

TERMS OF REFERENCE

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| E-tendering Event Number | 0000004461 |
| Location | Home-based with travel to Tuvalu |
| Type of Contract | Individual Contractor – Long Term Agreement (LTA) |
| Post Level | International Consultant |
| Consultancy Title | Social and Environmental Safeguards Specialist |
| Project Name | Tuvalu Coastal Adaptation Project (TCAP) |
| Languages required: | English |
| Duration of Initial Contract: | Up to 500 working days over 3 years -from 21 October 2019 to 21 October 2022 |

BACKGROUND

The Tuvalu Coastal Adaptation Project (TCAP), financed by the Green Climate Fund (GCF), was approved in June 2016 and the project implementation commenced in September 2017. The project will run until September 2023. The objective of the project is to enhance coastal resilience in Tuvalu by implementing a robust strategy of coastal measures in three of the country's nine islands and by building institutional and community-level capacities to prepare for the impact of increasingly intensive wave actions in the country.

As part of the approved project, the Government and UNDP prepared an Environmental and Social Management Plan (ESMP) to ensure that the social and environmental impacts, risks and liabilities identified during the ESIA process are effectively managed during the implementation, operation and closure of the project.

In this regard, the United Nations Development Programme, Pacific Office in Fiji is seeking a **Social & Environmental Safeguards Specialist** who will assist the Project Management Unit (PMU) and UNDP in updating the ESMP for this seven-year "Tuvalu Coastal Adaptation Project," and then undertaking a range of tasks/activities (as entailed under the Objectives section) with respect to the general and island specific ESMP's.

The Social & Environmental Safeguards Specialist will also provide necessary inputs throughout the project implementation to ensure all involved in any form in the project (Governments at all levels, contractors, etc) have a full understanding of the ESMPs and that there is timely implementation of ESMP measures by the PMU. Moreover, the Safeguards Specialist will need to ensure full compliance with the updated general and island specific ESMPs, and where there is non-compliance, to work with the PMU and others to rectify the problems quickly.

Objectives:

The objectives of this consultancy are:

- To ensure compliance with GCF and UNDP Social and Environmental Standards (SES);
- To update the current ESMP as per GCF and UNDP requirements;
- To engage with external firms undertaking island specific environmental and social assessments and developing island specific ESMPs for the proposed works;
- To update, engage and consult with all stakeholders and as necessary, obtain their consent to any works that may affect them;

- To ensure compliance with the more general ESMP and island specific ESMPs throughout the project implementation; and
- To develop a Grievance Redress Mechanism document for the TCAP project.

DUTIES AND RESPONSIBILITIES

Tasks & Responsibilities of the Position

Under the overall supervision and guidance of the Deputy Team Leader, Resilience & Sustainable Development, the Safeguards Specialist will have the responsibility for updating and implementing the ESMP, preparing island specific ESMPs; undertaking audits to ensure compliance; developing a Grievance Redress Mechanism Document, and providing input and/or preparing reports as required for the implementation of the project. The Safeguards Specialist will work closely with the PMU staff on related aspects of project, including reporting, monitoring, evaluation and communication.

Specific responsibilities will include:

- Reviewing and updating the current ESMP and make amendments as necessary (including but not limited to the inclusion of a grievance redress mechanism) based on the GCF and UNDP SES;
- Implementing the ESMP;
- Reviewing the SESP annually, and update and revise corresponding risk log; mitigation/management plans as necessary;
- Ensuring environmental and social risks are identified, avoided, mitigated and managed throughout project implementation;
- Engaging with external firms undertaking island specific environmental and social assessments and the preparation of island specific ESMPs for the proposed works;
- Oversee/develop/coordinate implementation of all safeguard related plans;
- Ensure full disclosure with concerned stakeholders;
- Monitor progress in development/implementation of the project ESMPs ensuring that UNDP's SES policy is fully complied with and the reporting requirements are fulfilled including those prepared by external consultants;
- Work with the PMU staff to ensure reporting, monitoring and evaluation fully address the safeguard issues of the project; providing a well-documented, evidence-based compliance reports to be incorporated into the project annual reports; and
- Ensure social and environmental grievances are managed effectively and transparently through the grievance redress mechanisms;

