

Terms of Reference

Ref: PN/FJ/034/19

Consultancy Title	Communications Specialist – Fiji IAS Project
Location	Suva, Fiji and Home Based
Application Deadline	24 th May , 2019
Type of Contract	Individual Contractor
Post Level	Consultant
Languages Required	English
Duration of Initial Contract	June 2019 to May 2020 (90 days) Consultancy includes 2 trips in country, 14 days in country for each trip.

Consultancy Proposal should be sent via email to etenderbox.pacific@undp.org no later than **24th May 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.**

NOTE: Proposals must be sent to the designated email (etenderbox.pacific@undp.org). Please do not copy or directly email applications to UNDP staff.

If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.

Project background :

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 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:

Under this Project a Communications Specialist is being recruited to provide technical support and coordination on Invasive Alien Species (IAS) communications and engagement issues, especially with development and oversight of a national level awareness program and support for engagement in early detection and rapid response strengthening. The specialist will have knowledge and experience across the range of IAS communications and stakeholder engagement activities, particularly with developing and running successful community engagement campaigns, development of awareness materials and overseeing and supporting island/island group projects and teams. The specialist will work with the project management team alongside the Project Coordinator and Chief Technical Advisor and other project consultants and ensure that the communications tasks are on target throughout the duration of the project period.

Scope of Work and Key Responsibilities:

- Conduct multi-stakeholder awareness planning at the national level;
- Work extensively with various office/ministries at local and national level including BAF, Ministry of Waterways & Environment, iTaukei Affairs, etc.;
- Work closely with members of the Project Implementation Unit (PIU), the Biosecurity Authority of Fiji (BAF), the national coordination body, UNDP, component/project tasks managers and consultants including the Community Outreach Consultants, national and island level taskforces and working groups and various other stakeholders;
- Lead development of a National IAS Awareness Strategy during year one of the contract and support material development and awareness implementation;
- Serve part time over the course of the National Awareness Program;
- Travel throughout the country in support of the project;
- Participate in technical meetings and workshops as the project requires;

- Train, provide oversight and advise various outreach teams from throughout the country;
- Is expected to take the lead on developing as part of the overall awareness campaign, materials and activities to support EDRR engagement by the public.

Expected Outputs and Deliverables:

The Communications Specialist is expected to deliver the following product during contract year one:

- Year one contract Communications Work Plan
- Pre-awareness campaign stakeholder Survey & Survey Report
- Awareness Planning Program Structure Report
- Finalized National Awareness Strategy and Action Plan. Consultant expected to also review current IAS awareness material produced by Project/BAF.
- Year one Annual Communications Report

Payment Schedule:

- Twenty percent (20%) of the consultancy fee will be paid following signing of this Agreement and submission of the Communications Work Plan by 31 May 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of a Pre-awareness Program Survey, including specific details on how and when the surveys will be conducted nationwide. Pre-awareness survey is to be prepared and ready for implementation by 30 August 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of an Awareness Planning Program Structure Report, including specific details on how surveys and awareness activities will be engaged throughout the country by 30 September 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission of a Pre-awareness Survey report by 7 January 2020;
- Twenty percent (20%) of the consultancy fee will be paid following the submission of a draft National Awareness Strategy by 7 February 2020;
- Twenty percent (20%) of the Consultancy Fee will be paid following the submission and acceptance of a finalized National Awareness Strategy by 10 April 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of an Annual Communications Report by 5 May 2019.

Institutional Arrangement:

The Communications Specialist will be monitored, overseen and supervised by UNDP Pacific Fiji in close cooperation with the Biosecurity Authority of Fiji.

The Communications Specialist is expected to produce a final report upon successful completion of activities according to the agreed schedules.

Duration of the Work:

The consultancy is for 90 days commencing no later than June 2019 and completion no later than 31 May 2020.

The Communications Specialist 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 2 trips in year one which include visits to various sites within the county to coordinate activities with various stakeholders.

Duty Station:

The Communications Specialist will be home based but require at least three multiple trips to Fiji including extensive travel within the country as required by the project. The first trip will be for 10 days meeting with key stakeholders including those in the field (Savusavu, Taveuni, Sigatoka, Lautoka, Suva, Nadi) The Communications Specialist is expected to supply their own computer with appropriate software. The PIU will organize work space in Fiji. The second trip will include a presentation of draft strategy and action plans for stakeholder validation. The PMU will assist with transportation/logistics based on Government and/or UNDP travel policies.

