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Terms of Reference

Ref:PN/FJ/017/19

Consultancy Title: Technical Assistance for the Review of Environment Information Management in Kiribati

Project Name: Integrating global environmental priorities into national policies and programmes (Kiribati CB2-CCCD)

Duty Station: Tarawa, Kiribati

Duration of the Contract:

- Contract period: 8th April – 10th May 2019
- Number of working days : 22 days
- Commencement and ends dates of assignment: 8th April – 10th May 2019

Consultancy Proposal should be sent via email to etenderbox.pacific@undp.org no later than **2nd April 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.**

Objectives:

The principal responsibility of the international consultant is to undertake an analysis of the institutional field concerning the management of data and information relevant to the global environment, building upon the current set of analyses and capacity development work underway or planned in Kiribati and in the region.

Under the overall guidance and supervision of UNDP and the Director of ECD (DECD) or Officer in Charge (OIC) in absence of DECD, the Consultant will undertake specific activities of the project, as below:

1. Develop and produced the user manual/guideline for the operation of EMIS
2. Develop installation and setup/back up manual of DevInfo
3. Demonstrate the features of the database using the environmental indicators/environmental comparable dataset which could generate and analyse data for monitoring to understand change over time for national use, based on/including historical information for reporting on environmental changes, on the advice and feedback of ECD Staff and stakeholders
4. Training to ECD staff and stakeholders on how to use, access, analyse and generate information for reporting needs from EMIS
5. Develop gap analysis based on feedbacks from ECD staffs and stakeholders and to review and assess need for improvement of established database (DevInfo) designed for decision makers to make informed decisions
6. Train staff with demonstration on new data architecture, standards, norms and protocols. Provide technical guidance to ECD staff and stakeholders on how to collect and prepare the data in a format acceptable for DevInfo data entry
7. Training to MELAD IT officers on set up, configuration and back up of DevInfo
8. Review and prioritize capacity building programs to be developed and trialed during project implementation
9. Recommend best approaches to generating required data and information to national stakeholders and reporting mechanism by local stakeholders (island people)
10. Revive and revisit identify international/regional best practices for compliance monitoring and to further recommend affordable practices that could be implemented in Kiribati
11. Coordinate and to assist to set up a Compliance Monitoring System (CMS) that applicable to Kiribati context
12. Be able to offer assistance and provide technical advices to ECD project personnel including UNDP project within ECD (LDCF-1)

Background

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing implementation support to the Government of Kiribati in the implementation of the UNDP/GEF medium sized project 'Integrating global environmental priorities into national policies and programme' (Kiribati CB2/CCCD Project). This project is in line with the GEF-5 CCCD Programme Frameworks two (2) and five (5), which calls for countries (2) to generate, access and use information and knowledge and (5) to enhance capacities to monitor and evaluate environmental impacts and trends. It is a direct response to national priorities identified through the NCSA conducted in 2007-2011 and reiterated in the recently approved Kiribati Integrated Environment Policy (KIEP) and the soon-to-be approved Kiribati Joint Implementation Plan for Climate Change and Disaster Risk Management (KJIP).

Scope of work/Expected Output

In collaboration with the Kiribati Environment Conservation Division (ECD) of the Ministry of Environment, Lands & Agriculture Division (MELAD), UNDP is hiring an international consultant to undertake activities that will contribute to the reviewing of the developed Environmental Management Information System (EMIS) to:

- Generate and analyze data required to inform decision-making, by establishing and trialing the implementation of a tool,
- Understand how these patterns change over time,
- Collate and disseminate such information nationally,
- Gather and collate existing and historical information, by improved resource monitoring by government agencies and institutions, such as results of past and on-going donor and government projects.

The tool will:

- Generate easily comparable data sets and indicators for monitoring of environmental change advances and;
- Be used to help inform decision-making by formalizing the process of generating and reporting on environmental degradation and responses.

The consultant will work within ECD/MELAD office under the supervision of Director ECD (DECD) or Officer in Charge ECD in the absence of the DECD. ECD/MELAD is the focal point for the environment sector, environment policy development and overseeing the environment sector operations.

Deliverables:	Due dates
1. Consultancy work plan (initial report)	9 th April 2019
2. Producing with practical done on the user manual/guideline for the operation of EMIS	12 th April 2019
3. Producing of guideline/manual for the setup/back up manual of DevInfo	12 th April 2019
4. Produced and submitted of the training report: <ul style="list-style-type: none"> (i) On the demonstration carried out on features of the database (EMIS) using the environmental indicators/environmental data addressing the needs and the feedback raised by stakeholders and ECD staff (ii) To ECD staff and stakeholders on how to use, access and generate information for reporting needs from EMIS. (iii) Demonstration on new data architecture, standards, norms and protocols and by producing a template format to be used to collect and prepare the data in a format acceptable for DevInfo data entry. (iv) Set up, configuration and back up of DevInfo to MELAD IT officers 	26 th April 2019
5. Submitted of the report and the revised user manual/guideline for the operation of EMIS based on the review and assess need for improvement of established DevInfo database as in 4 above	30 th April 2019
6. Established and setup of a Compliance Monitoring System (CMS) that is applicable to Kiribati Context	1 st May 2019
7. Provide recommendations on: <ul style="list-style-type: none"> (i) Capacity building, including training and equipment. Describe and prioritize monitoring and capacity building programs to be developed and trialed during project implementation; (ii) Best approaches to generating the required data and information to national stakeholders and reporting mechanism by the local stakeholders and; (iii) International/regional best practices for compliance monitoring and to identify the best practices for compliance monitoring suiting Kiribati context. 	3 rd May 2019

Resources Provided

- The Kiribati Environmental Conservation Department will provide office space and the necessary office equipment and stationery for the consultant.
- The consultant will however be required to provide for her/his own laptop computer.

