



Empowered lives.
Resilient nations.



TERMS OF REFERENCE

Ref: PN/FJI/052/19

Consultancy Title	Chief Technical Adviser
Location	Funafuti, Tuvalu and Home Based
Application deadline	14/08/19 (Fiji Time)
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	25 day starting no later than August 30 and completing by December 10 Consultancy will include two missions (1 week per mission) to Tuvalu

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website no later than, 14th 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.



Empowered lives.
Resilient nations.



BACKGROUND

A. Background:

The objective of project, ***“Implementing ‘Ridge to Reef’ approach to protect biodiversity and ecosystem functions in Tuvalu (Tuvalu R2R Project)”*** is “to preserve ecosystem services, sustain livelihoods and improve resilience in Tuvalu using a ‘ridge-to-reef’ approach”. To achieve this objective, the project focuses on: enhancing and strengthening conservation and protected areas (Component 1); rehabilitating degraded coastal and inland forests and landscapes and supporting the delivery of integrated water resource management (IWRM) and integrated coastal management (ICM) at a national scale whilst piloting hands-on approaches at the island scale (on three selected pilot islands) (Component 2); enhancing governance and institutional capacities at the national, island, and community levels for enhanced inland and coastal natural resource management (Component 3); and improving data and information systems that would enable improve evidence-based planning, decision-making, and management of natural resources in Tuvalu (Component 4).

The project is part of the Pacific R2R program on “Pacific Islands Ridge-to-Reef National Priorities - Integrated Water, Land, Forest & Coastal Management to Preserve Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods”. It is consistent with three of the GEF-5 focal areas including Biodiversity, International Waters, and Land Degradation, and is designed to advance Tuvalu’s work towards achieving national and international priorities in these key focal areas through a comprehensive Ridge to Reef approach. As such, the project will deliver directly on: the Convention on Biological Diversity (CBD)’s Programme of Work of Protected Areas (PoWPA) of the Aichi Targets and the National Biodiversity Strategy and Action Plan (NBSAP 2012 – 2016); the UN Convention to Combat Desertification (CCD)’s National Action Programme (NAP); the Sustainable and Integrated Water and Sanitation Policy (2012 – 2021); and the Climate Change Policy and Action Plan.

The R2R Tuvalu Project is a 5-year project, implemented by Ministry of Foreign Affairs, Trade, Tourism, Environment and Labour (MFATTEL) in partnership with the Department of Environment of MFATTEL, Ministry of Home Affairs and Rural Development (MHARD), Ministry of Natural Resources and UNDP.

DUTIES AND RESPONSIBILITIES

B. A Mid Term Evaluation was recently conducted, of which the final report consisted of several recommendations. At this stage, it is critical that a CTA is recruited to provide technical support and guidance which will assist the project focussing on priority activities between now and completion on the project in 2020. The primary responsibility of the **Consultant** is to assist the Department of Environment and the R2R project in developing a roadmap /plan which will ensure that



Empowered lives.
Resilient nations.



Scope of Work Key responsibilities include:

Technical Advice

- Facilitate lead role in assisting the PIU review progress to date as well as prioritizing activities between now and project closure
- Facilitate a planning workshop for the Project which will include PIU, Island officers and relevant stakeholders. Will include development of a workshop agenda
- Support the PIU in developing a Multi Year Work Plan for the Project between present and project closure
- [Lead development of an exit strategy for the Project as recommended in the Mid-term evaluation.](#)
- Review reports produced by the project including PIR and support PIU in developing publications
- Provide technical support which will assist the PIU address recommendations of the Mid Term Review
- Provide assistance to PIU in preparation/review of technical documents e.g. PIR, Board meeting, donor round table
- Update the tracking tools for Mid Term Review and [Review/vet technical reports and plans produced through the project including Management & Monitoring plans for all \(9\) islands, review/vetting of soil characterization survey](#)
- [Support Department of Fisheries, Department of Environment and PIU in writing up of technical report for monitoring of seaweed, sea cucumber stock assessment & spawning site assessment](#)

It is critically important for the consultant to carry out these tasks while keeping key stakeholders (officers of the Departments of Environment, Fisheries and Rural Development and Ministry of Finance, PMU staff and community members) fully involved but at the same time taking a technical (and sometimes managerial) lead.

