



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14<sup>th</sup> March, 2014

**Country:** Multi-Country Office (MCO) Fiji

**Description of the assignment:** Individual consultant

**Project name:** UNDP Fiji MCO Pre-Approved Individual Consultant (IC) Roster: Environment Projects in the Pacific Islands Countries

**Period of assignment/services (if applicable):** Up to 3 years for Long Term Agreement

**Duration of Initial Contract:** Various short-term consultancy assignments

**Languages Required:** English and preferably one other UN Language and/or languages spoken in the Pacific Region

Proposal should be submitted by email to [procurement.fj@undp.org](mailto:procurement.fj@undp.org) no later than **11<sup>th</sup> May, 2014** (Fiji Time). Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Fiji MCO Procurement Unit 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.

### 1. BACKGROUND

The United Nations Development Programme (UNDP) is an Implementing Agency of the Global Environment Facility (GEF). As such, UNDP supports developing countries in accessing funds from the GEF to finance agreed incremental activities that enhance their efforts to address climate change issues. In doing this, it provides countries highly specialized technical services for GEF eligibility assessment, formulation, design and development of GEF projects in the climate change mitigation, climate change adaptation, international waters, land degradation, and biodiversity focal areas, identification and mobilization of required project co-financing, project implementation management, project results management and evaluation, and knowledge management. UNDP Fiji Multi Country Office, together with the Solomon Island sub office, support ten Pacific Island Countries (including Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu, and Vanuatu) in identifying, designing and implementing financing mechanisms that can support and catalyze investments for projects in areas including, but not limited to, climate change, sustainable fisheries and water management, sustainable land management, and biodiversity conservation.

To facilitate the identification, allocation and designation of the appropriate expertise for the technical, management, and monitoring & evaluation (M&E) requirements of projects, UNDP MCO Fiji are compiling a roster of IC. The pre-approved roster will compliment a UNDP-GEF climate change adaptation, mitigation, and energy IC roster currently under development by the UNDP Asia Pacific Regional Centre (APRC) and will focus on compiling expertise in the Pacific Region as well as on UNDP-GEF focus areas other than that covered by the APRC Roster.

The IC on this roster would comprise of vetted capable and qualified individuals who can be called upon and, subject to availability, be deployed to provide specific technical support during different stages of the project cycle including: the project design phase, the implementation phase, and project closure

phase. IC is also sought to assist with Monitoring & Evaluation (M&E) and Communications/Knowledge Management undertaken by implementing partner countries and/or UNDP.

In this regard, UNDP Fiji MCO is inviting interested individuals to submit a proposal (including up-to-date curriculum vitae, and a 500 word description about previous experiences in applying key skills that are relevant to this Terms of Reference.

A screening procedure will be applied to select the prospective applicants that will be registered in an UNDP Fiji MCO Fiji Pre-Approved IC Roster. This roster will be maintained for a period of 3 years. Towards the end of the third year another round of screening and selection will be carried out to update the roster.

## **2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **A. Pacific and GEF expertise in the following thematic and/or technical areas:**

#### Thematic Areas

- 1) Biodiversity: Marine and Terrestrial
- 2) Land management and degradation
- 3) Coastal management and adaptation
- 4) Food security
- 5) Fisheries and International Waters
- 6) Disaster Risk Management and/or Early warning systems
- 7) Renewable energy
- 8) Water, sanitation, and hygiene
- 9) Forestry (Carbon Assessment, etc)
- 10) Institutions, policy and legal framework
- 11) Waste Management
- 12) Green Economy

#### Technical Areas

- 1) Project design
- 2) Project implementation (technical assistance)
- 3) Project closure (final evaluation)
- 4) Monitoring and Evaluation
- 5) Knowledge management (database development, IT, knowledge product development, etc)
- 6) Communication and community engagement (audio visual, theatre, social media and other traditional and innovative communication tools)
- 7) Gender

Experts are required with relevant skills to support the following:

#### Project Design

- Project/program design and development of UNDP and/or GEF projects in the thematic and technical areas listed above;
- Data gathering to verify and confirm baselines and barriers to managing and enhancing resilience of climate change and other environmental impacts in the thematic areas listed above; gaps and needs of key stakeholders, as well as technical and functional capacities/responsibilities to integrate key thematic priorities (climate change mitigation, adaptation, sustainable land management, biodiversity, integrated water resource

management, etc.) and principles into key national, sub-national and sector-based development policies, strategies and plans.

