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TERMS OF REFERENCE

Title: Provincial Coordinator for Sepik Wetlands (PNG Nationals only) IC/PNG/004-2020

Type of contract: Individual Contract

Department/Unit: Environment Portfolio

Reports to: Head of the Environment Portfolio

Duty Station: Wewak/Ambunti, East Sepik Province

Expected Places of Travel (if applicable): Port Moresby, Papua New Guinea

Starting date: 1 March 2020

Duration of contract: Nine months (9) months, with possibility of extension based on performance

Background

UNDP/GEF partners with the Conservation and Environment Protection Authority (CEPA) through the *Sustainable Financing of Papua New Guinea's Protected Area Network project* aims to support the development and testing of mechanisms to catalyse revenue streams for conservation management in selected pilot sites, notably Sepik Wetland areas, East Sepik Province (Output 3.2). This project will support similar activities in two other pilot sites, Kimbe Bay and Bismarck Range (including Mt Wilhelm and Wanang Conservation Area).

The Provincial Coordinator will ensure the delivery and reporting of activities undertaken in the pilot site. To the extent possible, extend services to the coherence and implementation of UN-supported projects on protected areas, climate change and disaster risk management.

Duties and Responsibilities

The East Sepik Provincial Coordinator will report to and directly supervised by the Project Manager. S/he will be responsible for the planning and coordination of UNDP's support towards environment sustainability efforts in his/her geographic area of operation. S/he will be working closely with provincial counterparts, civil society, private sector (and an eventual successor programs/projects) in planning and coordinating the interventions of the key actors involved in the implementation. This entails:

- To supervise and oversee, coordinate, monitor and regularly report on the implementation of the GEF 6 project on Sustainable Financing of Papua New Guinea's Protected Area Network in the pilot site;
- Actively work with the provincial administration, civil society, private sector and other relevant representatives to support with the establishment of the provincial-level coordination mechanism and structure that will lead and support better resource decisions in the province and be able to communicate issues raised to the Provincial Administrations or other appropriate authority;
- Provide the Project Manager (PM) with a weekly update, by email, on progress, results, challenges, proposed solutions and actions for the following week.

- Ensure there is proper coordination of the provincial workplan and maintain better working dialogue with the partner NGOs and the communities to ensure grievances are communicated and resolved;
- Responsible for capacity support to CCA communities and NGO partners for the delivery of outcomes of biodiversity conservation and sustainable livelihoods, as necessary;
- Manage and coordinate all meetings, conferences and missions of UNDP PNG in accordance with agreed terms of reference;
- Support and facilitate continuous information-sharing on protected area among stakeholders;
- Provide technical support to communities to access additional funding support through sources such as GEF Small Grants Program, IUCN CEPF, USAID PACAM, East Sepik EU funding, among others;
- To extend coordination for UNDP-supported projects on environment in the province;
- In an event of a natural disaster, serve as the focal point for UNDP in the province in close cooperation with other UN agencies and government counterparts.
- Communicate with other provincial coordinators appointed by the project, to share information on activities and support each other to resolve implementation challenges.
- Assist the CTA and PM to ensure the relevant agreements established between the Provincial Administrations and CEPA/UNDP are being implemented, monitored and reported.

Reporting period and key milestones	Duration	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> • Signature of the contract 	1 Day	1 March 2020	10%	CTA
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> • A report that captures all key activities carried out, including a detailed work plan and calendar for achieving the activities in the TOR. 	20 Days	1 April 2020	10%	CTA
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> • A report that captures all key activities carried out, including the reviewed and signed Memorandum of Agreement with the provincial government. 	21 days	1 May 2020	10%	CTA
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> • A report that captures all key activities carried out such as inputs to annual donor reports or GEF PIR 2020. 	21 days	1 June 2020	10%	CTA
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> • A report that captures all key activities carried out, including the process and recommendations related to the implementation of 	21 days	1 July 2020	10%	CTA

Reporting period and key milestones	Duration	Report due	Payment Percentage	Review and Approvals
the Social and Environmental Safeguard Assessment in the province				
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> A report that captures all key activities carried out, including the process and recommendations related to the implementation of the Gender Analysis and Action Plan in the province. 	21 days	1 August 2020	10%	CTA
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> A final report that captures all key activities carried out, including the process for the identification and screening of local partners. 	21 days	1 September 2020	10%	CTA
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> A report that captures all key activities carried out, including the annual monitoring of relevant project indicators. 	21 Days	1 October 2020	10%	CTA
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> A report that captures all key activities carried out, including the recommendations for the 2021 AWP at the project site. 	21 Days	1 November 2020	10%	CTA
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> A final consolidated report that captures all key activities carried out during the 2020 AWP and achievement of the result areas and indicators. 	21 Days	30 November 2020	10%	CTA

Competence

- Demonstrates integrity by modelling the UN values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without fear or favour.
- Excellent speaking and writing skills in English are necessary;

- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society and donors;
- Ability to quickly adapt to change, and to remain calm under pressure; and
- Proven cross-cultural communication and the ability to function effectiveness in an international, multi-cultural environment.

Required Skills and Experience

- Minimum Bachelor's degree in environmental science, conservation or related discipline;
- Demonstrated expertise and experience with a minimum 4 years in biodiversity conservation, disaster risk management and development programs/projects;
- Familiarity with UNDP policies and procedures an advantage;
- Proven good networking in East Sepik Province.

Language requirements:

- Fluency in English and Tok Pisin with excellent verbal and written skills.

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		12%
<ul style="list-style-type: none"> • Minimum Bachelor's degree in environmental science, forestry, agriculture or related discipline; 	12	
Experience		50%

• Demonstrated expertise and experience with a minimum 4 years in forest conservation, biodiversity conservation, PA management, disaster risk management and development programs/projects;	15	
• Familiarity with UNDP policies and procedures an advantage;	10	
• Proven good networking in East Sepik Province;	25	
Competencies		8%
• Demonstrates integrity by modelling the UN values and ethical standards;	1	
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;	1	
• Treats all people fairly without fear or favour;	1	
• Excellent speaking and writing skills in English are necessary;	1	
• High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;	1	
• Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society and donors;	1	
• Ability to quickly adapt to change, and to remain calm under pressure; and	1	
• Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.	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, which **can be accessed from this [UNP PNG Procurement page](#)**
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- 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

One return ticket is envisaged for this assignment. In general, UNDP should not accept travel costs exceeding those of an economy return class ticket; should the Individual Consultant (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 IC, prior to travel and will be reimbursed.

Proposal must be submitted using this generic email procurement.png@undp.org address only, no later than 26th February, 2020 (PNG Time). Any request for clarification must be sent in writing to Lynette Migile (procurement.pg@undp.org). UNDP will respond in writing and will publish the same response as supplementary note on UNDP procurement we site, including an explanation of the query without identifying the source of inquiry.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal. For any clarification regarding this assignment please write to procurement.pg@undp.org. UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:

Edward Vrkic
Head of the Environment Portfolio and Senior Advisor – Climate Change
Date: