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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01/09/2014
Reference: PN/FJI-31-14

Consultancy Title: Local Consultant - Institutional, Environment Data & Information Management Expert to Develop the Vanuatu CB2/CCCD Proposal

Period of assignment: 20 September 2014 – 30 April 2015 (25 working days)

Duty Station: Vanuatu

Consultancy Proposal should be mailed to C/-UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to procurement.fj@undp.org no later than 14th September 2014 (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 the address or e-mail indicated above. 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.

1. BACKGROUND

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Department of Environmental Protection & Conservation (DEPC), Ministry of Climate, Energy, Environment, Meteorology and Geo-Hazards, Vanuatu in the preparation of the UNDP/GEF Medium Size Project (MSP) "Mainstreaming global environmental priorities into national policies and programmes."

2. SCOPE OF WORK

In accordance with UNDP/GEF procedures, UNDP is hiring a team of consultants to develop the MSP proposal for "Mainstreaming global environmental priorities into national policies and programmes" for submission to the GEF Secretariat fully compliant with the enforced GEF rules and standards as part of the GEF Project Preparation Grant (PPG). UNDP is seeking qualified individual local Consultant as Institutional, Environment Data & Information Management Expert. Refer to Annex I – Terms of Reference

3. MINIMUM REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

Minimum Requirements

- Experience: 5 years of experience in managing environment/natural resource management projects either through government or NGOs.
- Educational qualifications: A first degree in the field of environment/natural resource management and/or related disciplines.

4. EVALUATION CRITERIA

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
Qualifications		
<ul style="list-style-type: none"> A first degree in the field of environment/natural resource management and/or related disciplines. 	10	10%
Technical work		40%
<ul style="list-style-type: none"> 5 years of experience in managing environment/natural resource management projects either through government or NGOs. 	10	
<ul style="list-style-type: none"> Very good expertise in Environmental Protection and Management. 	10	
<ul style="list-style-type: none"> Experience in developing institutional arrangements for multi-national projects. 	5	
<ul style="list-style-type: none"> Familiarity with the International Conventions addressing Climate Change, Desertification and Biodiversity Conservation and familiarity with the status of Vanuatu's obligations to the three Conventions. 	5	
<ul style="list-style-type: none"> Experience in drafting project proposals. 	5	
<ul style="list-style-type: none"> Ability to pick up new terminology and concepts easily. 	5	
<ul style="list-style-type: none"> Familiarity with GEF policies, templates and requirements for the MSP document. 	5	
Partnerships		20%
<ul style="list-style-type: none"> Maturity and confidence in dealing with senior members of national institutions. 	5	
<ul style="list-style-type: none"> Displays cultural, gender, religion, race, nationality and age sensitivity, adaptability and flexibility to work under different scenario conditions. 	5	
<ul style="list-style-type: none"> Very good written and communication skills, with analytical capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal. 	5	
<ul style="list-style-type: none"> Very good coordination skills and result oriented collaboration with colleagues – especially for this case the international consultant. 	5	
Technical Criteria (70% of the technical score to be considered)	100	100%
Financial Criteria – Lowest Price	30	30%
Total	100	100%

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

i) CV or P11 form including names of at least 2 referees

ii) Completed template for confirmation of Interest and Submission of Financial Proposal

(Financial Proposal which includes breakdown of professional fees, travel expenses to and from home and duty station (economy class) plus living expenses at the duty station and any other miscellaneous cost that may be incurred during the duration of the consultancy.)

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.fj.undp.org)

Annex I

Terms of Reference

Local Consultant - Institutional, Environment Data & Information Management Expert to Assist the Development of the Vanuatu CB2/CCCD Proposal

1.0 Background

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Department of Environmental Protection & Conservation (DEPC), Ministry of Climate, Energy, Environment, Meteorology and Geo-Hazards, Vanuatu in the preparation of the UNDP/GEF Medium Size Project (MSP) "Mainstreaming global environmental priorities into national policies and programmes."

In accordance with UNDP/GEF procedures, UNDP is hiring a team of consultants to develop the MSP proposal for "Mainstreaming global environmental priorities into national policies and programmes" for submission to the GEF Secretariat fully compliant with the enforced GEF rules and standards as part of the GEF Project Preparation Grant (PPG). The consultants, in consultation with the Director, DEPC, will report to the Team Leader of the Sustainable Development Pathway (SDP) Unit of UNDP Fiji Multi-country Office (MCO) through the Programme Analyst and work closely with UNDP Bratislava Regional Centre (BRC) Regional Technical Advisor (RTA).

