

**TERMS OF REFERENCE FOR THE COOK ISLANDS R2R PROJECT – CHIEF TECHNICAL ADVISOR
(INTERNATIONAL CONSULTANT)**
A. Project Title:

Conserving Biodiversity and enhancing ecosystem functions through a “Ridge to Reef” approach in Cook Islands (Cook Islands R2R)

B. Project Description or Context and Background:

The project will enhance Cook Islands’ capacities to effectively manage its protected areas and sustainably manage its productive landscapes at local scales while considering food security and livelihoods. This includes the operationalization of the Cook Island Marine Park (covering approximately 2 million km² of Cook Islands EEZ) and the establishment and strengthening of various forms of protected and locally managed areas within the CIMP, including Protected Natural Areas, Community Conservation Areas, and Ra’ui Sites. In so doing, the project will support the Cook Islands in maintaining traditional resource management and conservation systems and approaches, including a leading role for traditional and local leaders and the local communities that they represent in the declaration and management of protected areas, while also integrating these traditional systems into a formal legal and institutional system of protected areas.

The project will support the Government in tailoring policy, regulatory and institutional frameworks to suit the specific characteristics of the Cook Islands and of the new CIMP, recognizing that protection and sustainable use will need to be zoned and planned carefully, and that tenure over most land areas is vested in local communities through a traditional tenure system.

Finally, the project has been designed to engineer a paradigm shift in the management of marine and terrestrial PA sites from a site centric approach to a holistic “ridge to reef” management approach, whereby activities in the immediate production landscapes adjacent to marine and terrestrial protected areas will be managed to reduce threats to biodiversity stemming from key production activities (tourism and agriculture). The project has 7 output areas, and these are as follows;

- Output 1.1: Strengthened Legal / Regulatory and Policy Frameworks for Protected Areas
- Output 1.2: Expanded and strengthened management systems for Protected Areas
- Output 1.3: Strengthened institutional coordination and capacities at the national and local levels for the participatory management of Protected Areas
- Output 1.4: Financial sustainability framework developed for system of Protected Areas
- Output 2.1: Ridge to Reef approaches integrated into Land Use and Development Planning
- Output 2.2: Biodiversity conservation mainstreamed into agriculture sector
- Output 2.3: Biodiversity conservation mainstreamed into tourism sector

On behalf of the Government of Cook Islands, UNDP is recruiting Chief Technical Adviser for the Cook Islands R2R project to provide technical and operational support to the project management unit and the government of Cook Islands in the implementation of the project

C. Scope of Work:

The Chief Technical Advisor (CTA) will be responsible for providing strategic direction and overall technical backstopping to the project and to support the PMU in the implementation of activities as defined in the project document and in the inception report. He/She will render technical support to the Project Coordinator (PC) under NES, and to the R2R implementation partners. He/She will work under the guidance of the Project Manager and the National Biodiversity Steering Committee; provide advice to the project management team and other consultants hired within the project and will also report to the Project Manager and Director of NES as well as UNDP.

The CTA will coordinate the provision of the required technical inputs, including assisting in developing and executing the post-MTR Implementation Strategy, recruiting and supervising experts and technical advisors inputs, and ensuring coordination and leveraging resources from other initiatives. The CTA will provide guidance and support on both strategic project matters and quality control of technical expertise as required.

The project was originally designed to be implemented over the course of 4 years, beginning in 2015. However, due to a series of delays, the project has been extended until 6 January 2021. UNDP is the GEF Implementing Agency and the National Environment Service (NES), is the project's lead Implementing Partner and responsible party.

The project is being nationally executed as per UNDP National Implementation Modality (NIM) procedures. According to UNDP guidelines on National Implementation Modality (2011), the Government is responsible for the management and delivery of programme activities to achieve project outcomes/outputs. Government regulations, rules and procedures therefore apply to project implementation to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP.

Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be provided by the project team and the UNDP Multi-Country Office (UNDP-MCO) in Apia with support from the UNDP Regional Bureau for Asia-Pacific (RBAP) region in Bangkok. In December 2018 the project underwent a Mid Term Review (MTR) and is currently implementing the management responses agreed by the Project Board.

This document defines the responsibilities and tasks that the CTA is expected to assume during the rest of the implementation of the project. In addition, the CTA shall submit a proposal at the beginning of each month including the specific deliverables and working days that he/she is planning to cover in the next 2 months, as well as a brief report indicating the deliverables provided and working days (timesheet) used during the previous 2 months. That document will be discussed with the NES and UNDP and, once it is approved by NES and UNDP it will be used as the basic supporting document for the bimonthly payment.

