

TERMS OF REFERENCE
EIA ASSESSMENT CONSULTANCY

Location	Fiji
Application deadline	22/10/2014 (Fiji Time)
Type of Contract	Individual Contractor
Post Level	Local Consultant
Project	Environment and Social Impact Assessment for the Fiji: Enhancing Resilience of Rural Communities to Flood and Drought-Related Climate Change and Disaster Risks in the Ba Catchment Area of Fiji Project
Languages required:	English
Duration of Initial Contract:	20 days (tentatively commencing on 28 th October, 2014)

1. Background

The Government of Fiji, in partnership with United Nations Development Programme (UNDP) has developed a proposal to the Adaptation Fund, entitled “Fiji: Enhancing Resilience of Rural Communities to Flood and Drought-Related Climate Change and Disaster Risks in the Ba Catchment Area of Fiji.”

The overall objective of the project is to reduce the exposure and increase adaptive capacity of communities living in the Ba catchment area to drought and flood-related climate and disaster risks.

A complete Project proposal has been developed and submitted to the Adaptation Fund Board, however, there are few remaining comments that need to be addressed prior to resubmission and approval. The major areas that require further information, clarification, and action include:

- Provision of comprehensive **Environmental and Social Impact Assessment** of the proposed weirs to enhance flood management in the Ba Catchment
- Sharing of findings from the Environmental and Social Impact Assessment of the weirs with relevant **community stakeholders for consultation**, their feedback and inputs
- Elaboration of strategy and enhanced targets/outcomes to **ensure that men, women, youth, and vulnerable groups are equally benefiting** from project
- Consultation and provision of **proof of expression of interest of commitment from traditional managing bodies to manager forests sustainably**.

2. Proposed Project Sites

Two sites have been identified for this activity by the Land and Water Resource Management (LWRM) Section of the DoA based on technical feasibility studies that were undertaken in the past years. The 1st site is **Qalinabulu weir** located 2km from Balevuto village and 2nd site is **Nadrou weir** which is located 1km from Nasolo village and both are tributaries to the Ba River. The project will finance the additional costs in climate-proofing the weirs in terms of changes in design and incremental construction costs.

A comprehensive Environmental and Social Impact assessment is required for the two weirs, and the communities that the construction of the weirs would influence. The project was able to obtain a Memorandum regarding Qalinabulu and Nadrou Water Retention Dam Project (Weirs) drafted in May 2010, which indicates that the EIA report is judged to be satisfactory subject to a number of conditions refer to Annex 1). Although this Memorandum was submitted to the AF Board, they have requested for further assessment and information through a full, official, and approved EIA report that provides information including, but not limited to:

- Whether and/or how the construction of weirs would not cause degradation of the river habitat along the Ba Catchment
- Social and environmental impacts (including but not limited to equity and gender issues), through the construction of the weirs, and the surrounding communities understanding and acceptance/feedback regarding the risks.
- Suggested mechanisms and plans to mitigate and/or monitor potential risks during project implementation
- Grievance Mechanisms and how this may be applicable and put into effect if necessary for this particular weir project;
- Concerns related to land tenure associated with weir construction

3. Scope of Required Work and Deliverables

	Required Action	Deliverables
1	Conduct Environmental and Social Impact Assessment of Qalinabulu and Nadrou weirs	An approved EIA report that is developed in accordance with Fiji Government EIA requirements, with information including, but not limited to the following: <ul style="list-style-type: none"> • Whether and/or how the construction of weirs would not cause degradation of the river habitat along the Ba Catchment • Social and environmental impacts (including but not limited to equity and gender issues), through the construction of the weirs, and the surrounding communities understanding and acceptance/feedback regarding the risks. • Suggested mechanisms and plans to mitigate and/or monitor potential risks during project implementation • Grievance Mechanisms and how this may be applicable and put into effect if necessary for this particular weir project; • Concerns related to land tenure associated with weir construction
2	Conduct Community Consultations in all communities directly or indirectly affected by the construction of weirs. The objective of the consultation should include (but not limited to): <ul style="list-style-type: none"> • Sharing information gathered from environmental and social impact assessment • Feedback and reflection on any risks/impacts not included in the assessment (including risks and impacts that may be particular to women, children, and any other vulnerable groups) • Feedback and recommendations on how to mitigate/avoid potential risks (including strategies that may be particular to women, children, and any other vulnerable groups) 	Report of community consultations , with information regarding, but not limited to: <ul style="list-style-type: none"> • Participant list (gender disaggregated) • Agenda and topics of discussions • Summary or key discussion points • List of recommendations and inputs (including those particular to women, children and vulnerable groups)

4. Deliverables

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

- Pre-mission report detailing schedule of consultations, methods and list of stakeholders to be consulted
- A mission report after field visits and stakeholder consultations
- Environment and Social Impact Assessment for the Fiji: Enhancing Resilience of Rural Communities to Flood and Drought-Related Climate Change and Disaster Risks in the Ba Catchment Area of Fiji

In addition to Environmental and Social Impact Assessment and community consultations, the project must submit additional information regarding:

- Elaboration of strategy and enhanced targets/outcomes to ensure that men, women, youth, and vulnerable groups are equally benefiting from project
- Consultation and provision of proof of expression of commitment from traditional village management bodies to manage forests sustainably

5. Institutional Arrangement

Reporting and Resource Requirements

- The consultant will report directly to UNDP Multi Country Office Fiji in close cooperation with the Department of Foreign Affairs and the Department of Environment.
- 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.

