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TERMS OF REFERENCE

Ref # PN/FJI/051/19

Consultancy Title	Chief Technical Adviser
Location	Suva, Fiji and Home Based
Application deadline	06/08/2019 (Fiji Time)
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	100 days 15 August 2019 - 31 October 2020 <u>Tentative Travel</u> Number of travels/visits required to Fiji x 5 trips. Number of days in-country per visit is at least 5 working days (one work week)

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website (https://jobs.undp.org/cj_view_jobs.cfm) no later than, 8th August 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 through UNDP job shop web page. Candidates need to upload their CV and financial proposal -using UNDP template

Only shortlisted candidates will be contacted

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.



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BACKGROUND

Background:

The Fiji GEF 5 STAR R2R project's objective is to preserve biodiversity, ecosystem services, sequester carbon, improve climate resilience and sustain livelihoods through a ridge-to-reef management of priority water catchments on the two main islands of Fiji. The project will run for four years (2015-18) with GEF budget of USD 7.39 million and substantial co-financing from Fiji Government, Private Sector, UNDP and Conservation NGOs (USD 30.24 million). The Fiji R2R project is part of the Program on "Pacific Islands Ridge-to-Reef National Priorities – Integrated Water, Land, Forest and Coastal Management to Preserve Biodiversity, Ecosystem Services, Store carbon, Improve Climate Resilience and Sustain Livelihoods". This R2R approach in priority catchments will address key environmental issues in an integrated manner. It will bolster Fiji's national system of marine protected areas through an enhanced, representative and sustainable system of LMMA including greater protection of threatened marine species. Negative impacts of land-based activities on these MPAs will be reduced through development and implementation of integrated catchment management plans, including mangrove protection, the adoption of appropriate sustainable land use practices and riparian restoration in adjoining upstream watersheds as well as terrestrial PAs, restored and rehabilitated forests. These terrestrial PAs, coupled with an increase in the permanent native forest estate, including through assisted natural reforestation of degraded grasslands, will contribute to Fiji's REDD+ strategy through an increase in forest carbon stocks. The new PAs will help conserve threatened ecosystems, such as lowland tropical rainforest and moist forests, and species such as critically endangered/endangered plants, amphibians and reptiles and freshwater vertebrates and invertebrates. The R2R planning and overarching management approach is comprehensive; it aims to cover all activities within a catchment and out to the sea to ensure natural resource sustainability and biodiversity. The selected priority catchments are Ba River, Tuva River and Waidina River/Rewa Delta on Viti Levu and Labasa River, Vuniviva River and Tunuloa district on Vanua Levu: these catchments encompass a diverse and geographically dispersed group with markedly different environments and scales, intensities of land use and degradation, challenges and opportunities and provide an ideal suite of learning environments for biodiversity conservation (Component 1), forest carbon stock protection and increase (Component 2) and integrated natural resources management (Component 3). Broadly based Catchment Management Committees will be established for those catchments, viz. Ba, Labasa, Tuva and Waidina/Rewa which have major catchment-wide matters concerns such as land degradation, sedimentation and flooding. Component 4 (knowledge management) will ensure that project experiences and results are properly captured and widely disseminated, and contribute to data and information systems on biodiversity, forests, climate change, and land, coastal and marine management in Fiji.



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DUTIES AND RESPONSIBILITIES

The primary responsibility of the chief technical advisor (CTA) is to assist the R2R Project Manager in developing a roadmap/plan which will ensure that the project is implemented effectively and efficiently within the allocated resources at its disposal and within the project's timeframe. The CTA will assist the project focus on priority activities between now and completion of the project as per the recommendations of the mid-term review (MTR) of the Fiji Ridge-to-Reef project. During the MTR the CTA will also be required to provide technical support and guidance to prepare the project before and after the evaluation.

Scope of Work

Key responsibilities include:

Technical Advice

- Assisting the PMU review progress to date as well in prioritizing activities between now and project closure
- Facilitate planning workshops at divisional level for the Project to confirm prioritized activities
- Support the PMU in developing a refocused Multi Year Work Plan for the Project aligned to the recommendations of the MTR.
- Works in close consultation with the monitoring and evaluation officer to develop a monitoring plan; with clear milestones and measurable indicators.
- Lead development of an exit strategy for the Project as recommended in the MTR.
- Provide technical support which will assist the PMU address the recommendations of the MTR.
- Contribute to/Review/vet reports and plans produced through the project and in developing publications.
- Provide technical and policy support to PMU and the preparation of documents when PMU convenes its technical working groups and the Project Steering Committee, these include developing agendas and the content of meeting papers for technical committees, meetings and workshops.
- Provide advice and support in the reporting and quality assurance of the SFM/REDD+, LD, IW, CC and BD tracking tools and related studies to be undertaken by the project.
- Provide technical inputs for preparing ToRs, collection of data and developing methodology in the execution of various technical studies to be carried out on the project.
- Provide policy briefs, technical and periodic reports for advocacy and knowledge management as appropriate.
- Work with the Project Manager in identifying gaps and opportunities to improve implementation of project.

Expected Outputs and Deliverables

The CTA in close consultation with the PMU is expected to deliver the following product during and by the end of the consultancy:

- An exit strategy
- A Multi-Year Work Plan



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- A Monitoring Plan.

