

## TERMS OF REFERENCE

Ref: PN/FJ/116/20

Consultancy Title	Communications Specialist – Fiji Invasive Species (IAS) Project
Location	Fiji
Application deadline	30 October, 2020
Type of Contract	Individual Contractor ( National Consultant )
Post Level	National Consultancy
Languages required:	English
Duration of Initial Contract:	42 days (starting no later than November ,2020 and completion by 31 March 29, 2021)  Consultant expected to conduct:

Consultancy Proposal should be sent via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) no later than **30 October,2020(Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this 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](mailto: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:**

- Daily rate to be inclusive of Medical insurance cost for the duration of the contract.*
- Selected Candidate will be required to submit a proof of medical insurance prior to issuance of contract*
- 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.*

## BACKGROUND

### A. Background:

#### Brief project description:

The Building Capacities to Address Invasive Alien Species to Enhance the Chances of Long-term Survival of Terrestrial Endemic and Threatened Species on Taveuni Island, Surrounding Islets and Throughout Fiji project is a 5-year initiative executed in Fiji by the Biosecurity Authority of Fiji (BAF). It aims to improve the chances of the long-term survival of terrestrial endemic and threatened species on Taveuni Island, the surrounding islets and throughout Fiji by building national and local capacity to reduce the risk of new IAS establishment and to improve the management of existing IAS. Under this project there are 4 components namely:

**Component 1:** Strengthened IAS policy, institutions and coordination at the national level to reduce the risk of IAS entering Fiji

**Component 2:** Improved IAS prevention and surveillance operations on Taveuni, Qamea, Laucala and Matagi

**Component 3:** Eradication of invasive iguana or GII (*Iguana iguana*) in Taveuni Island and surrounding islets

**Component 4:** Knowledge management and awareness raising to address IAS

Improving IAS prevent and management in Fiji will require a suite of preventative measures 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 prevention, management, eradication, awareness and engagement, restoration, and capacity building; (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 detailed survey work and public outreach on Taveuni and an increase in removal effort of GII on the islands of Qamea, Matagi, and Laucala (and other islands, such as Taveuni if they are found to be established); and (iv) Strengthened knowledge management and awareness raising that targets the general public, tour operations and visitors, so as to safeguard the nation from IAS.

The introduction of Giant Invasive Iguana – GII (*Iguana iguana*) – to this four-island area within 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. Management and possibly eradication of this species from its current established range in Fiji is a high priority to prevent the types of impacts seen in the Caribbean from occurring within the Pacific region. 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 can be controlled is currently lacking and urgently needed.

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, as well as impacting

human health, economics, trade, sustainability, quality of life, etc. Preventing the establishment of additional IAS, preventing the further spread of already established IAS and improved management of existing pests are all key elements which need to be further addressed. Protecting Fiji through improved pre-border, border and post-border systems for the prevention of IAS establishment is necessary. Additionally, improving similar biosecurity protections within Fiji at various levels including divisions, islands and island groups is also important. Reducing threats from IAS arrival and establishment as well as spread are all key elements to be addressed by this project. As a key part of the project, a four-island group in the northern division will be the focus for developing specific internal biosecurity and IAS management activities, which can then be (as needed) used as a model for improving biosecurity and management activities in other areas within the country.

## DUTIES AND RESPONSIBILITIES

**B.** Communications is crucial component of the IAS Project. Whilst a community outreach consultant provides support specifically for outreach in the northern division where eradication efforts is taking place, there is a need to enhance overall project communications. It essential that all sectors of communities involving Government, NGO's, statutory bodies and public at large is aware of the project. In particular, these is a need to deliver key messages in manner easily understood by the general public.

The consultant is also expected to work in collaboration with other project consultants including an eradication specialist, a chief technical adviser and other relevant stakeholders.

### C. Scope of Work

#### Key responsibilities include:

- Develop a at least 2 documentaries which will raise profile of the project and its efforts to improve IAS management in Fiji
- Support IAS Project in raising profile of the project amongst national, regional and international arena
- Produce photo collection for the IAS Project
- Participate in at least 2 consultations. Provide technical advice on how the project could improve it communications and awareness across all project outcomes as well as facilitating some sessions
- Provide communication training for IAS Project and key stakeholders-based project needs
- Draft 6 articles on project efforts and experiences including feature articles, press releases. Essential that these are gender inclusive
- Draft at least 12 updates for Social media for awareness and raising the profile of the project.
- Support Project Implementation in preparation for interviews

It is critically important for the Consultant to carry out these tasks while keeping Biosecurity Authority of Fiji (BAF), and UNDP fully involved but at the same time taking a technical (and sometimes managerial) lead.