Proposed Methodology and Timelines

The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest December 10th, 2015. The consultant is expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

Duration of the Work

The consultancy will be for a period of 20 days tentatively commencing on 28th October 2014 until 18th December.

Duty Station

The consultant will be based in Fiji

6. Required Expertise and Competencies

Qualifications

- At least Bachelor's degree in development, environmental science, geography, natural resource management and/or related field with at least 7 years working experience in relevant field.
- Be registered as an EIA consultant with Department of Environment and is reputable in his/her EIA work

Experience

- Minimum of 5 years' experience conducting EIA as an individual or as a team
- Previous working experience in facilitating community consultations and facilitating discussions
- Willingness to travel to proposed project site

Competencies

- 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;

Language

- Excellent verbal and written skills in English. Understanding of a local language is advantageous

7. Payment Schedule

- a) Twenty percent per cent (20%) Consultancy Fee will be paid following signing of this Agreement and submission of a work plan by October 28th ;
- b) Twenty percent (20%) of the Consultancy Fee will be paid following the submission and acceptance of the 1st and final draft report by November 7th;
- c) Forty percent (40%) of the Consultancy Fee will be paid following the approval of the EIA report by Department of Environment by November 28th;
- d) Twenty percent (20%) of the Consultancy Fee will be paid following the approval of the overall project proposal from Adaptation Fund by December 18th.

8. Evaluation

Price Proposal and Schedule of Payments

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, 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.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Criteria	Max. Point
Qualification	
<ul style="list-style-type: none"> At least Bachelor's degree in in development, environmental science, geography, natural resource management and/or related field with at least 7 years working experience in relevant field. 	10
<ul style="list-style-type: none"> Be registered as an EIA consultant with Department of Environment and is reputable in his/her EIA work 	10
Experience	
<ul style="list-style-type: none"> Minimum of 5 years' experience conducting EIA as an individual or as a team 	20
<ul style="list-style-type: none"> Previous working experience in facilitating community consultations and facilitating discussions 	20
<ul style="list-style-type: none"> Willingness to travel to proposed project site – has previous travel experience in undertaking similar projects 	10

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

9. Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

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

All proposals and clarifications should be submitted to procurement.fj@undp.org by COB 22 October 2014.

Ministry of Local Government, Housing & Urban Development, and
Environment

DEPARTMENT OF ENVIRONMENT

Level 1 P D Patel Building

90 Ragoonbhai Patel Street, Suva, Fiji

All correspondence to be addressed to:

Director of Environment

P. O. Box 2109

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TELEPHONE NO: (679) 3311-699; 3311069 (ODS)

FAX NO: (679) 3312-875/3318-098(ODS)

MEMORANDUM

From	A/ Director of Environment	Phone	3311699/3311930
To	A/Director- Department of Land & Water Resource Management	File	EP 5/1/5
Re	Qalinabulu & Nadrou Water Retention Dam project.	Date	14/05/10

Re: Qalinabulu & Nadrou Water Retention Dam - EIA

We acknowledge receipt of the EIA report for the proposed Water retention dam at Qalinabulu and Nadrou in Ba.

The report has been judged to be satisfactory subject to the following conditions:

1. The developer shall ensure the execution of recommendations of the mitigation measures as identified in the report.
2. Land & Water Resources Department must see that the respective fishing rights owners of the Qalinabulu and Nadrou creeks must consent to the use of their qoliqoli for dam purposes.
3. During periods of dry season retention of water for dam purposes must be regulated to allow continual flow of water downstream from dam site.
4. Farmers having access to irrigation channels from the dam must be trained to use water sparingly and efficiently.

5. The water quality should be monitored weekly to ensure that methodologies may be adjusted if required to reduce environment impacts from construction activities.
6. Any wastewater treatment plant proposed to be used for construction purposes should be submitted to the Ba Rural Local Authority for approval and a copy sent to the Department of Environment.
7. The use of sediment traps should be fully implemented when undertaking earthworks during the construction stage so as to minimise sedimentation of the Qalinabulu and Nadrou Creeks..
8. All borrowed fill materials used for construction must be consented by the responsible approving authority.
9. Pollution from solid waste should be minimized by placing rubbish bins around the facility and disposable waste generated to be taken to Ba Town dump site.
10. There shall be a strict "No dumping" principal around the dam site area.
11. Department of Environment Inspectors must never be restricted to enter the site during construction and operation phase to monitor works being undertaken.
12. A contact centre needs to be established on site to receive any form of claims or concerns from the nearby residents. Any concerns raised need to be recorded in the complaints log book and forwarded to management to resolve.

