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TERMS OF REFERENCE

Ref: PN/FJ/022/20

Consultancy Title	Canine Team Trainer (International Consultant)
Project Name:	Building Capacities to Address <u>Invasive Alien Species</u> (IAS) to Enhance the Chances of Long-term Survival of Terrestrial Endemic and Threatened Species on Taveuni Island, surrounding Islets and throughout Fiji
Location	Fiji and Home based
Application deadline	March 27, 2020
Type of Contract	Individual Contractor
Languages required:	English
Duration of Initial Contract:	Number of working days: 100 days commencing no later than 10 May 2020 and completion by 25 April 2021 Missions - 2 missions to Fiji. First mission of approximately 8 weeks and second mission of approximately 4 weeks, to be conducted following approximately 6 months after completion of the first mission.

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP e-tendering Portal (<https://etendering.partneragencies.org>) - Event ID: 0000005578 no later than, 27th March 2020 (New York Time). Any proposals received after the due 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/uploaded through UNDP e-tendering Portal. Candidates need to upload their CV and financial proposal -using UNDP template.

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.

Objectives:**Canine Specialist:**

The Canine Specialist will select and train up to eight canine teams to be utilized as part of the American Iguana (*Iguana iguana*) eradication efforts in Fiji. Local village dogs from Qamea and Taveuni will be used for this purpose to the extent possible, but if additional dogs are required they will be sought from villages or shelters farther afield in Fiji. It is imperative that local dogs be used because of their physiological tolerance of the difficult field conditions that characterize the project area. The Canine Specialist will identify and obtain candidate dogs, match them with field staff members interested in being a canine handler, and provide obedience training and training for scent for those teams for an initial 2–3 months. The trainer will return for an additional 2–3 months after the handlers have trained their dogs for approximately six months, evaluating dogs and handlers for sufficient aptitude. The canine teams will be evaluated in year two on their effectiveness and it is anticipated that the 4–8 most effective canine teams will then be used for canine operations on the islands. Part of the training process will be teaching the dogs to discriminate American Iguana from native iguanas.

Dogs used in canine teams will be kenneled individually at the homes of their handlers. Their handlers will be responsible for their care, housing, and cleanliness. Uniformity of care will be ensured through development of an SOP by the Canine Specialist and the head of the animal-care unit of the Biosecurity Authority of Fiji. Dogs will receive quarterly visits from a BAF veterinarian to assess their health and dispense routine medicines. Medicines for heartworm, parvovirus, distemper, leptospirosis, hepatitis, and influenza will be administered annually, and medicine for stomach worms quarterly. Dogs will receive a tick wash every two months. The Canine Specialist will make recommendations on these and other activities and assist in the implementation of these activities as well as initially supporting developing the kenneling situation for each of the project's dogs. This work will be conducted with support from the animal care unit.

The specialist will provide specialist technical expertise to guide the project activities related to eradicating GII from Fiji, as elaborated in the project document, and will provide support for the timely and complete fulfillment of the related outputs

Background

The United Nations Development Programme (“UNDP”), acting as an implementing agency of the Global Environment Facility (“GEF”), has been requested by the Government of Fiji (“GoF”) through the Biosecurity Authority of Fiji to procure the services of the Reptile Eradication Expert. The objective of the project is *to improve the chances of the long-term survival of terrestrial endemic and threatened species on Taveuni Island, surrounding islets and throughout Fiji by building national and local capacity to manage Invasive Alien Species*. Commonly referred to as the Fiji IAS Project, this is an initiative funded by the Global Environment Facility (GEF) over a 5-year period from 2018 – 2023 with a budget of USD 3,502,968.

Project Description

Invasive alien species (“IAS”) are the greatest threat to biodiversity in the Pacific Islands. Numerous IAS have been introduced to Fiji, with significant impacts on natural landscapes and biodiversity. The recent introduction of Giant Invasive Iguana – GII (*Iguana iguana*) – to Fiji represents the first established population of this species in the Pacific and is a potential bridgehead to some of the world's most isolated island ecosystems. GII have already caused harm throughout the Caribbean where they are spreading fast and have significant detrimental effects, including on native biodiversity, agriculture and tourism. Although there are several national and local-level initiatives to address IAS in Fiji, these efforts lack adequate capacity and an overall comprehensive strategy to ensure a systematic and effective protection of biodiversity-rich and important areas. An effective, systematic and comprehensive eradication effort against GII, before populations grow beyond the point where they cannot be controlled, is currently lacking and urgently needed.

