

Terms of Reference

National Coordinator to support the development of UNDP-GEF Project Document in Papua New Guinea

Location:	Port Moresby, Papua New Guinea.
Type of Contract:	Individual Contract (IC)
Project:	UNDP-GEF Project Preparatory Phase on the “Establishing systems for sustainable integrated land-use planning across New-Britain Island in Papua New Guinea”
Languages Required:	English
Starting Date:	1 October 2019
Duration of Initial Contract:	100 days over a period of October 2019 – November 2020

Project Description

Papua New Guinea (PNG) has been one of the fastest growing economies globally this century with average growth rates above 6%¹. This rapid growth has been driven primarily by the expansion of foreign investment within the natural gas sector and high prices for PNG’s central exports many of which are transported to rapidly growing Asian economies. This growth has built on a long history of natural resources being at the centre of the PNG economy with exports and employment dominated by mining, natural gas, natural forest logging and agriculture. While this rapid growth has delivered significant changes in PNG’s main urban areas and those communities benefiting directly from foreign investment, the country still faces significant challenges in meeting the objectives of Vision 2050 and in providing development opportunities for all while also maintaining its natural environment.

The [GEF-7](#) delivery model incorporates three impact programmes which collectively address major drivers of environmental degradation and/or deliver multiple benefits across the many thematic dimensions the GEF is mandated to deliver. These Impact Programs also contribute in significant ways to each one of GEF’s Focal Area Strategies while at the same time delivering multiple benefits across several Multilateral Environmental Agreements.

One of these impact programmes is the Food Systems, Land Use and Restoration Impact Programme (FOLUR IP), which recognizes that the environmental and sustainability challenges associated with food and commodity production systems require an integrated and multi-level approach working across local, national and global scale. Achieving this transition will require a holistic, system-wide approach integrating both horizontal (land and natural resources) and vertical (food value and supply chain) dimensions. Land degradation, declining agricultural productivity, malnutrition and rural poverty are

¹ World Bank Data. Available at <http://data.worldbank.org/indicator/NY.GDP.MKTP.CD?locations=PG>

interrelated problems that require a systems-level approach to planning, management, monitoring and decision making. The FOLUR IP will address this need to catalyze transformational shift through actions at priority landscape level, as well as at the national and regional levels through a combination of investments, policy and governance interventions, and convening coalitions of engaged partners globally or regionally working with value chain organizations and private sector actors to leverage new partnerships and investments toward transformative and sustainable outcomes.

The government of Papua New Guinea (PNG) represented by Climate Change Development Authority (CCDA) and Conservation and Environment Protection Authority (CEPA) supported by the United Nations Development Programme (UNDP) as GEF Agency developed a child project concept under the FOLUR Programme Work Document (PFD)² titled *‘Establishing systems for sustainable integrated land-use planning across New-Britain Island in Papua New Guinea’*. The Concept Note is endorsed by GEF in the June 2019 Work Programme and a Project Preparation Grant (PPG) was approved to develop the corresponding funding proposals and project documents.

The project objective is to reduce rates of agricultural driven deforestation and biodiversity loss and to establish a sustainable system of land-use planning to guide future land development activities across the island of New Guinea. There are four components in this project:

- Component 1: Development of integrated landscape management (ILM) systems
- Component 2: Promotion of sustainable food production practices and responsible value chains
- Component 3: Conservation and restoration of natural habitats
- Component 4: Knowledge management, gender mainstreaming, and coordination with Global FOLUR IP platform

UNDP, in collaboration with the Government PNG seeks to engage a qualified national expert who will support UNDP-GEF Project Development team (International Team Leader and experts) contributing to the delivery of interim PPG tasks (see below).

The PPG will support all the preparatory work required to draft and finalize all the documentation required by the GEF for CEO Endorsement. The PPG phase will be underpinned by a participatory approach, with regular consultation and working meetings with all key PPG stakeholders throughout the PPG phase. Specific attention will be given to gender issues by undertaking a gender analysis to ensure optimal involvement of women in, and beneficitation from project interventions.

