

Description of Requirements

Context of the Requirement	<p>The Land Use Planner will provide the technical expertise and leadership to develop Land Use Plans under the Niue R2R project, building on the results of the past Land Use Planning Project, the 2018 Land use survey, and work in collaboration with the Justice Department (the Titles Register) on land ownership and titling issues, and through Village Councils and communities.</p> <p>The Specialist will undertake the following tasks:</p> <ul style="list-style-type: none">- Consult with each Village Council and communities, identify the best use of land (including reef) and resources within the village so as to obtain the best benefit, with the minimum impact, on a sustainable basis;- With the full participation of the communities, record the results in a Land Use Plan extending to the edge of the reef, for each village. Include objectives, desired outcomes, constraints, responsibilities for action, governance and management of the process.- Prepare report on village consultations, documenting the planning process, decisions and lessons to be used in future land use planning- Prepare the Land Use Plan documents, including a GIS-based map, to serve as the basis for decisions on natural resources use, protection and management- Assist Village Councils to reflect the Land Use Plan with its constraints and opportunities in the respective Village Development Plan <p>Provide land use planning expertise to the processes for the development of Protected Areas Management Plan</p>				
Implementing Partner of UNDP	Ministry of Natural Resources, Niue				
Brief Description of the Required Services¹	Refer to the Terms of Reference – Landuse Planning Specialist, Niue R2R				
List and Description of Expected Outputs to be Delivered	<table><tr><th>DELIVERABLES</th></tr><tr><td>Upon completion and approval by MNR and UNDP of the following outcomes and deliverables:<ul style="list-style-type: none">• Report on Village Consultations, documenting planning process, decisions and lesson to be used in future land use planning</td></tr><tr><td>Upon completion and approval by MNR and UNDP of the following outcomes and deliverables:<ul style="list-style-type: none">• 50% of District landuse plans</td></tr><tr><td>Upon completion and approval by MNR and UNDP of the following outcomes and deliverables:</td></tr></table>	DELIVERABLES	Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none">• Report on Village Consultations, documenting planning process, decisions and lesson to be used in future land use planning	Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none">• 50% of District landuse plans	Upon completion and approval by MNR and UNDP of the following outcomes and deliverables:
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¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<ul style="list-style-type: none"> • 50% of district landuse plans <p>Upon completion and approval by MNR and UNDP of the following outcomes and deliverables:</p> <ul style="list-style-type: none"> • Report on recommendations for use of Land Use Plans in Village Development Plans and Protected Areas Management Plans <p>TOTAL (40 working days)</p>
Person to Supervise the Work/Performance of the Service Provider	The hired consultant will work closely with the Technical Officer and Chief Technical Adviser and report to the R2R Project Manager and National Project Director. The consultant will work closely with the Departments of Justice, Lands & Survey and Agriculture, Forests and Fisheries. Reports and documentation will be shared with the R2R Project Manager and UNDP MCO Programme Officer in a timely manner.
Frequency of Reporting	<i>As needed based on the Deliverables of the Consultancy</i>
Progress Reporting Requirements	Refer to the Deliverables of the Consultancy
Location of work	<input checked="" type="checkbox"/> Exact Address/es – Home based with travel to Niue. While in Niue, the consultant will be based in the R2R project office <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	40 working days within a 4 month period
Target start date	29/04/2019
Latest completion date	29/08/2019
Travels Expected	Possibility of 2 travels to Niue only.
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities (in Niue)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required

completing the services																		
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars																	
Value Added Tax on Price Proposal²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposer shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms³	<table border="1"> <thead> <tr> <th>DELIVERABLES</th> <th>DUE DATE (%)</th> <th>AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES</th> </tr> </thead> <tbody> <tr> <td> Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> Report on Village Consultations, documenting planning process, decisions and lesson to be used in future land use planning </td> <td>TBC (20%)</td> <td>\$XXX</td> </tr> <tr> <td> Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> 50% of District landuse plans </td> <td>TBC (30%)</td> <td>\$XXX</td> </tr> <tr> <td> Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> 50% of district landuse plans </td> <td>TBC (30%)</td> <td>\$XXX</td> </tr> <tr> <td> Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> Report on recommendations for use of Land Use Plans in Village Development Plans and </td> <td>TBC (20%)</td> <td>\$XXX</td> </tr> </tbody> </table>			DELIVERABLES	DUE DATE (%)	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES	Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> Report on Village Consultations, documenting planning process, decisions and lesson to be used in future land use planning 	TBC (20%)	\$XXX	Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> 50% of District landuse plans 	TBC (30%)	\$XXX	Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> 50% of district landuse plans 	TBC (30%)	\$XXX	Upon completion and approval by MNR and UNDP of the following outcomes and deliverables: <ul style="list-style-type: none"> Report on recommendations for use of Land Use Plans in Village Development Plans and 	TBC (20%)	\$XXX
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Protected Areas Management Plans		
	TOTAL (40 working days)		\$XXX
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP MCO Programme Officer and the Niue R2R Project Manager.		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Individual Contract or Reimbursable Loan Agreement		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.		
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p>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.</p> <ul style="list-style-type: none"> • At least a degree in Land Use Policy and Planning, Land Management or in a field relevant to the above assignment; (25%) • Minimum of 7 years professional experience in projects related to land use and planning; (25%) • Knowledge and experience of community-based natural resource management, social land management, land management and land-use planning in Niue an advantage; as well as possible climate change impacts on agriculture and rural environment and livelihoods; (10%) • Experience in community participatory consultations and negotiations (5%) • Ability to transfer analytical results into simple and workable solutions; and (10%) • Familiarity with land-use mapping systems, particularly GIS (10%) • Working experience in government projects in Niue an advantage.(5%) • Proficient in both written and oral English (5%) • Demonstrable skills in office computer use word processing, spread sheets, etc. (5%) <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>		

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions⁴	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Template for Reference Check of Proposer (Annex 4) <input checked="" type="checkbox"/> Template for P11 form – optional for submission but if awarded the contract, will be mandatory (Annex 5) <input checked="" type="checkbox"/> UNDP General Terms and Conditions (De Minimis) (Annex 6)
Contact Person for Inquiries (Written inquiries only)⁶	Aliitasi Petaia Procurement Associate aliitasi.petaia@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