The preferred solution requires a suite of preventative measures to reduce IAS incursion and establishment, that will be introduced by this project, including:

- (i) Strengthened IAS policy, institutions and coordination at the national level to reduce the risk of IAS entering Fiji, including a comprehensive multi-sectorial coordination mechanism to ensure the best possible use of resources and capacities for the prevention, management, eradication, awareness and restoration, and capacity building of biosecurity staff;
- (ii) Improved IAS prevention and surveillance operations at the island level on Taveuni, Qamea, Matagi and Laucala to reduce

potential for pest species to enter and establish within the four-island group and move between these islands;
(iii) Implementation of a comprehensive eradication plan for GII based on comprehensive survey and public outreach on Taveuni and an increase in removal effort of GII on the islands of Qamea, Matagi, and Laucala; and
(iv) Strengthened knowledge management and awareness raising that targets the public, tour operations and visitors, to safeguard the nation from IAS.

Scope of work/Expected Output

Within the framework of this ToR, the Canines specialist is expected to perform the following general and duties:

- Train local BAF officers how to develop and operate their own canine teams;
- Survey Qamea, Taveuni, and farther afield in Fiji to locate and purchase dogs suitable for training;
- Provide an initial round of dog-team training of BAF staff for 2-3 months at beginning of program;
- Conduct a 4 week mission approximately 6 months from end of initial training to assess staff progress in developing each canine team and finalize identification of successful trained teams (a third mission to finalize training is anticipated near the beginning of year 2 and will be covered in subsequent contracting);
- Verify quality of canine housing with dog handlers;
- Ensure safety of canines and handlers;
- Interface with BAF head veterinarian to ensure quality health care and maintenance of dogs;
- Meet with interested BAF partners, in particular the police canine unit, to coordinate monthly assessments of BAF canine teams between visits by the international consultant.

Reporting Lines

The Canine Team Specialist will report to the UNDP in close consultation with Biosecurity Authority of Fiji under the supervision of the Chief Executive Officer, Biosecurity Authority of Fiji.

The deliverables shall be first submitted to Biosecurity Authority of Fiji for review and approval. All deliverables are subject to technical clearance and approval from the UNDP-GEF Regional Technical Advisor (RTA) covering Fiji in collaboration with the Programme Analyst from the UNDP-Pacific Office in Fiji for processing payments of the services rendered. The primary responsibility of the Reptile Eradication Expert is to assess and recommend methods and strategies for removing the Giant Invasive Iguana (GII) from Fiji.

Expected Deliverables:

The key products to be delivered are as follows:

- Detailed Work Plan for the consultancy (within 1 week of signing the contract);
- Train local BAF officers how to develop and operate their own canine teams;
- Survey Qamea, Taveuni, and farther afield in Fiji to locate and purchase dogs suitable for training;
- Provide an initial round of dog-team training of BAF staff for 2 months at beginning of program;
- Conduct a 4 week missions approximately 6 months from end of initial training to assess staff progress in developing each canine team and finalize promote successful trained teams (a third mission to finalize training is anticipated near the beginning of year 2 and will be covered in subsequent contracting);
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Resources Provided

The Biosecurity Authority of Fiji will:

- Provide relevant information including documents.
- Comments on draft deliverables.

- Provide assistance from the Head Veterinarian and animal-care staff

Key stakeholders (as per Stakeholder Involvement Plan listed in the project document)

- Relevant information including documents.
- Comments on draft deliverables.

UNDP

- Background information including documents.
- Comments on draft deliverables.

Supervision/Reporting

The Canine Expert will be contracted by UNDP, including reporting to the Team Leader of the Resilience and Sustainable Development (RSD) Unit, UNDP Pacific Office in Fiji (or his/her designate). The deliverables shall be first submitted to the Biosecurity Authority of Fiji for review and clearance. All deliverables are subject to technical clearance and approval from the UNDP-GEF RTA covering Fiji in collaboration with the Programme Analyst from the UNDP Pacific Office in Fiji for processing payments of the services rendered.

Responsibility for Managing the Work Plan

The principal responsibility for managing the consultant will lie with the Team Leader of the Resilience & Sustainable Development (RSD) Unit of UNDP Pacific Office in Fiji and with the UNDP-GEF RTA at the UNDP Bangkok Regional Hub (BRH).