Objectives

Under overall guidance of the Project Preparatory Grant (PPG) Team Leader and direct supervision of UNDP PNG Country Office, in close collaboration with the team of experts, a National Coordinator will be

² The Programme was submitted through the World Bank Group as Lead Agency for the Program as a whole.

responsible for provision of support to the PPG team to identify and engage with relevant stakeholders at national and sub-national levels, and provide logistic support for organising workshops, meetings, as well as support data and information collection. The Consultant will also carry out a full gender analysis, forming the basis of a Gender Action Plan and Budget to guide gender mainstreaming during project implementation. The Stakeholder Gender Analysis, and the Gender Action Plan and Budget must be attached as Annexes to the Project Document

Scope of Work

The National Coordinator will also support the Team Leader and PPG team members and ensure that the interests of all project stakeholders, especially vulnerable groups and marginalized groups such as Indigenous Peoples and women, are adequately considered in project design and that adequate provision is made for their participation in both the PPG and implementation phases of the project.

The following lists key responsibilities and deliverables of this contract and the PPG Initiation Plan prepared for the project provides further and more detailed guidance regarding the responsibilities of the prospective National Coordinator and the entire team and must be consulted accordingly.

1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:

- a. Identification of opportunities to influence land use change and production practice through multi-stakeholder engagement, public-private partnerships and market-based interventions, feeding into detailed project design;
- b. Assess existing collaboration mechanisms in country at national and sub-national level;
- c. Recommend how to strengthen existing mechanisms and/or develop new ones;
- d. Support development of strategies that are gender balanced and will enable the full and effective participation of key stakeholders such as government institutions, forest-dependent communities, landowner groups (LG), private sector;
- e. Support, maintain and update information and tools that will facilitate effective stakeholder participation such as, but not limited to, stakeholder and network mapping and analysis;
- f. Support the development and application of safeguard mechanisms, in particular social safeguards including, but not limited to, a national Free, Prior and Informed Consent guideline and application toolkit;
- g. Support the development of an appropriate grievance mechanism for complaints and concerns arising from Indigenous People; and
- h. Support effective stakeholder engagement in other activities where necessary, such as, but not limited to, Community-Based REDD+, Monitoring, Reporting and Verification (MRV) and Measurement.
- i. Support action points, including risk assessments, identified in the UNDP Social and Environmental Screening Procedure (SESP) at the concept stage (“pre-screening”) are fully implemented during the PPG and, as appropriate, assist with the update of the SESP in an iterative fashion throughout the PPG;

- j. Ensure full engagement with local communities and all stakeholders during the PPG phase, and ensure that these are adequately and comprehensively documented.
- k. Establish baselines and targets for indicators related to socio-economic status within the target landscape.

2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):

Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader, including:

- a. Prepare the **Stakeholder Engagement Plan**;
- b. Prepare the **Gender Action Plan and Budget**.
- c. Support the preparation of Indigenous People Plan, if required and support and documentation of initial FPIC consultations.
- d. Provide inputs into any other SES required plan and study, including ESMF.

3) Validation Workshop (Component C):

- a. Contribute to the validation workshop; and
- b. Support all necessary revisions that arise during the workshop, as appropriate.

4) Logistical support:

- Coordinate all stakeholder consultation meetings for the PPG team;
- Prepare agenda and logistical arrange for the national level stakeholder consultation workshop
- Prepare agenda and logistical arrangement for local level stakeholder workshop
- Seek appointments for the PPG team with government, CSOs and private partners;
- Assist PPG team with the preparation of the project budget and multi-year work plan;
- Provide logistical support to the PPG team for field missions, travel arrangement, and any support required to facilitate field mission.
- Assist PPG team with preparation of co-financing letters from the government and other respective project partners.