The purpose of the PPG is to fully design the activities, outputs, and outcomes of the 'Mainstreaming global environmental priorities into national policies and programmes' MSP and to fully develop a full set of project documentation for submission to the GEF Secretariat and approval. Normal rules for development of medium-sized GEF projects apply. Copies of the GEF templates and guidelines can be found at: http://www.thegef.org/gef/guidelines_templates.

Project Description

The project is consistent with Vanuatu's commitments on global environment management and plans on responding to multilateral agreements, in particular the Rio Conventions to which Vanuatu is a party. While Vanuatu has made some progress in implementing the Conventions, there is limited integrated approach for sustainable planning and development as required by Rio.

Vanuatu completed its National Capacity Self-Assessment (NCSA) in 2007. This proposed project specifically responds to the following findings/recommendations from the NCSA process:

- Improve environmental information management systems through assessment of data needs and strengthening linkages among environmental information systems for improved environmental decision-making
- Mainstream global environmental objectives and agreements into national and sector plans; and
- Strengthen institutional capacity of government and organizations to effectively and collaboratively monitor and evaluate national and global environmental issues.

In order to respond to the priority capacity constraints for national and global environmental management, this project will strengthen Vanuatu's capacities to integrate Rio Conventions issues into national, regional and local decision-making.

The project's strategy is to take an in-depth institutional strengthening approach to developing a national environmental management information system that fully integrates principles and features of resiliency and sustainability. This will require the appropriate re-negotiation of institutional mandates governing the collection, management and distribution of data and information, as well as building key back-up structures and mechanisms. Barriers to sharing data and information across institutional boundaries will be removed through concerted negotiations among owners of intellectual property. The sustainability of the national environmental management information systems (EMIS) thus requires much more than the basic and simplistic approach of training of social actors that represent present and future stakeholders, though this is certainly one important element of capacity development activities of the project. Additional awareness-raising activities will be required with users of data and information, in particular decision-makers and planners, including those in the private sector, who hold important positions of influence on resource

mobilization that can adversely or positively impact the global environment. The value of this project, much like the other similar UNDP/GEF EMIS projects under development in the region, is that they will look at managing EMIS as a more complex dynamic system, rather than take the traditional transactional approach to database management and help move Vanuatu to structuring and implementing an EMIS that will more readily lend itself to a more sophisticated Decision Support System and/or Executive Information System.

The project will be implemented in line with the established Vanuatu Government and UNDP procedures. The Department of Environmental Protection & Conservation (DEPC) will take overall responsibility for implementation of the project, and for the project success. It will establish the necessary planning and management mechanisms to oversee project inputs, activities and outputs. The UNDP Fiji Multi-Country Office will support DEPC as requested and as necessary. The PPG process will be used to further define the management, coordination and consultation mechanisms.

2.0 Functions

The principal responsibility of the Local Consultant is to assist the international consultant with the development of the MSP project document fully compliant with the enforced GEF rules and standards as lead expert on capacity development and project design, closely collaborating with the Director, DEPC on institutional, organizational and public awareness capacities and UNDP on meeting the deliverables of the PPG.

Within the framework of this ToR and under the supervision of the international consultant, the Institutional, Environment Data & Information Management Expert is expected to perform the following tasks and duties:

- Assist the International Consultant (IC), UNDP and national counterparts on implementing the PPG Initiation Plan;
- Undertake baseline studies and strategy development related to environment institutional mandates, environment 'data and information generation, storage, dissemination and management';
- Assess existing environment reporting, data and information management systems;
- Undertake analysis with stakeholders relevant to environment reporting and data information;
- Undertake analysis on the need for appropriate environment reporting, data generation, storage, dissemination and management;
- Undertake stakeholders and institutional communication, education and public awareness needs to promote, sustain and maintain environment data generation, exchange and dissemination to all sectors of society;
- Undertake training needs assessment with respect to environment reporting and data information;
- Prepare project strategy to develop integrated, real-time, coherent, comprehensive environmental management reporting and information system, including proposed outputs, activities, inputs and timetables. This should build on existing environment information management system available within DEPC;
- Help build financing partnerships and mobilize co-financing resources; and
- Contribute to the weeklong formulation mission and the drafting of medium size project (MSP) document and GEF submission document.