Prior to approval of any report of the activities listed above, the draft versions shall be submitted for comments to the Biosecurity Authority of Fiji (and UNDP). The Biosecurity Authority of Fiji, UNDP and the stakeholders will submit comments and suggestions within 14 working days after receiving the draft.

If any discrepancies emerge on the findings of the consultant and the concerned parties, these should be explained in an annex attached to the final report.

Requirement for Qualifications & Experience

Certification for Professional Dog trainer /training

Experience

- Minimum certification in canine training and/or similar topic/field
- Experience working with detector canine teams in remote field situations;
- Experience training detector canines and canine handlers;
- Experience selecting dogs for detection programs;
- Experience setting up canine detection programs;
- Ability to oversee and manage all aspects of a canine-detection program as part of a small management team;
- Ability to work and manage a canine program in a fluid situation in a remote location where there will likely be the need to make on the spot adjustments and overcome un-anticipated obstacles to meet the overall goals and objectives of the project while ensuring the safety and well-being of project staff, residents and working animals at project work sites;
- Understands and agrees with project objectives of utilizing canine teams to remove invasive alien species from impacted areas within project work sites;
- Demonstratable ability to ensure the wellbeing and protection of working canines, specifically in a remote setting.

Experience preferred

- Experience training dogs to detect reptiles;
- Experience working with relevant stakeholders in Fiji;
- Experience working in the Pacific Islands.

COMPETENCIES I. The following competencies are required:

- 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 to work as part of a team;
- Self-management, emotional intelligence and possessing conflict management skills;
- Analytical and strategic thinking/results oriented;
- Ability to engage various partners and stakeholders and build strong relationships with clients and other stakeholders;
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests;
- Ability to lead and convey knowledge and skills to field staffs.

Language requirements

- Fluency in the English language is required (verbal and written).

Payment Schedule (if required):

Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The Canine Specialist shall receive payment in four installments from UNDP as follows:

- 20% on signing agreement and submission of work plan (includes summary of methods and mission schedule) by 8 May 2020;
- 20% on report detailing activities, planning, advancement, etc. at end of first 30 days of Mission 1 and the selection, medical evaluation and commencement of training of canine teams by 30 June 2020;
- 20% on report on canine program development, team training and other advances with recommendations for continued training and search work at end of Mission 1 by 31 July 2020;
- 20% upon submission and acceptance of a pre-mission reporting (outlining stakeholders to be consulted, planned activities in country, methods used and mission schedule) by 1 September
- 20% for final overview report on year activities, detailing achievements, lessons learnt and further recommendations no later than 10 April 2021.

Responsibility for Expenses and their Reimbursement

This is a lump sum assignment. The Specialist will be responsible for all personal administrative and travel expenses (including air fares to and from Fiji for the Country visit) associated with undertaking this assignment, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

Evaluation

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 the pre-determined set of weighted technical and financial criteria specific to the solicitation.

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.

Assessment Criteria	Points	Percentage
<i>Experience</i>		
Minimum certification in canine training and/or similar topic/field	5	
Experience working with detector canine teams in remote field situations;	10	60%
Experience training detector canines and canine handlers;	10	
Experience setting up canine detection programs;	15	
Ability to oversee and manage all aspects of a canine-detection program as part of a small management team	10	
Experience training dogs to detect reptiles;	10	
Ability to work and manage a canine program in a fluid situation in a remote location where there will likely be the need to make on the spot adjustments and overcome un-anticipated obstacles to meet the overall goals and objectives of the project while ensuring the safety and well-being of project staff, residents and working animals at project work sites;	5	
<i>Quality of Proposal</i>		
Quality and soundness of the proposed methodology/approach	5	
Technical Criteria (If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money)		70%
Financial Criteria – Lowest Price		30%
TOTAL		100%

Proposal Submission

Offerors must send the following documents.

- i) Signed CV including names of at least 3 referees.
 - ii) Cover letter setting out: A statement of how the applicant meets the qualifications and experience requirements. Proposed methodology/approach including preliminary work plan (covering deliverables, key activities and due dates).
 - iii) Provide proposed Methodology
 - 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.

Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Pacific Office in Fiji website (www.pacific.undp.org)

Relevant templates can be obtained from the UNDP Fiji website under the procurement section: www.pacific.undp.org

Bid Submission Address

<https://etendering.partneragencies.org>

BU Code: FJI10

Event ID: 0000005578

If you have not registered in the system before, you can register now by logging in using:

Username: event.guest

Password: why2change

Please use the bidder's guide for submission of proposal

Women candidates are encouraged to apply.