

TERMS OF REFERENCE

Consultancy Services for Payment of Ecosystem Services Full Feasibility, Design and Implementation

A. **PROJECT TITLE**

Green Climate Fund (GCF) Samoa “Integrated Flood Management to Enhance Climate Resilience for the Vaisigano River Catchment” (GCF-VCP)

B. **BACKGROUND:**

The Green Climate Fund (GCF) Samoa Project on Integrated Flood Management to Enhance Climate Resilience of the Vaisigano River Catchment in Samoa, referred to as the Vaisigano Catchment Project (VCP) is a 6-year project which started in 2017. It is designed to strengthen the adaptive capacity and reduce exposure to climate risks of vulnerable communities, infrastructure and the built environment in the Vaisigano River Catchment (VRC) (the river that flows through the Apia Urban Area (AUA)). It represents the Government of Samoa’s (GoS) first GCF approved project and one of the largest of its kind, executed by the Ministry of Finance (MoF), the National Designated Authority (NDA), with the UNDP as the GCF Accredited Entity (AE) and the Ministry of Natural Resources and Environment (MNRE), Land Transport Authority (LTA), Ministry of Works, Transport and Infrastructure (MWTI) and the Ministry of Health (MoH) as the Implementing Agencies (IAs).

With a total budget of USD 65 million (USD 57 Million GCF and USD 8 Million GoS) the VCP represents the GoS’s initial steps in operationalizing a comprehensive flood management solution with three major Outputs.

Output 2 of the VCP focuses on strengthening the adaptive capacity of vulnerable communities and reducing their exposure to flood risk. As one of the activities for this output, Activity 2.2 led by the Environment Sector in the MNRE aims to implement ecosystem responses upstream for decreased water flows during extreme weather events. This Output, Sub-Output/Activity 2.2 includes 3 main programmes: Ecosystem-based Adaptation Enterprise Developments (EbAED), Cash for Work (CfW) through Green Jobs and Payment for Ecosystem Services (PES).

Output 1, Sub Output/Activity 2.2 is a multifaceted component of the VCP, with budget in excess of 8 million USD, and several Implementing Agencies for its three programmes, PES, CfW, and EbAED. Responsibility for coordination and implementation of Output 2, Sub-Output/Activity 2.2 of the VCP lies with the MNRE through the Environment Sector Coordination Division. MNRE will be supported by the Output 2, Sub-Output/Activity 2.2 Technical Advisory Group (TAG) including representatives from MNRE, MoF, Ministry of Agriculture and Fisheries (MAF), Ministry of Women, Community and Social Development (MWCS), Samoa Business Enterprise Centre (SBEC), the Civil Society Support Programme (CSSP), and Samoa Umbrella for Non-Governmental Organizations

(SUNGO) Incorporated, United Nations Development Programme (UNDP), and the International Labour Organisation (ILO).

A key component of Output 2, Sub-Output/Activity 2.2 is the development of the PES program, that is led by MNRE and will recruit a local PES project coordinator (NGO). The PES program will also have community co-ownership. The purpose of the PES Programme is to protect vital habitats in the Vaisigano River Catchment Area (VRCA) and the ecosystem services they provide for the people residing in the catchment and the broader Apia Urban Area (AUA).

The PES programme aims to:

- improve watershed management;
- protect priority conservation areas;
- improve livelihoods and offer alternative income opportunities for sustainable land management;
- investigate long-term sustainable financing options for conservation; and
- involve community members in ecosystem monitoring, evaluation and conservation.

In late 2018, key staff from MNRE and MOF undertook an official visit of regional best practises of PES projects in Fiji and Vanuatu. The knowledge exchange produced key findings about implementing PES in Samoa (the full report of the visit is provided as ANNEX 1). The GCF VCP Samoa PES activity will pilot some of these key findings as relevant in Samoa's context with the aim to replicate successful PES designs at the national level.