The scope of work for the consultant will include, but not necessarily be limited to, the following key activities:

1. Oversight of Project Implementation and provision of technical advice and support during implementation

- Provide technical expertise and strategic guidance to all project components, assuming quality control of interventions, and support the Project Coordinator in the execution of the implementation plan and in the coordination for planned activities under the project as stipulated in the project document, inception report, MTR report and work plan;
- Provide technical inputs into the definition and work of the multi-stakeholder coordination mechanism at all levels and other relevant ongoing initiatives;
- Give input and guide development of technical training packages for all target groups and provide a peer review function; in certain cases, carry out selected training events;
- Advise on key policy and legal issues pertaining to the project;
- Develop Terms of Reference for new consultants and sub-contractors that will be necessary for the implementation of the project, and assist in the selection and recruitment process; recommend best candidates and approaches, provide technical peer function to sub-contractors;
- Provide technical oversight to the work carried out by the other technical assistance consultants hired by the project including assisting the Project Coordinator (PC) in quality assuring all technical outputs (reports, publications, manuals, best practice guidance etc.) and support effective synergy among the various sub-contracted activities;
- Provide guidance to ensure that technical outputs and deliverables contracted by the project meet the highest standards;
- Guide the PMU to undertake the development and implementation of the post- MTR implementation plan and strategy based on the MTR report; and
- Develop a sustainability/exit strategy for the project

2. Project adaptive management and monitoring

- Assist the PMU in the preparation and revision of the Multi Year Work Plan; the Annual Work Plans (AWPs) as well as formalizing the activities for the remaining half of the project;
- Assist the PC in the review and update of Monitoring and Evaluation Framework and monitoring tools for the project and monitoring the technical quality of project M&E systems (including AWP, indicators and targets)
- Assist the PC in the review and revision of the Project Results Framework in light of feedback from the MTR, and endorsement of the Project Steering Committee and the UNDP GEF Regional Technical Adviser
- Provide guidance to the PC in the preparation of other reports requested by donors and Government Departments, as required;
- Provide technical support to the PC, project staff and other government counterparts in the areas of project management and planning, management of site activities, monitoring, and impact assessment;
- Provide guidance to the PC in relation to preparation of the Project Implementation Review/Annual Programme Report (PIR/APR), technical reports, quarterly progress and financial reports for submission to UNDP, the GEF, other donors and Government Departments, as required;

- Provide guidance to PMU in updating of the GEF Tracking Tools prior to TE mission

3. Relationship building

- The CTA will participate in National Biodiversity Steering Committee meetings in a technical advisory capacity. He/She, as an expert advisor, will liaise with project partners, donor organizations, NGOs and other groups to ensure effective coordination of project activities and potential leverage of additional resources;
- Engage on and contribute to policy dialogues within NES and other partner agencies;
- Provide advice to the marine park coordinator at the Office of the Prime Minister on how to strengthen stakeholder integrated planning and management of the Marae Moana marine park.

4. Communication

- Assist in the development of a knowledge management, communications and awareness raising strategy and action plan.
- Provide guidance on knowledge management, communications and awareness raising and on document lessons from programme implementation and make recommendations to the Biodiversity Steering Group for more effective implementation and coordination of programme activities;
- In the event of other potential tasks emerging, these will be discussed between the Project Manager, UNDP Programme Officer for Environment & Climate Change and the Regional Technical Adviser in order to review workloads and if necessary, re-assign priorities.

D. Expected Outcomes and Deliverables:

This terms of reference defines the responsibilities and tasks that the CTA is expected to assume. In addition, the CTA shall submit a monthly report indicating the deliverables provided and supporting documents to be attached, working days used (timesheets), every two months. This report will serve as a basic supporting document for the monthly payment.

Specific deliverables are monthly Working Reports and supporting documents

E. Institutional Arrangement:

The hired consultant will work with the Cook Islands R2R Project Coordinator. Reports and documentation will be shared with the R2R project coordinator/project manager in a timely manner, with copy to the UNDP MCO Programme Officer.

F. Duration of the Work:

100 working days in the duration of 12 months from the beginning of contract

G. Duty Station:

Home based with travel to Cook Islands as required (up to 5 missions of at least 20 days for each mission). In the Cook Islands the CTA will be based in the R2R project office within NES.

