KBA) or community conservation areas (CAs) and protected areas (PAs);
- Demonstrated experience and skills in coordinating and facilitating the process required for the formulation of Management Plans for KBAs, CCAs and PAs.
- Highly developed inter-personal, negotiation and teamwork skills, culturally sensitive and ability to work in multi-cultural environment
- Experience working in the Pacific region is preferred
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English

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

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria):

- At least a master's degree in natural resource planning and management, or other closely related field;(25%)
- Minimum 10 years of relevant professional experience in natural resource planning and management, sustainable development, and traditional knowledge management in relation to conservation research and applied knowledge; and development of management plans for key biodiversity areas (KBA) or community conservation areas (CAs) and protected areas (PAs); (30%)
- Demonstrated experience and skills in coordinating and facilitating the process required for the formulation of Management Plans for KBAs, CCAs and PAs. (20%)
- Highly developed inter-personal, negotiation and teamwork skills, cultural sensitive and ability to work in multi-cultural environment (5%)
- Experience working in the Pacific region is preferred (5%)



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- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English (15%)

I. 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 submission and approval by UNDP and MNRE of the following outcomes and deliverables; <ul style="list-style-type: none"> ▪ An inception report detailing proposed approaches and specific workplan on achieving specific deliverables for the full period including draft layout of management plan 	5 working days after the start of contract (10%)	\$xxx
Upon submission and approval by UNDP and MNRE of the following outcomes and deliverables; <ul style="list-style-type: none"> • A final report outlining key management issue various management zone with key recommended priorities and actions; 	15 working days after the start of contract (20%)	\$xxx
Upon submission and approval by UNDP and MNRE of the following outcomes and deliverables; <ul style="list-style-type: none"> • A Draft Management Plan • Presentation on draft Management Plan results to key stakeholders selected by PMU and MNRE. 	30 working days after the start of contract (40%)	\$xxx



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Upon submission and approval by UNDP and MNRE of the following outcomes and deliverables; <ul style="list-style-type: none"> Final Management Plan for Aopo Conservation Area with comments incorporated and fully edited to a final hard bound copy. The final copy should endorse by local community and MNRE 	33 working days after the start of contract (30%)	
TOTAL (33 working days)		\$xxx

J. 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 **27th March 2019** 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 all of the following attachments:

- 1. Recent Curriculum Vitae**
- 2. P11 form** addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award. **Template provided to use.**
- 3. 3 professional references most recent. Template provided to use.** Please forward the template to the referees and they can send directly to procurement.ws@undp.org by due date.
- 4. A brief methodology** on how you will approach and conduct the work,
- 5. Financial Proposal** specifying the daily rate and other expenses, if any. **Template provided to use.**
- 6. Letter of interest and availability specifying the available date to start and other details. Template provided to use.**



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NB. Please use the templates provided (download them from the Procurement notices advertisement online) for the attachments to be included in your proposal.

Queries about the consultancy can be directed to the UNDP Procurement Unit
procurement.ws@undp.org.