- Facilitation in conducting strategic results framework analysis (SRFA) exercises to come up with the project framework, which will be the basis of the initial project design (i.e., preparation of the project information form or concept); and in the conduct of a more comprehensive LFA exercise to verify, confirm, or when necessary modify/enhance the preliminary project framework and come up with the final project framework or log frame (with the indicators, baseline and target values, means of verification and critical assumptions) that will be the basis of the comprehensive project design.
- Identification, assessment, and basic design of demonstrations/pilot activities (where required) that will be included as part of the project interventions to test new knowledge and/or ensure replication and scaling of project results
- Detailed design of priority project components and activities, based on the comprehensive project log frame, (including specific comments and recommendations made by internal and external reviewers), estimation of quantitative and qualitative project baselines, beneficiaries and estimated impacts, proposed activities, budgets, scheduling, and delineation of responsibilities for activities implementation (management arrangements), as well as monitoring and evaluation.
- Conduct environmental and social impact analyses of proposed projects to highlight key decisions and recommendations as to whether further actions need to be taken during the detailed project formulation as well as implementation phase.
- Support in the discussions and negotiation with potential project partners and project co-financers
- Incorporate Cost benefit analysis in the design phase of projects
- 

#### Project Implementation

- Serve as resource person in assisting project implementation by conducting capacity development activities planned for technical personnel of project partners and stakeholders (both in the government and private sector) in the Pacific Island Countries focusing on the thematic and technical areas listed above
- Network with and engage key stakeholders during the project implementation
- Provide technical input in preparing and implementing project activities during project implementation, in line with Government, UNDP, and GEF technical and operational standards/guidelines
- Ensure timely and quality implementation of project activities, outputs and results
- Creating and maintaining tools and systems to facilitate knowledge creation, building, and communication with/to key stakeholders and beneficiaries
- 

#### Monitoring and Evaluation & Project Closure

- Carry out required independent monitoring and evaluation of UNDP and/or GEF supported projects where the evaluator is expected to frame the evaluation effort using the criteria of relevance, effectiveness, efficiency, sustainability, and impact, as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects. Gender considerations will also be evaluated in accordance with UNDP policies.

### Knowledge Management and Communication

- Preparation of knowledge and communications products, such as featured articles and case studies in publications of the UNDP and other pertinent organizations, video productions, press-releases, GIS etc.
- Support the development of literature on good practices and case studies for dissemination to exchange knowledge through various community, national, regional, and international mediums and audiences.

### **B. Tasks & Responsibilities**

The prospective IC that will apply for inclusion in UNDP Fiji MCO Pre-Approved IC Roster should be able to fulfill all or a combination of the any of the above activities, and in that regard should have expertise in performing the following tasks:

- 1) Assess the strengths and weaknesses of capabilities, stock knowledge, data management (including existing and operation of databases and information systems) and resources in partner institutions and stakeholders, as these contributes or impacts on the design and development, implementation, and management of projects in one of more of the abovementioned thematic and technical areas;
- 2) Assess capacity needs of project partners and stakeholders in one of more of the abovementioned thematic and technical areas
- 3) Design and conduct of capacity development programs/activities at the sectorial, national and sub-national levels to build long-term technical and functional capacities in one of more of the abovementioned thematic and technical areas
- 4) Integration of climate change, IWRM, WASH, sustainable land management, and/or biodiversity and conservation, in national/regional/local development planning in key sectors
- 5) Conduct logical framework analyses (LFA) to identify barriers to a project's objective, and design integrated solutions, which will facilitate the removal of barriers and enable the project to achieve its goal; this includes identifying critical risks and assumptions, as well as defining project outcomes, baseline and target values, project outputs, performance indicators, and means of progress verification.
- 6) Design and develop national/regional/sectorial projects (based on the developed log frame) that will facilitate and/or influence the removal of identified barriers to one or more of the technical and thematic areas listed above
- 7) Review and provide relevant recommendations to existing national and sub-national policies, strategies, and sector plans in one or more of the technical and thematic areas listed above
- 8) Provide support and guidance to governments to formulate and implement institutional and regulatory frameworks to facilitate climate change mitigation and/or climate change adaptation actions in key sectors;
- 9) Support governments in the formulation and implementation of projects focusing on one or more of the technical and thematic areas listed above
- 10) Facilitate the required institutional coordination and synergies for effective national and subnational planning and implementation of policies and strategies;
- 11) Formulate and implement feasible demonstration projects including:
  - Detailed design of the selected viable project concepts based on criteria established by the GEF, EU, Adaptation Fund and others (including emerging Green Climate Fund)
  - Comprehensive technical and economic feasibility evaluation of proposed projects
  - Detailed design of the selected viable project concepts in one or more of the technical and thematic areas listed above