Also, in the same year, EKO, the organisation that designed and implemented the PES programmes in Fiji and Vanuatu undertook a pre-feasibility study for different PES project options in Samoa within the VRCA. The pre-feasibility report was finalised in early 2019 and listed key recommendations and actions to guide the PES programme. The GCF VCP Samoa PES programme is to incorporate the endorsed recommendations from the GoS into the detailed feasibility and project design. The report will be made available upon request to all bidders.

The endorsed recommendation from this report as approved by the GoS to move forward is to design two PES projects at two separate locations within the VRCA and the Greater AUA, namely in Magiagi and Malololelei. The approximate sizes of these two locations are described in the EKO Report, yet the exact details will be completed in Stage 2 of this contract and upon endorsement by the MNRE following the review by MNRE TAG Activity 2.2

C. SCOPE OF WORKS:

Based on the 2018 knowledge exchange in Fiji and Vanuatu findings (Annex 1) and the finalised pre-feasibility study in 2019, MNRE has endorsed moving ahead with some of the recommendations of establishing a pilot PES programme. The pre-feasibility study by Ekos is attached as Annex 2. The detailed PES feasibility study for the GCF-VCP Samoa PES programme is to provide:

- **full PES assessment of approaches**
- **feasibility of the PES designated locations**
- **PES design**
- **PES implementation and operational plan**
- **PES monitoring and evaluation plan and implementation of the approved PES Designs**

The detailed feasibility study is disaggregated into five separate stages (at the completion of each stage a review and endorsement will be made as to whether to move forward to the next stage. Payments will be made against each stage and endorsement to move to the next stage must be approved by MNRE before the next stage starts). The five stages all together form the scope of services to be performed by the consultant.

STAGE 1. Feasibility of PES Approaches

- Review the different types of PES designs and concepts based on existing PES studies;
- Identify clearly the risks, advantages and disadvantages of each, highlighting ethical issues if any;
- Identify challenges and lessons learned from existing PES approaches in similar regions (Pacific, Caribbean etc);
- Clarify governance arrangements including institutional roles and responsibilities relating to PES, including but not limited to the roles of MOF, Central Bank of Samoa (CBS), MNRE and a local PES project coordinator;
- Collaborate with GoS to coordinate implications and options for National Determined Contributions;
- Outline the best design or approach or a mix of approaches for the targeted PES pilot locations in Samoa;
- Detail the sustainability and how the PES programme will be handed over to MNRE during stage 5 of implementation;
- Conduct stakeholder workshop to present findings.

STAGE 2: Feasibility of PES locations

- Undertake Full Feasibility of the PES Pilot locations based on selected PES approaches or mix of approaches endorsed by MNRE in Stage 1.
- Technical and financial feasibility of the PES pilot locations;
- Identify factors that will contribute to the success of the PES pilot projects.
- Explore and identify parallel opportunities for alternative income generation for example – ecosystem-based enterprises;
- Identify risks and develop appropriate risk mitigation plan;
- Conduct workshop with key stakeholders to present findings.

- Develop Terms of Reference for local PES project coordinator (NGO)

STAGE 3. PES project design must include

- A full project business plan for each site;
- Transparent operational budget;
- Full detail of project governance, financial protocols, roles of stakeholders and parties, including legal contracts;
- A community endorsed benefit sharing system;
- Community engagement plan developed and approved;
- PES file repository to established and operational, with all files, data and information to be accessible and shareable;
- Prior and informed consent of all key community members;
- Project monitoring plan, including reporting and verification;
- Project dispute resolution protocol in alignment with the traditional protocols;
- Project information and data security arrangements;
- PES accounting and PES asset production rates;
- Marketing plan for potential PES unit buyers, both local and international;
- Capacity assessment requirements to facilitate recruitment of in-country project coordinator
- Conduct co-design workshop to present PES Pilot project design including, PES units, governance arrangement;
- Project registration with a PES standard;
- Project validation by a third party as per the requirements of the selected PES standard must be achieved.