5) Final Deliverables:

- Socially Inclusive and Gender Responsive Stakeholder Engagement Plan
- Gender analysis report
- Gender considerations fully mainstreamed into project CEO ER documents
- Gender action plan with budget
- Landscape profile – socio-economic aspects
- Indigenous People Plan with budget, if required.
- Inputs into the SESP, as required

Expected Outcomes/ Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Payment percentage	Certifying/ Authorizing officer
Payment upon submission and acceptance of the scope of work, timelines as well as proposed methodology to support PPG team in the development of full-sized project document	5 days (in Port Moresby)	1 October 2019	10%	UNDP PNG CO
Payment upon submission and acceptance of a Socially Inclusive and Gender Responsive Stakeholder Engagement Plan. This includes baseline assessment report on gender and stakeholder engagement plans in target provinces.	20 days (10 days in target provinces and 10 days in Port Moresby)	20 October 2019	15%	UNDP PNG CO
Payment upon submission and acceptance of a Gender action plan with proposed budget	15 days (In Port Moresby)	30 October 2019	15%	UNDP PNG CO
Payment upon submission and acceptance of the development Landscape profile – socio-economic aspects.	15 days	30 November 2019	15%	UNDP PNG CO
Payment upon submission and acceptance of necessary information requested by the PPG team leader on project target provinces including stakeholder consultation workshop reports and minutes of the meetings	20 days (In Port Moresby)	28 February 2020	15%	UNDP PNG CO

with the respective project partners.				
Payment upon submission and acceptance of the inputs to SESP, ESMF, preparation of Indigenous Peoples' Plan (if required) and documentation of initial FPIC consultations.	20 days (In Port Moresby)	28 February 2020	15%	
Payment upon completion of the assignment that is GEF CEO endorsement	5 days (in Port Moresby)	30 September 2020	15%	UNDP PNG CO
Total	100 days		100%	

Institutional Arrangements

UNDP PNG Country Office will provide financial support in organising stakeholder consultation workshops, however, as mentioned above, the National Coordinator will liaise with the respective government agencies, civil society and private sector representatives to organise these workshops.

Payment Method:

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 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. Payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).

In the case of travel beyond initial deployment and final repatriation, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon between the respective business unit and Individual Consultant prior to travel and will be reimbursed.

Duration of the Assignment

The work will be undertaken 100 days over a period of October 2019 to November 2020. In accordance with expected outputs and deliverables, The National Coordinator submits reports to UNDP PNG Country Office for reviewing outputs, comments, and certifying approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the National Coordinator should notify UNDP Country Office in advance to take necessary steps.

Duty Station

The duty station for this assignment is Port Moresby, Papua New Guinea.

Education and experience

Education

- Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage.

Work experience

- A minimum of 10 years progressive experience in forestry, natural resource economics and management or a related field;
- Demonstrated understanding of issues related to gender and sustainable development, stakeholder engagement, and at least 5 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development in Asia Pacific region
- Minimum 5 years of experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations.

Competencies

- Fluency in written and spoken English.
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Demonstrated understanding of the links between sustainable development, social and gender issues;
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Ability to quickly adapt to change, and to remain calm under pressure;

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	Points	Percentage
Qualification		10%
<ul style="list-style-type: none"> ▪ Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage. 	10	
Experience		55%
<ul style="list-style-type: none"> • A minimum of 10 years progressive experience in forestry, natural resource economics and management or a related field; 	20	
<ul style="list-style-type: none"> • Demonstrated understanding of issues related to gender and sustainable development, stakeholder engagement, and at least 5 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development in Asia Pacific region 	20	
<ul style="list-style-type: none"> • Minimum 5 years of experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations 	15	

Competencies		5%
<ul style="list-style-type: none"> Fluency in written and spoken English. Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills. Demonstrated understanding of the links between sustainable development, social and gender issues High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines; Ability to quickly adapt to change, and to remain calm under pressure; 	1 1 1 1 1	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- Signed P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment. Please paste the letter into the "Resume and Motivation" section of the electronic application.
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Submission Instructions

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email procurement.png@undp.org address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using no later than **27th of September 2019**.

For any clarification regarding this assignment please write to Ripana James on procurement.pg@undp.org

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.