- Preparation of project-related publications, capturing and analysis of best practices and lessons learnt, substantive contribution to project public events and other PR and KM products and activities.
  - Conduct and regular review of environmental and social impact analyses for climate change projects as per latest guidance.
  - Provide specification of the equipment, instrumentations, and technical support, and other miscellaneous components required for implementation of project in one or more of the technical and thematic areas listed above
  - Formulation of recommendations for the local and foreign purchase of necessary equipment and materials for demonstration projects, including the preparation of bidding documents for the supply of the required equipment, instrumentations and components;
  - Conduct of the detailed engineering design (process, piping, piping and instrumentation, mechanical, electrical, and civil) for demonstration projects. Includes the preparation of TORs or Request for Proposals, Bidding Documents and Engineering Work Specifications for efforts related to one or more of the technical and thematic areas listed above
  - Preparation and dissemination of knowledge and communications products; knowledge management products that will be used in capacity development activities
- 12) Identification, formulation and implementation of interventions that focus on gender empowerment, gender and social equality, and strengthening of vulnerable population groups (including indigenous people) in the context of one or more of the technical and thematic areas listed above.

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

The preferred IC should have the following qualifications and competencies:

- Master's Degree in a development related field such as development forestry, agriculture, marine and coastal conservation, ecology, fisheries, landscape architecture, water resource management, hydrology, WASH, energy, economics, environmental economics, engineering energy, urban development planning, public administration, public finance, environmental studies, media, IT, communications, community engagement, disaster risk management, or related field, or postgraduate degree in relevant applied science, economics, engineering, public finance, or environmental studies field
- Demonstrated solid knowledge in one or more of the related subject area
- Experience in working with governments of developing countries is an asset, particularly ministries of planning, finance, environment, agriculture, water, meteorology, public works, disaster risk management
- Proven professional and/or academic expertise in the application of the thematic and technical fields listed above in the Pacific Islands contexts
- Established good working relationships with community groups, local governments, and knowledge of one or more of the thematic and/or technical areas listed above in the Pacific context
- Proven track record in project management and/or oversight, with UNDP and/or GEF experience being an asset
- Project team experience
- Familiarity with various international projects in one or more of the abovementioned thematic and technical area in the Pacific Island region.
- Excellent command of oral and written English. Working knowledge or fluency of other Pacific Island languages and/or UN languages would be an advantage.

- Up-to-date knowledge of technologies (recent advances, state-of-the-art) that are applicable and feasible in the Pacific context for one or more of the abovementioned thematic and technical area;
- Excellent technical and analytical skills;
- Service-minded, self-motivated, proactive, reliable and has demonstrated ability to work in harmony with teams of different nationalities and professional backgrounds;
- Strong strategic planning, and working knowledge of objectives oriented project planning or results-based management;
- Excellent technical report writing and presentation skills;
- Excellent communication skills and persuasive abilities; and,
- Leadership skills
- Pacific Island Country working experiences (desirable)

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individuals (individuals, not firms) must submit the following documents/information to demonstrate their qualifications:

*(a) Technical Profile;*

- One page essay explaining why the applicant is interested in being included in the UNDP MCO Fiji Expert Roster (stating personal benefits); and, what added value he/she can provide to UNDP.
- A clear identification of the thematic and technical areas summarized in the below table. If applicable, select as many thematic and/or technical area(s) with an indication of the level of involvement/responsibility that is most appropriate for the level of expertise in the different areas. ;

**TABLE: Fiji MCO Pre-Approved Roster - Thematic and Technical Focus Areas**

	Project design	Project implementation	Project closure	Monitoring and Evaluation	Knowledge management	Communication and community engagement	Gender
1) Biodiversity: Marine and Terrestrial	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
2) Land management and degradation	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
3) Land management and degradation	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
4) Coastal management and adaptation	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
5) Food security	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
6) Fisheries and International Waters	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
7) Disaster Risk Management and/ or Early warning systems	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
8) Renewable energy	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
9) Water, sanitation, and hygiene	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
10) Forestry (Carbon	<input type="checkbox"/> TL	<input type="checkbox"/> TL					

Assessment, etc)	<input type="checkbox"/> M	<input type="checkbox"/> M					
11) Institutions, policy and legal framework	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
12) Waste management	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					
13) Green Economy	<input type="checkbox"/> TL <input type="checkbox"/> M	<input type="checkbox"/> TL <input type="checkbox"/> M					

\*TL: Team Leader, M: Member

(iii) A 500 word description of a project, successfully implemented by the applicant that reflect his/her core qualifications, skills and expertise to any/all of the three required services provided by UNDP-GEF (i.e. technical/policy support, project management and oversight, and M&E).

(b) *Financial Proposal;*

(c) CV including academic background, relevant work experience, and 3 references

## 5. FINANCIAL PROPOSAL

### Contracts based on daily fee

The financial proposal will specify the daily fee in US Dollars. Payments are made to the Individual Consultant based on the number of days worked payable against assigned deliverables.

### Travel

In the case of unforeseeable travel, payment of travel costs including economy-class tickets, lodging and terminal expenses should be agreed upon, between the respective UND MCO Fiji and Individual Consultant, prior to travel and will be reimbursed. Lump sum payment will be the modality used for reimbursement of travel costs.

## 6. EVALUATION, SELECTION CRITERIA AND PROCESS:

The evaluation of each applicant will be based on a set of selection criteria. Using the information provided in their respective submitted documents, the applicants will each be evaluated for each criterion and scored. The total scores will be used in ranking the applicants. Those who pass minimum passing scores at 70% will be considered technically qualified and included in the roster.

Criteria	Points
<b>Expertise/Relevant Knowledge</b>	
Academic qualifications, demonstrated specialized knowledge in one or more of the requested areas	30
Experience in sharing knowledge of expertise area, including making presentations , proving text for technical reports, publications, articles and communication/advocacy materials ≥ 10 in the last 5 years	10
<b>Work Experience</b>	
Experience in international cooperation (desirable in Pacific Island Countries, particularly in one of more of the thematic and/or technical areas listed above, ≥ 10 years	30
Number of trainings conducted and/or training tools developed over the last 5 years, ≥10 workshops over last 10 years	10

Other	
Language requirement is English, 5 points for each additional language relevant/useful to the country and up to 10 points max.	10
Strong, positive references indicating healthy working relationships, professionalism, integrity, and other UN values	10
<b>Total</b>	<b>100</b>

\*\*\*Shortlisted candidates may be requested to participate in an interview with a selection panel\*\*\*

**Note:**

Short-listed applicants would be required to complete and submit a UNDP P.11 Form (template to be provided by UNDP at a later date).

- **IC selected for the roster will be working with the UNDP MCO Fiji Project Managers/Coordinator or with Country Offices located in UNDP MCO Fiji parish. Reporting arrangements will vary by task and could include reporting to the relevant Regional Technical Advisors/project Managers. Coordinators of UNDP and/or UNDP Multi - Country Office in Fiji.**
- Qualified women and members of minorities are encouraged to apply.
- Incomplete applications will not be considered. Please make sure you have provided all requested materials.
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under [dss.un.org](http://dss.un.org).

**ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**