STAGE 4. PES implementation and operational plan

- Transparent operational budget and work plan for on ground activities;
- Ongoing support and training for green alternative income generation for PES landholders;
- Ongoing financial management training for PES stakeholders;
- Ongoing land use management advise and training for PES owners;
- Ongoing support and training to the local PES project coordinator (NGO);
- Ongoing marketing to potential PES unit buyers, local and international (Including marketing workshop in Samoa).

STAGE 5. PES sustainable handover to designated local PES project coordinator (NGO)

- Implementation of Sustainability plan and associated training for MNRE and the local PES project coordinator (NGO);
- Ongoing sustainable implementation of PES with no additional financial contribution for operations from GoS or donor;
- Strategy for project expansion and replication of PES projects in other areas of Samoa.

The PES consultant in the implementation of the 5 stages, is expected to work closely with all MNRE relevant divisions and key stakeholders including but not limited to MOF,

CBS, MWCSO, MAF, MCIL, SWA, EPC, SBEC and the GCF Project Management Unit (GCF-PMU). Specifically, the consultant will:

- Liaise with the MOF, CBS, MNRE and GCF-PMU on the appropriate engagement of GoS through MNRE for the PES unit transactions and the management of the PES governance and financial system, i.e., the payment, receipt and registration of the system;
- Liaise with the MNRE Divisions: Environment Sector Coordination Division, Forestry Division, Water Resources Division, Division of Environment and Conservation, Land Management Division, and the Legal Division to design the full governance arrangements of the PES programme, build upon expertise and activities currently being implemented;
- Liaise with MNRE and associated divisions to determine what project design, governance arrangement, PES units and certification standard will be endorsed to meet the needs of MNRE, the GoS and the project locations. Such activities will include a co-design workshop with the divisions at MNRE and the community stakeholders;
- Liaise with the MNRE divisions and MWCSO to design and implement a PES community engagement strategy for the selected land holders that have been identified by MNRE to be involved in the PES programme;
- Work closely with the local PES project coordinator (NGO) for the implementation and management of the PES;
- Engage with community landholders on a how a PES programme works in the Pacific and how it would work in Samoa (*community engagement facilitated by MNRE and the local PES Coordinator (NGO)*)
- Engage with the international, regional and local market including reaching out to regional organisations to develop a market access plan, whilst incorporating lessons learnt from previous PES projects in the region

A PES working group will be established and chaired by MNRE to oversee the work of the consultant and ensure all deliverables are met and quality assured. The working group will comprise key MNRE divisions: Environment Sector Coordination Division, Forestry Division, Water Resources Division, Division of Environment and Conservation, Land Management Division, and the Legal Division; and representatives from MOF, MWCSO, MAF, UNDP and GCF-PMU. The working group will report to the MNRE CEO. The consultant is required to present monthly progress reports including issues to the PES working group.

D. EXPECTED OUTCOMES AND DELIVERABLES:

The consultant will deliver the following outputs to UNDP, MOF, MNRE and GCF-PMU:

Deliverables	Date	Percentage of contract
Stage 1* Deliverables (PES Approaches)		
1 a) Overall work plan and methodology integrating all five stages	2 weeks from signing of contract	5%
1 b) PES briefing with MNRE and stakeholders and Inception Report		
1 c) Workshop and PES Approaches Recommendations Report	2.5 months from signing of contract	10%
Stage 2* Deliverables (PES Locations)		
2 a) Approved revised work plan	Within 9 months of signing of contract	20%
2 b) Full Feasibility Report for PES Location No.1		
2 c) Full Feasibility Report for PES Location No.2		
2 d) Updated financial forecasting for project to become profitable and sustainable		
2 e) PES Database developed and operational		
2 f) Detailed Terms of Reference for the Local PES Project Coordinator (NGO)		
Stage 3* Deliverables (Project Design)		
3 a) MNRE approved PES design concept idea note and work plan	16 months from signing of contract	15%
3 b) MoU with approved communities		
3 c) PES project idea note and endorsement of a certification standard		
3 d) Market access plan report and strategy		
3 e) Project certification and validation		