Scope of work/Expected Output

Under the LTA arrangement, the following shall be the expected outputs:

1. Inception Report to include:
 - a. reviewing of relevant background materials;
 - b. identification of key stakeholders;
 - c. producing a report comprising:
 - i. a detailed work plan for the safeguards works over the 3 year period;
 - ii. the proposed approach entailing any specific method(s) and guiding principles;
 - iii. identification of issues crucial to the safeguard works over the 3 year period;
2. Updated SESP and ESMP;

3. Support ESIA process;
4. Play an advisory role to our stakeholders and partners on the Government of Tuvalu (GoT), GCF and UNDP safeguard requirements;
5. Development of a Grievance Redress Mechanism Document;
6. Development of Safeguards Compliance Monitoring templates;
7. Quarterly audits;
8. Annual SESP and Compliance Monitoring Reports;
9. Field Mission Reports;

Plan to achieve the Expected Output

In order to achieve the expected outputs above, the consultant is expected to be guided by the following tentative plan. This plan shall be modified upon attainment and endorsement of expected output #1.

| Expected Output/Deliverable | Year | No. of Working Days |
|--|-------------|----------------------------|
| <ol style="list-style-type: none"> 1. Inception Report 2. Support ESIA process for the 3xproject islands of Nanumea, Nanumaga & Funafuti 3. Updated SESP and ESMP 4. Advisory to stakeholders and partners on GoT, GCF and UNDP safeguard requirements 5. Development of a Grievance Redress Mechanism Document 6. Development of Safeguards Compliance Monitoring templates 7. Quarterly audits with audit reports 8. Annual SESP and Compliance Monitoring Reports 9. Field Mission Reports | Year 1 | 200 days |
| <ol style="list-style-type: none"> 1. Updated SESP and ESMP 2. Advisory to stakeholders and partners on GoT, GCF and UNDP safeguard requirements 3. Quarterly audits with audit reports 4. Annual SESP and Compliance Monitoring Reports 5. Field Mission Reports | Year 2 | 150 days |
| <ol style="list-style-type: none"> 1. Updated SESP and ESMP 2. Advisory to stakeholders and partners on GoT, GCF and UNDP safeguard requirements 3. Quarterly audits with audit reports 4. Annual SESP and Compliance Monitoring Reports 5. Field Mission Reports | Year 3 | 150 days |
| Total No. of Working Days over 3 years | | 500 Days |

Duration

- The long-term agreement consultancy is for a total of 500 days for a period of 3 years between 21st October 2019 and 21st October 2022.

Duty Station

The duty station for this assignment is home based with expected travel to Tuvalu during the course of the assignment.

Institutional Arrangement

- The Safeguards Specialist will report to and work under the guidance of the TCAP Project Manager and the Chief Technical Advisor (CTA), while seeking inputs from the Deputy Team Leader, Resilience & Sustainable Development in UNDP PO in Suva and the Regional Technical Advisor based in Bangkok.
- The Safeguard Specialist will coordinate with PMU members, relevant government and non-government counterparts and UNDP during the consultation and formulation process of island specific ESMPs as to ensure that risks are identified, avoided, mitigated and managed throughout project implementation.
- The Safeguard Specialist will need to work closely with the PMU and UNDP Pacific Office for all the technical requirements of the UNDP SES policy and in close coordination with UNDP's Regional Technical Advisor.
- The Safeguard Specialist is expected to respond timely (within 24 hours, preferably) to technical requirements of key stakeholders, such as CCPDCU, DoE, UNDP PO, UNDP RTA. This input can be where applicable, by email, telephone and as necessary, in person.

