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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: PN/FJI-005-16

Consultancy Title: Technical Specialist -Fiji Access and Benefit (ABS) Sharing Project (international)
Project Name: Discovering nature-based products and building capacities for the application of the Nagoya Protocol on Access to Genetic Resources and Benefit Sharing (ABS) in Fiji

Period of assignment: 1st March 2016 – 20th January 2017 (120 days)

Duty Station: Suva, Fiji

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 19th February, 2016 (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. **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.**

1. BACKGROUND

The objective of the Fiji Access and Benefit (ABS) Sharing Project is to discover nature-based products and build national capacities that facilitate technology transfer on mutually agreed terms, private sector engagement, and investments in the conservation and sustainable use of genetic resources. *Refer to Annex 1 –[Terms of Reference](#) for details.*

2. SCOPE OF WORK

The consultant will be overall responsible for managing and reporting on component 1 of the Project in consultations with the Director Institute of Applied Sciences. This will include supervising all field and laboratory/research work undertaken by the Institute of Applied Sciences. *Refer to Annex 1 –[Terms of Reference](#) for details.*

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

Qualifications:

Master's Degree in Environmental Science, Conservation, Sustainable Development or related field;

Experience:

- At least 10 years' experience in drug discovery/bioprospecting and related scientific research
- Previous experience working in developing countries is advantageous
- Experience working with stakeholders including government departments, NGO's and research institutions

Competencies:

- Ability to interpret results and make recommendations.
- Effective communication skills and proven leadership capacity

- Ability to work in multi-cultural, multi-disciplinary environments
- Demonstrated project management skills and ability to coordinate and manage cooperative research undertakings
- Strong knowledge drug discovery/bioprospecting and related scientific research
- Immense knowledge on microbe biodiversity and analytical chemical techniques

4. EVALUATION CRITERIA

Evaluation

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
Qualification		10%
<ul style="list-style-type: none"> • Master's Degree or higher academic qualifications 	10	
Experience		50%
<ul style="list-style-type: none"> ▪ At least 10 years' experience in drug discovery/bioprospecting and related scientific research; 	20	
<ul style="list-style-type: none"> ▪ Previous experience working in developing countries 	15	
<ul style="list-style-type: none"> • Experience working with stakeholders including government departments, NGO's and research institutions 	15	
Competencies		10%
<ul style="list-style-type: none"> • Strong knowledge drug discovery/bioprospecting and related scientific research 	5	
<ul style="list-style-type: none"> • Demonstrated project management skills and ability to coordinate and manage cooperative research undertakings 	2.5	
<ul style="list-style-type: none"> • Effective communication skills and proven leadership capacity 	2.5	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

- i) **Signed P11 form including names of at least 2 referees**
- ii) **Cover letter setting out:**
 - How the proposer meets the qualifications and experience required.
- iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

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.

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 1- Terms of Reference

1. Background

The objective of the Fiji Access and Benefit (ABS) Sharing Project is to discover nature-based products and build national capacities that facilitate technology transfer on mutually agreed terms, private sector engagement, and investments in the conservation and sustainable use of genetic resources. Bioprospecting in Fiji will be strengthened under this Component 1.

The transfer of state of the art technology and knowledge building will be based on demonstration and pilot sites and bioprospecting activities closely involving communities with oversight by the Ministry of I’Taukei Affairs to ensure cultural mapping and customary processes is not compromised. The practical work will focus on marine ecosystems and give support to describing, preserving, and exploring seaweeds and deep sea microbe biodiversity for potential active compounds for eventual pharmaceutical or agro-chemical use. There will be the screening of compounds that are active against dengue, cancer, TB, drug-resistant microbes, or that show promise in psychoactive screening from marine areas throughout Fiji.

Outcome 1 of the project focusses on discovering active compounds for pharmaceutical and agrochemical uses from organisms within the ecosystems of Fiji. Specific outputs under Outcome 1 are listed below:

- Scientific surveys undertaken on bio-chemicals from the coastal environs of Fiji
- Screening facility for selecting and storing active compounds is established at the national level
- Capacities for state of the art analytical chemical techniques, disease bioassays, data handling and collection, culture and long-term storage of samples installed in Fijian institutions
- In-country technology and competencies applied to identify 30 active compounds which are purified and their structure elucidated.

Whilst the Department of Environment is overall executing agency for the Project, Outcome 1 will be implemented through the Institute of Applied Sciences (University of the South Pacific) in consultation with the Department of Environment.

A consultant is being sourced to particularly coordinate and implement Component 1 of the ABS Project. The consultant will be overall responsible for managing and reporting on component 1 of the Project in consultations with the Director Institute of Applied Sciences. This will include supervising all field and laboratory/research work undertaken by the Institute of Applied Sciences. The Director Institute of Applied Sciences will be responsible for reporting to the Department of Environment.

Scope of Work:

Proposed Methodology and Timelines

The consultant shall be engaged to undertake the evaluation working concurrently according to a planned schedule to be completed by the latest 20th January, 2017. The consultant is expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

The Consultant will be expected to undertake the following tasks:

- Provide technical advice and support for Component 1 - Discovering active compounds for pharmaceutical and agrochemical uses from marine protected areas;
- Overall supervision for the collection and analysis of marine samples. This will include the supervision of students/researchers implementing aspects of projects;
- Provide monthly updates and reports (technical and financial) for projects as well as quarterly reporting to the Department of Environment
- Promote networks and collaboration for Project with stakeholders including other tertiary institutions and regional agencies. Drafting of necessary agreements for clearance by USP and Department of Environment
- Represent project and deliver presentations at workshops and trainings

- Provide a list of all equipment required by the project with necessary documentation (including quotation and justification)
- Deliver presentations at meetings/consultations
- Attend to tasks as directed by the Director Institute of Applied Sciences and Department of Environment
- Provide updates to key stakeholders such as Department of Environment, Ministry of *I Taukei* Affairs and UNDP

Deliverables

The main products expected from this engagement are:

- A report outlining current status of bio-prospecting under Institute of Applied Sciences and a specific plan of action to expedite implementation
- Monthly Progress Reports
- A final report together with the annexes shall be written in English and shall be presented in electronic form in MS Word format.

Payment Schedule:

Deliverables	Due date	Amount FJD
Upon signing of this Agreement and submission of a work plan	4/03/2016	20%
Submission of brief report outlining current status of bio-prospecting under Institute of Applied Sciences and a specific plan of action to expedite implementation	21/03/2016	10%
Upon submission of Monthly reports for April to November 2016	Due on 8 th of Every month from April until November 2016	5% per month
Upon submission of Final (detailing all support provided, achievements, challenges, lessons learnt and recommendations)	15 th January 2017	30%

Reporting Requirements

The consultant will be monitored, overseen and supervised by the Department of Environment in close cooperation with the UNDP Multi Country Office. The consultant is expected to produce a final report upon successful completion of activities according to the agreed schedules.

Inputs from the Consultant

The consultant is expected to provide his/her own laptop computers and other professional support if necessary.