It is critically important for the CTA to carry out these tasks while keeping key stakeholders (officers of the Departments of Environment, Fisheries and Rural Development and Ministry of Finance, PIU staff and community members) fully involved but at the same time taking a technical (and sometimes managerial) lead.

D. Expected Outputs and Deliverables

The CTA is expected to deliver the following product by the end of the consultancy:

- An exit strategy
- A Multi-Year Work Plan
- A Monitoring Plan
- Technical support leading to improved delivery of project and finalization of project reports

E. Payment Schedule

- Twenty percent (20%) of the consultancy fee will be paid following signing of this Agreement and submission of a work plan by September 12;
- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of a pre-mission report by September 30;
- Twenty percent (20%) of the consultancy fee will be paid following submission and acceptance of a report (outlining summary findings of planning workshop including exit strategy and multi-year workplan and Multi Year Work Plan) by October 14;



Empowered lives.
Resilient nations.



- Twenty percent (20%) of the consultancy fee will be paid following submission and acceptance of a summary report of technical support provided and copy of reports reviewed/vetted by October 30
- Forty percent (30%) of the Consultancy Fee will be paid following the submission and acceptance of a report of detailing all support provided, recommendations and lessons learnt by December 10 Report of at least 18 pages excluding annexes.

F. Institutional Arrangement

- The consultant will be monitored, overseen and supervised by UNDP Multi Country Office Fiji in close cooperation with the Department of Environment Tuvalu.
- The 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.

G. Duration of the Work

- The consultancy is for 25 days months commencing no later than August 30 and completion no later than December 10
- The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest December 10
- The consultant is expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

H. Duty Station

The consultant will be home based but expected to spend at least 2weeks in Tuvalu i.e. 2 one-week missions in country. Consultant is expected to bring computer, software, etc. The PMU will organise office space in Tuvalu. The PMU will provide transportation (air and/or boat) outside of Funafuti based on Government and/or UNDP travel policies

I. Supervision / Reporting

- II. The ITA will report directly to UNDP Head of Resilience and Sustainable Development Unit and/or her/his representative and UNDP Regional Technical Specialist/Advisor based in Suva, Fiji / Bangkok, Thailand.
- III. The ITA will support, supervise, train and mentor the PIU staff.
- IV. The ITA will also provide regular reporting to Director of Environment and any other relevant key government stakeholders together with the Project Coordinator.
- V. The ITA will supervise, guide, management, and monitor progress and deliverables of the team members comprising of national and international experts.
- VI. The 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

I. 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
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests

REQUIRED SKILLS AND EXPERIENCE

J. 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 5 years of experience in community-based Integrated Water Resource Management (IWRM), Locally Management Marine Protected Areas, Biodiversity Conservation, Sustainable Land management and has a good idea on challenges and opportunities for technical and behavioral evidences of water, biodiversity, and land management-related development impacts,
- Previous consultancy experience is necessary At least 5 years of working experience Tuvalu or small island developing nations
- Experience in developing and / or implementing GEF,UNDP project 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).

K. Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be



Empowered lives.
Resilient nations.



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 IC's duty station) and any other applicable cost to be incurred by the IC 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 IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

L. Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

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 5 years of experience in community-based Integrated Water Resource Management (IWRM), Locally Management Marine Protected Areas, Biodiversity Conservation, Sustainable Land management and has a good idea on challenges and opportunities for technical and behavioral evidences of water, biodiversity, and land management-related development impacts, At least 5 years of working experience Tuvalu or small island developing nations Experience in developing and / or implementing GEF, UNDP project 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 	20% 10% 10% 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.



Empowered lives.
Resilient nations.



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.

Detailed Terms of Reference and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Pacific Office in Fiji website (<http://www.pacific.undp.org/content/pacific/en/home/procurement.html>)

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>