Contract Arrangement

- The successful individual will sign a UNDP Individual Consultant Long Term Agreement for a period of three (3) years.
- The engagement will be on an intermittent basis within the stated duration based on the required needs.
- UNDP will issue separate terms of reference and purchase order for each specific assignment as a call-off from this IC LTA.
- It is expected that there will be a maximum of 13 calls off from the LTA (5 calls-off in Year 1, 4 call-off in Year 2 and 4 call-offs in Year 3).
- The TOR will outline the expected outputs, and the number of days to be engaged.
- The outputs of the assignments will be reviewed, and feedback provided within 3 weeks upon submission of the agreed deliverables.

Resources

The consultant is required to provide for his/her own computer as well as the travel and transportation costs during the course of this consultancy.

COMPETENCIES

Corporate competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;

- Display cultural, gender, nationality, religion and age sensitivity and adaptability.

Functional Competencies:

- Demonstrated ability to work harmoniously in a multi-cultural environment;
- Ability to work on own initiative as well as a member of a team and to work under pressure;
- Excellent relationship management;
- Excellent communication, facilitation, presentation and reporting skills;

REQUIRED SKILLS AND EXPERIENCE

- 1) Minimum Master's degree, preferably in the field of coastal/marine biology/ecology or natural resource/environmental management;
- 2) Minimum of 10 years work experience as a Safeguards Specialist, preferably in projects involving organizations such as UNDP, World Bank, ADB and others.
- 3) Demonstrated experience in developing or maintaining project-level ESMP related to coastal projects;
- 4) Previous experience with working in Small Island Developing States (SIDS) and or atoll island countries;
- 5) Very good inter-personal skills and demonstrated ability to engage and work with local communities;
- 6) Excellent working knowledge of English;

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Daily Fee

Consultant shall quote an all-inclusive Daily Fee for the contract period (500 days). The term "all-inclusive" implies that all costs (professional fees, communications, consumables, any insurance, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

Travel

- It is expected that a total of 13 round trips will be made to Tuvalu under the LTA duration.
- The consultant is expected to spend a maximum of 30 days (inclusive of weekends) per trip in Tuvalu as part of his/her official mission under the consultancy.
- The project foresees travel to 3 main islands in Tuvalu during these 30 days (including weekends) of which 2 weeks is spent in Funafuti, 1 week in Nanumea and 1 week in Nanumaga.
- Nationals of Tuvalu may quote for travel and living allowance for those islands other than the island of their residence.

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. UNDP will provide suitable reimbursement at UNDP rates. UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using his/her own resources.

Payments

Payments shall be done based on actual days worked, and upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

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 as a validation process.

Technical Evaluation Criteria

The candidates meeting the minimum requirement will be assessed on the following basis:

| Criteria | Points | Percentage |
|--|--------|-------------|
| Qualifications | | 10% |
| Minimum Master's degree, preferably in the field of coastal/marine biology/ecology or natural resource/environmental management | 10 | |
| Experience | | 50% |
| Minimum of 10 years work experience as a Safeguards Specialist, ideally in projects involving organizations such as UNDP, World Bank and ADB | 15 | |
| Demonstrated experience in developing or maintaining project-level ESMP related to coastal projects | 15 | |
| Previous experience with working in Small Island Developing States (SIDS) and or atoll island countries | 10 | |
| Demonstrated ability to engage and work with local communities | 10 | |
| Quality of Proposal | | 10% |
| Quality and soundness of the proposed methodology/approach | 10 | |
| Technical Criteria | | 70% |
| Financial Criteria | | 30% |
| Total | | 100% |

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex II).

- **Personal CV**, 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.
- **Proposed preliminary work plan** (covering deliverables, key activities)
- **Financial proposal** that indicates the all-inclusive price, supported by a breakdown of costs, as per template provided (Annex II)

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

Proposal Submission

- All applications shall be clearly marked with the title of the consultancy (Social and Environmental Safeguards Specialist -LTA).
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office in Fiji by email: ronald.kumar@undp.org
- Incomplete or joint proposals and proposals submitted via medium other than the one indicated in the TOR will not be accepted. Only bidders for whom there is further interest will be contacted.