3.0 Key Deliverables

The key products to be delivered are as follows:

- Detailed Assignment Work Plan (within 1 week of start of the assignment).
- Report on baseline studies and strategy development related to environment institutional mandates, environment 'data and information generation, storage, dissemination and management'. The report will include the following: an assessment of existing environment reporting, data and information management systems; an analysis of stakeholders relevant to environment reporting and data information; and an analysis on the need for appropriate environment reporting, data generation, storage, dissemination and management.
- Report on analysis of stakeholders and institutional communication, education and public awareness needs to promote, sustain and maintain environment data generation, exchange and dissemination to all sectors of society. The report will include a training needs assessment with respect to environment reporting and data information.
- Draft project strategy to develop integrated, real-time, coherent, comprehensive environmental management reporting and information system, including proposed outputs, activities, inputs and

timetables. This should build on existing environment information management system available within DEPC.

- Endorsed letters of co-financing from financing partnerships.

In addition, the consultant will assist the consultations to determine the project strategy, priorities, key partners, and key barriers that would hinder the success of the project.

4.0 Payment Schedule

In consultation with UNDP and DEPC, the Institutional, Environment Data & Information Management Expert shall receive payment in five installments from UNDP as follows:

- 15% upon preparation and acceptance of the Assignment Work Plan;
- 25% upon preparation and acceptance of the report on baseline studies and strategy development related to environment institutional mandates, environment 'data and information generation, storage, dissemination and management';
- 25% upon preparation and acceptance of the report on analysis of stakeholders and institutional communication, education and public awareness needs to promote, sustain and maintain environment data generation, exchange and dissemination to all sectors of society;
- 30% upon preparation and acceptance of the project strategy to develop integrated, real-time, coherent, comprehensive environmental management reporting and information system, including proposed outputs, activities, inputs and timetables; and
- 5% upon submission of endorsed letters of co-financing from financing partnerships.

5.0 Reporting Lines

The Local Consultant will be monitored, overseen and supervised by the DEPC; in cooperation with UNDP.

Progress and final reports submitted to UNDP shall be in English. The timeframe and duration of activities are estimated to be broken down as follows:

Activity	Duration (estimated) / days
Preparation of the Assignment Work Plan and Preparation of the PPG work plan, design of consultation and validation workshops	1
Undertake baseline studies and strategy development related to environment institutional mandates, environment 'data and information generation, storage, dissemination and management'	5
Assess existing environment reporting, data and information management systems	2
Undertake analysis with stakeholders relevant to environment reporting and data information	2
Undertake analysis on the need for appropriate environment reporting, data generation, storage, dissemination and management;	2
Undertake an analysis of stakeholders and institutional communication, education and public awareness needs to promote, sustain and maintain environment data generation, exchange and dissemination to all sectors of society	1.5
Undertake training needs assessment with respect to environment reporting and data information	2
Prepare project strategy to develop integrated, real-time, coherent, comprehensive environmental management reporting and information system, including proposed outputs, activities, inputs and timetables. This should build on existing environment information management system available within DEPC	4
Help build financing partnerships and mobilize co-financing resources	0.5
Contribute to the weeklong formulation mission and the drafting of medium size project (MSP) document and GEF submission document	5
TOTAL working days	25

Prior to approval of the Request for CEO Endorsement, UNDP Project Document, and GEF Tracking Tool fully compliant with the enforced GEF rules and standards, a draft version shall be submitted for comments to DEC and UNDP by 30 November, 2014. All comments and suggestions are to be submitted within 10 working days after receiving the draft. The finalized documents need to be cleared first with DEPC prior to the submission by 30th December, 2014 with the aim of getting the project documents all approved by the GEF Secretariat by the end of April 2015 hence by the end of the assignment. If any discrepancies have emerged between impressions and findings of the consultant and the aforementioned parties, these should be explained in an annex attached to the final report. The Consultant is required to have his/her own computer for the duration of the consultancy in Vila, Vanuatu.

6.0 Competencies

Technical work

- Very good expertise in Environmental Protection and Management.
- Experience in developing institutional arrangements for multi-national projects.
- Familiarity with the International Conventions addressing Climate Change, Desertification and Biodiversity Conservation and familiarity with the status of Vanuatu's obligations to the three Conventions.
- Experience in drafting project proposals.
- Ability to pick up new terminology and concepts easily.
- Familiarity with GEF policies, templates and requirements for the MSP document.

Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity, adaptability and flexibility to work under different scenario conditions.
- Very good written and communication skills, with analytical capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Very good coordination skills and result oriented collaboration with colleagues – especially for this case the international consultant.

Results

- Promotes the development goals of Vanuatu.
- Builds very good relationships with stakeholders, focuses on impact and result and responds positively to feedback.
- Good team player who has the ability to maintain good relationships.