3 f) PES accounting system and training modules developed		
3 g) Co-design workshop and report	18 months from signing of contract	10%
Stage 4* Deliverables (Implementation)		
4 a) Work plan for on ground land management activities and disaggregated budget	24 months from signing of contract	10%
4 b) Monitoring and reporting framework developed and approved		
4 c) Training modules for land use management, financial management and alternative income generation activities		
4 d) Financial management training of the local project landowners and project partners		10%
4 e) Land use management training conducted		
4 f) Alternative income generation training		
4 g) Updated financial forecasting for project to become profitable and sustainable		
4 h) Report indicating progress of activities, risks and upscaling		
Stage 5* Deliverables (Sustainability and handover)		
5 a) Sustainable handover to national implementing agency and local PES project coordinator (NGO)	No later than 36 months after signing of contract	20%
5 b) Project handover training for MNRE, MOF, GCF-PMU, local PES project coordinator (NGO) and PES Stakeholders		
5 c) Handover to MNRE for ongoing on ground activities implementation and partnership with local entity		
5 d) National replication report		
5 e) Full 3-year report, summarizing all activities, success and lessons learnt and opportunities for		

replication and upscaling of PES projects across Samoa.		
TOTAL		100%

* At the completion of each stage a review and endorsement will be made as to whether to move forward to the next stage -payments will be made against each stage and endorsement to move to the next stage must be approved by MNRE before the next stage is started.

E. INSTITUTIONAL ARRANGEMENT:

Resources provided

- All relevant data and previous reports will be provided to the local PES coordinator (NGO) by MNRE;
- The consultant is expected to provide all necessary reports (in both hard copy and electronic editable soft copy) to complete the activity described in this Terms of Reference (ToR).

Management and coordination arrangements

- UNDP Samoa MCO will be responsible for the execution of the contract and monitoring of contract for payments purposes;
- MNRE to monitor contract implementation, certify acceptance of the deliverables and consultant invoice and timesheets;
- MOF supported by GCF-PMU to verify, authorise and issue payment advice to UNDP following independent review of certification from MNRE.
- UNDP to issue formal advice to MOF upon payment of consultant invoices.
- Day to day implementation of the contract will be the responsibility of MNRE through the Environment Sector Coordination Division. The GCF-VCP PES Officer is the counterpart for the consultant/contractor;
- The PES working group will monitor, review and approve all deliverables and certify payment claims for action by UNDP through MOF and GCF-PMU; Copies of all deliverables will be delivered to the MNRE, GCF-PMU and UNDP Samoa MCO in electronic format and hard copies. Reports produced, and recommendations are the property of MNRE and MOF and cannot be reproduced without permission of same;
- All information, including raw data developed, data collected, compiled and stored for the purposes of the PES Programme along with reports, maps (including layers) and in any other form will remain the property of the GoS through MNRE to be handed over to MNRE and MOF at the end contract.

F. DURATION OF THE WORK:

The services of the consultant to deliver the outputs will start from mid October 2019, and to be completed with submission of a final report no later than 31st October 2022.

It is expected that the maximum number of working days is 400 days through to October 2022.

G. LOCATION:

Home based and Samoa, located in the MNRE and Environment, Environment Sector Coordination Division. The consultant is expected to travel to Samoa for maximum 2 trips during the contract period.

H. COMPETENCIES:

Corporate competencies:

- Demonstrates integrity by modelling the UNDP and GoS's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP and GoS.;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Knowledge management and learning

- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Development and operational effectiveness

- Ability to perform a variety of specialised tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation;
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems;
- Ability to provide input into delivery and format of educational materials, extensive knowledge of media and internet-based communication formats

Leadership and self-management

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humoured even under pressure;
- Demonstrates openness to change and ability to manage complexities;
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment.