Technical support leading to improved delivery of project and finalization of project reports

Payment Schedule

- Ten percent (10%) of the consultancy fee will be paid following signing of this Agreement and submission of a work plan by August 16, 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of a pre-mission report by August 23, 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of Multi Year Work Plan taking the project to October 4, 2020. This is to be submitted by September 6, 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of Monitoring Plan (with clear milestones and measurable indicators) taking the project to October 4, 2020. This is to be submitted by September 13, 2019;
- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of a report derived in close consultation with the PMU detailing a strategy (with clear measures and pathways) to address the mid-term review (MTR) recommendations. This is to be submitted by November 8, 2019;
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of a report detailing the consultant's contributions in reviewing and vetting Fiji R2R project generated reports inclusive of:
 - a. 2020 annual work plan (AWP);
 - b. 2020 procurement plan; and
 - c. Costed work plan (CWP) for Q4 2019 and Q1 – Q3 2020.

This is to be submitted by December 6, 2019;

- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of a report detailing the support provided to the PMU with regards to technical inputs to policy papers/briefs. The support should include:
 - a. Preparations for project steering committee meetings;
 - b. Technical review to assisting the various technical groups of the project, especially the technical advisory working group (TAWG); and
 - c. Technical assistance in preparation for project related workshops.

This is to be submitted by March 29, 2020;

- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of a report detailing the quality assurance provided for the:
 - a. SFM/REDD⁺ tracking tools;
 - b. Land Degradation tracking tools;
 - c. International Waters Strategy tracking tools;
 - d. Climate Change Mitigation and Adaptation tracking tools;
 - e. Bio-Diversity tracking tools; and
 - f. Technical support to related studies of the above listed.

This is to be submitted by June 26, 2020; and

- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of the exit strategy. This is to be submitted by July 31, 2020; and
- Ten percent (10%) of the consultancy fee will be paid following the submission and acceptance of a report detailing the support provided for:
 - a. The project's periodic reports; and



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b. The production of knowledge and awareness products.
This is to be submitted by October 31, 2020.

Institutional Arrangement

- The consultant will be monitored, overseen and supervised jointly by UNDP Multi Country Office Fiji – the role will be ultimately accountable to the R2R Board
- The consultant is expected to produce all of the above stated deliverables during and upon the successful completion of activities according to the agreed schedules.
- The consultant is expected to provide his/her own computer.

Duration of the Work

- The consultancy is for 100 days commencing no later than August 15 and completion no later than October 31, 2020. The consultancy may extend depending on the recommendations of Project.
- The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest October 31, 2020
- The consultant is expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

Duty Station

The consultant will be home based but is expected to spend the first 5 days working with the Ridge to Reef STAR Project Manager. The Consultant is expected to bring a laptop. Computer, software, etc. The project management unit (PMU) will organise office space. The PMU will provide transportation (on land or in the air or on sea) outside of Suva based on Government and/or UNDP travel policies

I. Supervision / Reporting

- II. The CTA will report directly to the Resilience and Sustainable Development Unit Team Leader and the Deputy Team Leader of the same in Suva, Fiji.
- III. The CTA will support, train and mentor the Project Manager
- IV. The CTA will also provide regular reporting to Director of Environment and any other relevant key government stakeholders together with the Project Manager.
- V. The CTA will supervise, guide and monitor progress and deliverables of the project's implementing partners, including national and international consultants.
- VI. The consultant is expected to produce a final report upon successful completion of activities according to the agreed schedules.



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COMPETENCIES

The following competencies are required:

- Demonstrates integrity and commitment to UN principles and 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;
- Ability for team working;
- Self-management, emotional intelligence and conflict management;
- Analytical and strategic thinking/results orientation;
- Experience in participating and following the project cycle, creative capacity solving problems;
- Computer literacy (e.g. Microsoft Word, Excel, and Power Point) is a prerequisite;
- Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders; and
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests.



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REQUIRED SKILLS AND EXPERIENCE

Following is the required qualifications and experience:

Educational Qualifications:

- Minimum Master's degree in development economics, environmental science, natural resource management and/or related field.

Experience

- At least 10 years of experience in community-based Environment Project Management
- Previous consultancy experience is necessary with at least 8 years of working experience working in Fiji.
- Experience in developing and implementing GEF-UNDP projects and/or other development agency supported projects
- Supporting development and/or review of technical reports.
- Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders

Language requirements

- Fluency of English language is required (verbal and written).

Evaluation

Cumulative analysis

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.

Criteria	Max. Point
Qualification Minimum Master's degree in development economics, environmental science, natural resource management and/or related field	10%
Experience <ul style="list-style-type: none"> ▪ At least 10years of experience in community-based Environmental Project Management ▪ At least 8 years of working experience in Fiji or small island developing nations ▪ Experience in developing and implementing GEF,UNDP project and/or other development agency supported projects ▪ Experience Supporting development and review of technical reports ▪ Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders 	10% 15% 15% 10% 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.



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DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must apply through UNDP Job shop and upload the following mandatory 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 (http://procurement-notices.undp.org/view_notice.cfm?notice_id=57848)

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>