Supervision / Reporting

- I. The International Consultant will report directly to UNDP and Biosecurity Authority of Fiji.
- II. The International Consultant will also provide regular reporting to UNDP Multi Country Office in Suva and Biosecurity Authority of Fiji
- III. The International Consultant will work closely with the other consultants including the Community Outreach consultant.
- IV. The International Consultant 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.

Competencies, the following competencies are required:

- Demonstrates integrity and commitment to UN principles, 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;
- Self-management, emotional intelligence and conflict management;
- Analytical and strategic thinking/results orientation;
- Experience in participating and following project cycles;
- Creative capacity and problem-solving orientation;
- Computer literacy;
- Ability to engage various partners and stakeholders and build strong relationships with clients and other stakeholders;
- Ability to train and advise groups of diverse field team members with differing backgrounds, educational experience and department mandates;
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests.

Educational Requirements:

- Minimum Master's degree in biology, environmental science/conservation and/or public administration/communications with certification/undergraduate in conservation education/biology or related fields;
- Preferred educational experience in administration, conservation education and environmental communications.

Required Skills and Experience:

- At least ten years relevant professional experience in environmental communications and stakeholder engagement with invasive alien species prevention and management;
- Experience working with government institutions, as well as, civil society/private organizations and consultants, field teams and educators;
- At least eight years experience working with a wide array of stakeholders on IAS issues, including EDRR, in the Pacific region;

- Demonstratable and extensive social marketing, citizen science and community outreach experience;
- Knowledge of Fiji as well as extensive experience in other Pacific Islands is deemed essential to ensuring that programmatic activities to be undertaken have the breath and width of a wide knowledge base from various Pacific Island Counties and Territories;
- In addition to the above, it is expected that the consultant will have significant professional experience beyond the Pacific region to expand knowledge base ensuring best possible outcomes for the project;
- Experience working with relevant stakeholders in Fiji will be considered as an advantage;
- Experience in developing and implementing country and/or territorial wide IAS engagement programs is essential;
- Extensive experience in developing awareness materials for TV, radio, news print, brochures, posters, banner, DVD, presentations, etc.;
- Experience training and advising field teams in the implementation of awareness/engagement activities;
- Proven capacity to develop and oversee implementation of both pre and post campaign surveys and incorporate pre-campaign findings into communications activities, effectively and efficiently;
- Experience with supporting early detection and rapid response activities in the Pacific, including developing and/or implementing stakeholder engagement strategies is preferred;
- Experience managing complex multi-year projects;
- Experience with engagement stakeholders regarding IAS including invasive reptiles;
- Ability to develop, oversee implementation and advise on a national awareness strategy, including training and supporting field teams;
- Experience and familiarity with developing and/or implementing UNDP GEF projects;
- Excellent inter-personal, communication and negotiating skills;
- Proven track record of IAS communications experience and project team experience working with government, NGOs, and other key stakeholders.

Language Requirements:

Fluency in the English language is required (verbal and written).

Evaluation Method Criteria:

Criteria	Max. Point
Qualification <ul style="list-style-type: none"> ▪ Minimum master’s degree in development economics, gender, environmental science, natural resource management, legal studies and/or related field 	10%
Experience <ul style="list-style-type: none"> ▪ At least ten years relevant professional experience in environmental communications and stakeholder engagement with invasive alien species prevention and management; ▪ Experience working with government institutions, as well as, civil society/private organizations and consultants, field teams and educators; ▪ Extensive experience in developing awareness materials for TV, radio, news print, brochures, posters, banner, DVD, presentations, etc.; ▪ Experience training and advising field teams in the implementation of awareness/engagement activities; ▪ Proven capacity to develop and oversee implementation of both pre and post campaign surveys and incorporate pre-campaign findings into communications activities, 	10% 10% 10% 10% 10%

effectively and efficiently;	
<ul style="list-style-type: none"> ▪ Ability to develop, oversee implementation and advise on a national awareness strategy, including training and supporting field teams; ▪ 	10%
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.

Proposal Submission

Offerors must send the following documents.

- i) Signed CV including names /email contacts of at least 3 professional 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)

Women candidates are encouraged to apply

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

Successful candidate will be required to complete the BSAFE course prior to undertaking any travel related to this consultancy (online security awareness training). <https://training.dss.un.org/course/category/6>