H. Qualifications of the Successful Contractor:

- At least a Master's degree in Natural Resources Management, Environmental Sciences, Social Sciences or related field is a requirement, with a strong emphasis on nature conservation
- More than fifteen years of professional experience in management of environment related projects, with substantive work undertaken in terrestrial and marine protected areas integrated planning and management and preferably at land/seascape scales, as well as a good understanding of mainstreaming gender and other cross-cutting priorities such as climate change.
- Sound understanding of Project Cycle Management, with demonstrated experience in project development, implementation and M&E, including results-based management logical frameworks, for programmes and projects implemented by development agencies.
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants.
- Experience of working in the Pacific Islands or comparable island nations is advantageous ;
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

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
<p>1st month from start of contract: X days/week = X days. (can be 10 – 20 days within a month)</p> <p>At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period</p>	TBC	\$xxx

<p>2nd month from start of contract: X days/week = X days</p> <p>At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period</p>	TBC	\$xxx	
<p>3rd month from start of contract: X day/week = X days</p> <p>At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period</p>	TBC	\$xxx	
<p>4th month from start of contract: X day/week = X days</p> <p>At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period</p>	TBC	\$xxx	
<p>5th month from start of contract: X day/week = X days</p> <p>At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period</p>	TBC	\$xxx	
<p>6th month from start of contract: X day/week = X days</p> <p>At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period</p>	TBC	\$xxx	
<p>7th month from start of contract: X day/week = X days</p> <p>At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period</p>	TBC	\$xxx	
<p>8th month from start of contract: X day/week = X days</p>	TBC	\$xxx	

At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period			
9 th month from start of contract: X day/week = X days At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period	TBC	\$xxx	
10 th month from start of contract: X day/week = X days At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period	TBC	\$xxx	
11 th month from start of contract: X day/week = X days At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period	TBC	\$xxx	
12 th month from start of contract: X day/week = X days At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period	TBC	\$xxx	
TOTAL	100 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 templates provided to submit your offer.

A CV with a proposed methodology addressing the elements mentioned under the Expected Deliverables must be submitted by **17 July 2019 (Samoa time)** 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:

- **A full CV** (with date of birth, address), addressing the evaluation criteria and why you consider yourself the most suitable for this assignment.
- **3 most recent professional references** template provided
- **P11 form** template provided
- **A brief methodology** on how you will approach and conduct the work (maximum 2 pages)
- **Financial Proposal** specifying the daily rate and other expenses, template provided
- **Letter of interest and availability specifying the available date to start and other details** template provided

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

K. Criteria for Selection of the Best Offer

The criteria for selection will be based on a Combined Scoring method of 70% for technical and 30% on the financial proposal. The technical method will need to be at 49% and above (out of 70%) to be considered technically responsive and financial proposal to be added. If it is not technically responsive (49% out of 70%), then it will not be considered for further evaluation.

Technical (70% of the total combined weighting)

- At least a Master's degree in Natural Resources Management, Environmental Sciences, Social Sciences or related field is a requirement, with a strong emphasis on nature conservation (20%)
- More than fifteen years of professional experience in management of environment related projects, with substantive work undertaken in terrestrial and marine protected areas integrated planning and management and preferably at land/seascape scales, as well as a good understanding of mainstreaming gender and other cross-cutting priorities such as climate change. (30%)

- Sound understanding of Project Cycle Management, with demonstrated experience in project development, implementation and M&E, including results-based management logical frameworks, for programmes and projects implemented by development agencies (15%);
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants (10%);
- Experience of working in the Pacific Islands or comparable island nations is advantageous (5%);
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource (10%); and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English (10%).

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

The Technical Evaluation Criteria will be based on the information provided in the CV and the relevant documents must be submitted as evidence to support the above required criteria.

NB. If your proposal is successful upon advise but you are 65 years of age or older, at your own expense provide a full medical report before the contract can be awarded.

L. Annexes and Templates to this TOR

- Annex 1 – UNDP General Terms and Conditions for Individual Contracts
- Template – Letter of Offer and Availability
- Template – Financial Proposal
- Template – Reference Check
- Template – P11 form

M. Approval

This Terms of Reference is approved by:

Yvette Kerslake, *Head of Climate Change and Environment Unit.*

Date: 3 July 2019