I. RECRUITMENT EXPERIENCE AND QUALIFICATIONS:

Educational Qualification	<ul style="list-style-type: none">• Master's degree in Environmental Science/ Ecological and Environmental Economics or similar;• Master's degree in Business Management;• Master's Degree in Social Development.
Experience:	<p>The PES Specialist – should meet the following qualifications and requirements:</p> <ul style="list-style-type: none">• At least 7 years' experience PES and carbon financing arrangements;• Have sound experience in managing and establishing projects in the Pacific;• Have the relevant business licenses and permits to facilitate the scope of works;• Have the equipment and tools necessary to carry out the scope of works; and,• At least 5 years' experience in community engagement and consultation in the Pacific;• At least 5 years' experience in liaising with national governments in the Pacific;• Proven ability to work in a team and facilitate work of other experts in the field.
Language requirements:	<ul style="list-style-type: none">• Good written and communications skills in English required;• Knowledge of Samoan a bonus.

J. EVALUATION AND CRITERIA

The applicants 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:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

*** Technical Criteria weight 70%**

*** Financial Criteria weight 30%**

Only candidates obtaining a minimum of 70% of the total technical points (49 points) would be considered for the Financial Evaluation. *Interviews may be conducted as part of technical assessment for shortlisted proposals.*

Technical Proposal: 70 marks

- Technical Approach & Methodology (40 marks)
 - i. This explains the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt, highlight the compatibility of those methodologies with the proposed approach and provide an indicative work plan and total budget.
 - ii. The candidate is required to propose the breakdown of cost by deliverables (section B). This will include a breakdown of the total project costs (including not only the costs of the Individual Consultant, but also anticipated costs that will be covered directly by Government including the local operator, project coordinator, Cash for Work, reforestation etc. to implement this activity) as part of the implementation plan.
- Qualification and Experience (30 marks) **[evaluation of CVs for shortlisting]**
 - i. Education (7.5 marks);
 - ii. At least 7 years' experience PES and carbon financing arrangements (7.5 marks);
 - iii. Have sound experience in managing and establishing projects in the Pacific (5 marks);
 - iv. Have the relevant business licenses, permits, the equipment and tools necessary to facilitate the scope of works (5 marks);
 - v. At least 5 years' experience in community engagement and consultation in the Pacific and in liaising with national governments in the Pacific (5 marks);

Financial Proposal: 30 marks

The financial proposal should follow the UNDP template provided. The Individual Consultant must send a financial proposal based on **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 and other related cost and any other applicable cost to be incurred by the Individual Consultant (IC) in completing the assignment.

The method of payment is output-based lump-sum scheme.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR in USD for the contract period.

NOTE: 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 UNDP and the Individual Consultant, prior to travel and will be reimbursed.

K. Recommended Presentation of Proposal

Application Process:

Documents to be included when submitting the proposals:

Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in PDF format:

- Technical Proposal [methodology and workplan]
- Duly accomplished confirmation of Interest and Submission of Financial Proposal Template using the template provided by UNDP (Annex 3)
- Personal CV or P11 including names of 3 references (Annex 4)
- Breakdown of Cost by Component and Financial scenario forecasting for the PES project to break even following Table B. Breakdown of Cost by deliverables (Annex 5)

Incomplete applications will not be considered, they will be disqualified automatically.

Queries about the position can be directed to the following;

Technical queries

- Aliitasi Petaia aliitasi.petaia@undp.org and copy moira.faletutulu@mnre.gov.ws ; letaui lomalo.malaga@gmail.com

Procurement/Bidding queries

- procurement.ws@undp.org

Due Date for submission of proposals is Thursday 22 August 2019, Samoa time.

Please send proposals to procurement.ws@undp.org by due date.

L. Annexes and Templates to this TOR

- Annex 1 – Report on Regional Best Practises of PES projects in Fiji and Vanuatu
- Annex 2 – Pre-feasibility Study by Ekos
- Annex 3 – Template Letter of Offer and Availability
- Annex 4 – Template P11 form
- Annex 5 – Template Financial Proposal
- Annex 6 – UNDP General Terms and Conditions for Individual Contracts

M. Approval

This Terms of Reference is approved by:

Yvette Kerslake, Head of Climate Change and Environment Unit

(for the Samoa Ministry of Finance, Ministry of Natural Resources & Environment and Green Climate Fund Samoa GCF-VCP)

Date: 7 August 2019