### D. Expected Outputs and Deliverables

The consultant is expected to deliver the following product by the end of the consultancy:

- Progress including a final report of all technical support provided, achievements, lessons learnt and recommendations
- Pre-mission reports

#### **E. Payment Schedule**

- Ten percent (10%) of the consultancy fee will be paid following signing of this Agreement and submission of a work plan by 5 November
- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of a pre – mission report by 13 November
- Fifteen percent (15%) of the consultancy fee will be paid following submission and acceptance of submission for by social media updates by 30 November
- Ten percent (10%) of the consultant will be paid following submission and acceptance of a progress report including by December 19
- Fifteen percent (15%) of the consultancy fee will be paid following submission and acceptance of 2 draft media articles and 5 social media by January 21,2021
- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of documentary by January 30, 2021
- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of 2 articles and 5 social media updates by February 5 ,2021
- Ten percent (10%) the consultancy fee will be paid following submission and acceptance of a report outlining support provided including training provided and key recommendations for improvement to project communications (report of at least 15 pages) March 5,
- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of a final report & video footage undertaken by 29 March 2021

#### **F. Institutional Arrangement**

- The consultant will be monitored, overseen and supervised by the UNDP Pacific Office in Fiji in close cooperation with the Biosecurity Authority of Fiji.
- The consultant is expected to produce a final report upon successful completion of activities according to the agreed schedules.
- The consultant is expected to provide his/her own computer. Consultant will be home based but expected to spend time with BAF.

At least 2 field missions to Taveuni, Qamea, Matagi and surrounding islands (each visit lasting at least 5 days);

-1 visit to ports of entry for at least Nadi, Lautoka, Labasa, Savusavu (total of 7 days)

-2 stakeholder workshops/consultations (8 days)

**The above trips including travel cost , living allowance and workshop cost will be arranged by the**

**UNDP****G. Duration of the Work**

- The consultancy is for 40 days commencing no later than 26 October 2020 and completion no later than 29 March, 2021.
- The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest 29 March 2021.
- The consultant company is expected to propose a work plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

**H. Duty Station**

The consultant will be home based but expected to travel to field which will include travel to ports of entry and other field visits as required by the Project. Field visits will include Taveuni, Qamea, Laucala, Matagi, Vuibani and Savusavu. The Consultant is expected to supply their own computer/including camera. Travel and DSA is to be excluded from budget. i.e. this will be paid through UNDP) once dates and other details is confirmed through IAS Project.

**Supervision / Reporting**

- I. The Consultant will report directly to UNDP Head of Resilience and Sustainable Development Unit and/or her/his representative and UNDP Regional Technical Specialist/Advisor based in Bangkok, Thailand.
- II. The Consultant will support, supervise, train and mentor the PIU staff.
- III. The Consultant will also provide regular reporting to BAF and any other relevant key government stakeholders together with the Project Coordinator.
- IV. The Consultant will supervise, guide, manage and monitor progress and deliverables of the team members comprising of national and international experts.
- V. The Consultant is expected to produce a final report upon successful completion of activities according to the agreed schedules. The consultant is expected to provide his/her own computer.

## COMPETENCIES

### I. The following competencies are required:

- Demonstrates integrity and commitment to UN principles and values and ethical standards;
- 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 for team working;
- Self-management, emotional intelligence and conflict management;
- Analytical and strategic thinking/results orientation;
- Experience in participating and following the project cycle, creative capacity solving problems;
- Computer literacy (e.g. Microsoft Word, Excel, and Power Point) is a prerequisite;
- Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders;
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests.

## REQUIRED SKILLS AND EXPERIENCE

### J. Following is the required qualifications and experience:

#### Educational Qualifications

- Minimum degree in communications, conservation and/ or 6 years of relevant experience nationally and in the region.

#### Experience

- At least 5 years of experience in producing documentaries
- At least 5 years of experience in producing scripts
- Experience in compiling articles including press releases & feature articles
- Experience working with government institutions, civil societies, international agencies and communities
- Networks with national and regional media organizations is essential

#### Language requirements

- Fluency of English language is required (verbal and written).
- Understanding of local language is advantageous.
- Fluency in local language and English is essential

### K. 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 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	Max. Point
<b>Qualification</b> <ul style="list-style-type: none"> <li>Minimum degree in communications, conservation and/ or 6 years of relevant experience</li> </ul>	10%
<b>Experience</b> <ul style="list-style-type: none"> <li>At least 5 years of experience in producing documentaries</li> <li>At least 5 years of experience in producing scripts</li> <li>Experience in compiling articles including press releases &amp; feature articles</li> <li>An experienced camera man/woman is essential</li> <li>Networks with national and regional media organizations is essential</li> </ul>	10% 20% 10% 10% 10%
<b>Total</b>	70%

#### M. 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.
- iii) Completed template for confirmation of Interest and Submission of Financial Proposal

Note: Successful individual will be required to provide proof of medical insurance coverage before

commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted.

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.

Consultant 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(Daily fees to include IC's medical insurance costs), travel costs, living allowance (if any work is to be done outside the IC's duty station) 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. 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 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 the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

For any clarification regarding this assignment please write to [procurement.fj@undp.org](mailto:procurement.fj@undp.org).

Women candidates are encouraged to apply.

*The Fiji Office covers Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu*

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