Supervision/Reporting

- The consultant is required to provide email updates.
- The consultant should take note of protocols and Government of Kiribati code of ethics and procedures during the period of his engagement with government.
- The consultant shall at all times work towards meeting deadlines.
- The findings and reporting shall be presented in a way that it is understood and can be communicated at Policy level.
- When in-country, the consultant is required to report to the office five days a week and should be in regular contact with the Kiribati CB2/CCCD project team.
- The consultant is required to observe both Government and UNDP standard operating procedures required that of all consultancies.

Requirement for Qualifications & Experience

- Minimum Bachelor's degree in Environment Science, Environment data collection and management, a related field
- Minimum of 10 years working experience in the Pacific region.
- Good knowledge in reporting obligations under the Rio Conventions, knowledgeable in environment data collection and compilation.
- Good knowledge in analyzing and monitoring the environmental issues, ability to set up environmental indicators for the state of environment reporting and national reports to the MEAs.
- Ability to conduct training on simple method for environment data collection (GIS tools).
- Ability to transfer environment information into knowledge managed products.
- In depth knowledge and experience in environment policy, excellent training presentation and capacity building skills related to environment data management, excellent documentation and writing skills.
- Strong personal communicative skills and the ability to organize and impart environment management training to the project staff, experience in the holistic development approach include learn by doing processes.
- In-depth knowledge and work experience on national capacity project development is preferred, all candidates must possess excellent communications skills in English, both written and spoken, and competent in computers.
- Candidates should be self-motivated, with strong organizational and planning skills, with the ability to work independently as a team player and under pressure.
- Good knowledge of the objectives of UNFCCC, UNCBD and UNCCD conventions and new developments in elaboration of synergies between international conventions.
- Strong interpersonal and communication skills.
- Excellent knowledge of English Language.

Proposal Requirements

Technical Proposal

- CV
- Statement of how applicant meets requirement
- Names/Contacts of 3 referees

Financial Proposal

Payment Schedule (if required):

Deliverables:	Percentage for Total Payment	Due dates
1. Consultancy work plan (initial report)	9%	9 th April 2019
2. Producing with practical done on the user manual/guideline for the	12%	12 th April 2019

operation of EMIS		
3. Producing of guideline/manual for the setup/back up manual of DevInfo	12%	19 th April 2019
4. Produced and submitted of the training report: (v) On the demonstration carried out on features of the database (EMIS) using the environmental indicators/environmental data addressing the needs and the feedback raised by stakeholders and ECD staff (vi) To ECD staff and stakeholders on how to use, access and generate information for reporting needs from EMIS. (vii) Demonstration on new data architecture, standards, norms and protocols and by producing a template format to be used to collect and prepare the data in a format acceptable for DevInfo data entry. (viii) Set up, configuration and back up of DevInfo to MELAD IT officers	25%	3 rd May 2019
5. Submitted of the report and the revised user manual/guideline for the operation of EMIS based on the review and assess need for improvement of established DevInfo database as in 4 above	8%	7 th May 2019
6. Established and setup of a Compliance Monitoring System (CMS) that is applicable to Kiribati Context	11%	8 th May 2019
7. Provide recommendations on: (iv) Capacity building, including training and equipment. Describe and prioritize monitoring and capacity building programs to be developed and trialed during project implementation; (v) Best approaches to generating the required data and information to national stakeholders and reporting mechanism by the local stakeholders and; (vi) International/regional best practices for compliance monitoring and to identify the best practices for compliance monitoring suiting Kiribati context.	23%	10 th May 2019
<ul style="list-style-type: none"> Travel will be paid by the Kiribati's Environmental Conservation Department before commencement of actual travel. Consultancy fee and living allowance to be paid based on satisfactory completion of outputs and certification by the Kiribati's Environmental Conservation Department and UNDP. 		

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.

Technical Criteria – 70% of the Total Assessment:**Qualification:**

- A Bachelor's degree in Environment Science, Environment data collection and management, a related field with minimum of 7 years working experience in the Pacific region (10%).

Experience:

- Good knowledge in reporting obligations under the Rio Conventions, knowledgeable in environment data collection and compilation (5%);
- Good knowledge in analyzing and monitoring the environmental issues, ability to set up environmental indicators for the state of environment reporting and national reports to the MEAs (5%);
- Ability to conduct training on simple method for environment data collection, stating a recent, less than two years, relevant example in the Pacific (10%);
- Ability to transfer environment information into knowledge managed products (5%);
- In depth knowledge and experience in environment policy, excellent training presentation and capacity building skills related to environment data management, excellent documentation and writing skills (5%);
- Strong personal communicative skills and the ability to organize and impart environment management training to the project staff, experience in the holistic development approach include learn by doing processes (5%);
- In-depth knowledge and work experience on national capacity project development is preferred, all candidates must possess excellent communications skills in English, both written and spoken, and competent in computers (5%);
- Candidates should be self-motivated, with strong organizational and planning skills, with the ability to work independently as a team player and under pressure (5%);
- Good knowledge of the objectives of UNFCCC, UNCBD and UNCCD conventions and new developments in elaboration of synergies between international conventions (5%);
- Strong interpersonal and communication skills (5%) and;
- Excellent knowledge of English Language (5%)

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)

Consultancy Proposal should be sent via email to etenderbox.pacific@undp.org no later than 2nd April 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

Interested Candidates must accept UNDP General Terms and Conditions for Individual Consultants