We look forward to your cooperation however, should you require further clarifications do not hesitate to contact the undersigned or call the EIA unit or email: JDavetanivalu@environment.gov.fj or aminiasi.garegare@environment.gov.fj

Vinaka.

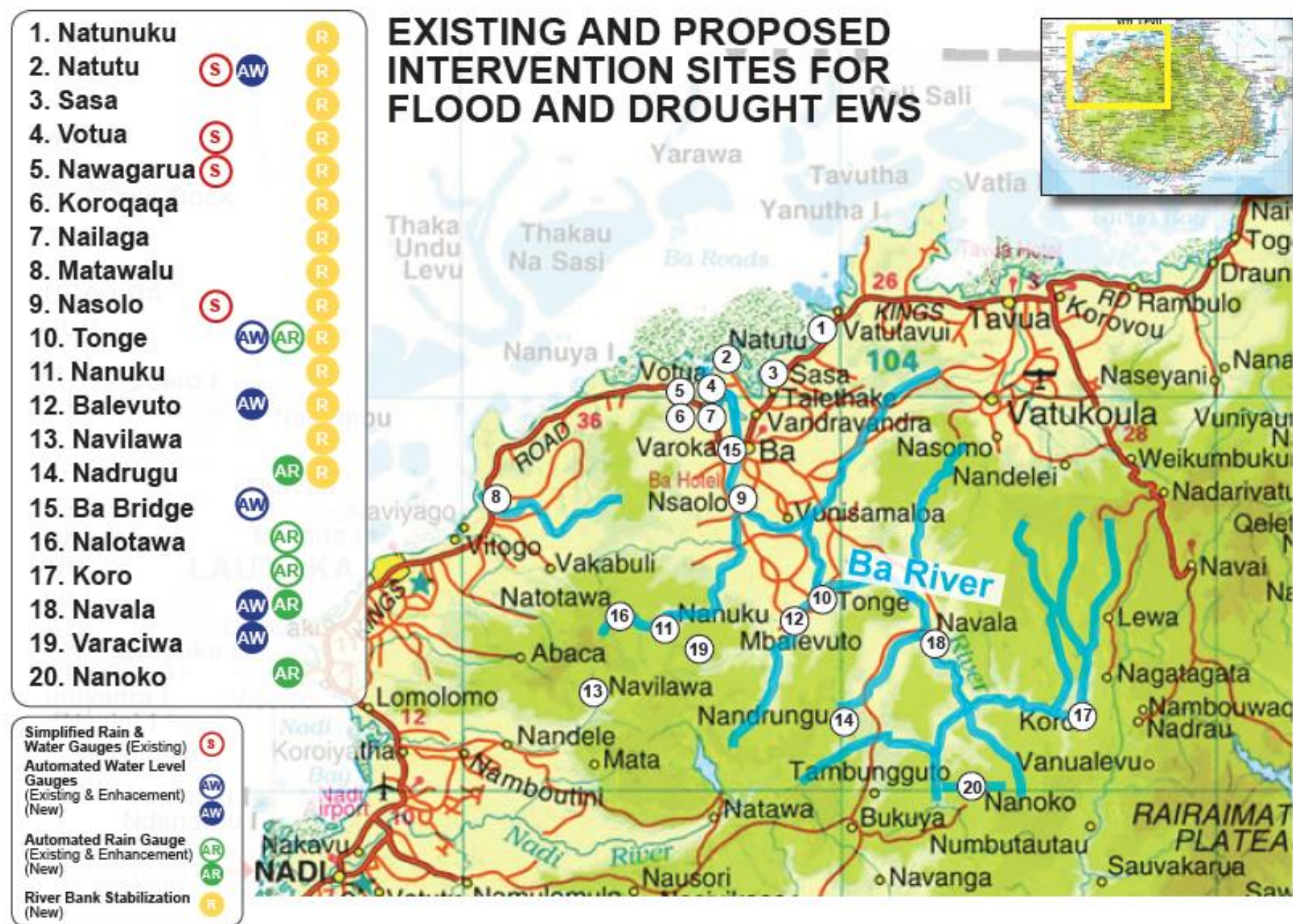


Jope Davetanivalu Mr.
A/Director of Environment

cc: Secretary – Ba Rural Local Authority
File

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Annex 2: Map of Existing, Enhanced and/or New EWS and River Bank Stabilization Interventions (from updated Project Proposal)



Other Attachments:

- Fiji Adaptation Fund Proposal (Resubmission May 2014)
- AFB Decision and Technical Review Sheet