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TERMS OF REFERENCE

Lessons Learned and Best Practice

Location:	Port Moresby, Papua New Guinea
Type of Contract:	Individual Contract (IC)
Project:	Community-Based Forest and Coastal Conservation and Resource Management Project
Languages Required:	English
Starting Date:	20 September 2019
Duration of Initial Contract:	28 days over 2 months starting in September 2019

1. Project Background

The Conservation and Environment Protection Authority (CEPA) in partnership with the United Nations Development Programme (UNDP) and the Global Environment Facility has been implementing the *Community Based Forest and Coastal Conservation and Resource Management Project*, (the 'Project') since June 2013. This Project has targeted the island of New Britain and the Owen Stanley Ranges.

The Project was designed to develop an enabling environment to:

- i) Establish and support community conservation areas in Papua New Guinea;
- ii) Develop effective natural resource management and financing systems.

The overall objective of the Project is to develop and demonstrate resource management and conservation models for landholding communities that effectively incorporate community-managed conservation areas as part of agreed national priorities with industry and government. This involves the demonstration of how a national conservation policy framework will contribute towards the establishment of a protected area system to better support community-managed protected areas.

As an adaptive measure, the Project trialled different approaches for engaging with current Wildlife Management Areas in: Klampun; Tavolo; Pokili; Garu; and Kavakuna. It also proposed protected areas for: Toimtop; Muruk; Manganun; Pakia; Arabam; Raigel; Maranagi; Ainbul; Lake Lamu Auru and part of the Via River Catchment.

Aside from partnering with non-government organizations, the Project also embarked on working with Provincial and District administrations, community-based organizations and other members of civil society to support these sites and achieve protected area status while improving the management of gazetted protected areas. Each community is unique. They face varying contexts and capacities making progress and experiences in each site variable.

2. Objectives of the consultancy

The general objective of this assignment is to bring together key stakeholders to identify, compile and document major lessons learnt (both positive and negative) resulting from the Project's implementation. The assignment should be guided by key questions that include:

- 1) What worked well?
- 2) What could work better?
- 3) What best contributed towards long-term impact?
- 4) How can stakeholders sustain the Project's gains?
- 5) What was the overall performance and suitability of the Project's approach or modality?

Specifically, the assignment will:

- Document lessons learned and best practices from the implementation of the Project with the aim of assessing its approach and informing upcoming projects in New Britain Island (e.g. GEF6 and GEF7 FOLUR).
- Present recommendations and catalogue best practice to further progress the conservation agenda in PNG towards the implementation of PNG's Protected Area Policy.

3. Scope of Work

- a. To document the lessons learnt and experiences of implementing the Project on New Britain Island by:
 - Conducting a literature review of existing reports from the Project including the project document, midterm review report and various reports from grant agreements for each site.
 - Conducting interviews with various partners, CEPA, Provincial governments, Pomio District Development Authority, civil society organizations, and communities.
 - Visiting project sites and speaking with communities to learn of challenges and opportunities on the ground.
 - Reviewing milestone products from pilot communities such as their management plans, land boundary maps, resource management and land use plans.
 - Documenting the experiences of partner NGOs and communities of implementing the Project's activities;
 - Documenting lessons from site and partner selection, in particular, what were the processes and approaches in selecting current and new sites to work in and how did the Project select partner NGOs and institutions to work with on specific sites.
 - Documenting approaches and processes of engaging with communities of what worked and what did not work so well across New Britain Island.
 - Identifying key follow up recommendations and actions across all sites and priority actions for project partners to pursue in future.
 - Identifying key messages to share with stakeholders of the Project and the communities or sites.
 - Developing key capacity building strategies to recommend to the provincial administrations and the CEPA for follow up.
- b. To identify capacity development programs for community champions and volunteers to manage protected areas in the short to medium term that are:
 - Based on the common issues and challenges and identify capacity needs and strategies to support these communities to better manage protected areas.
 - Identify and recommend support sources for capacity development of communities especially training programs and associated institutions and potential funding support for communities for protected area management.

Identify and link short to medium term training or other capacity building programs with similar (GEF5, GEF Small Grants Programme, IUCN CEEP), upcoming projects (GEF6, GEF7 Impact Project)

or institutions that have the capacity to train the community volunteers for protected area management.

c. To identify linkages between communities and provincial and/or district administrations to sustain efforts in community-managed protected areas by.

- Assessing the effectiveness of coordinating mechanisms such as the Provincial Roundtable on Protected Areas (PPART).
- Considering ways to improve how various initiatives of partner NGOs and communities can be shared for incorporation into Provincial Development Plans. This process will allow for communities to directly report their activities to Provincial Administrations and eventually for capacity support for protected area management.
- Looking into how Government can support community driven initiatives through accessing District Support Improvement Programmes and other funding opportunities.
- Explore possible arrangements to continue in supporting local champions to manage protected areas and build community resilience.

4. Key Deliverables and schedule of Payment

Deliverables/ Outputs	Indicative Duration	Indicative Report Due Date	Indicative Payment Percentage	Review and Approvals Required
Submission and acceptance of an inception report describing detailed approach and methodology, schedule of site visits and questionnaires	3 days	3 December 2019	20%	UNDP Head of Environment Portfolio
Submission and acceptance of the Draft Lessons Learned and Good Practices report to include review of project documents and reports and completion of site visits	21 days	30 November 2020	30%	UNDP Head of Environment Portfolio
Submission and acceptance of the Final report with observations	4 days	30 December 2019	50%	UNDP Head of Environment Portfolio
	28 days		100%	

5. Working Arrangement

The national consultant will closely work with the Project Management Unit while taking responsibility for deadlines and deliverables as outlined in the Terms of Reference and associated Contract.

6. Selection Criteria

Education and experience

- Bachelor's Degree or higher in Natural Resource Management, Community Development or a similar discipline.
- Minimum 7 years' relevant experience in providing training support on environment, conservation and resource management, community development, community engagement and/or protected area development and management.
- Proven track record providing support to Provincial Governments and Local Level Governments, communities and /or non-government organisations relating to resource management in PNG.

Competencies

- Strong interpersonal skills and highly developed research and analytical skills.
- Fluency in English and Tok Pisin with excellent verbal and written skills.

7. 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
Technical criteria		70%
i. Qualification		10%
• Bachelor's Degree or higher in Natural Resource Management, or Community Development	10	
ii. Experience		58%
• An individual with demonstrated 7 years' experience in providing training support on environment and conservation and resource management; community development, community engagement, protected area development and management	10	
• Demonstrated expertise and knowledge on protected area development and management training;	15	
• Proven track record providing support to Provincial Governments and LLGs, communities and NGOs and CBOs relating to Resource Management in PNG;	10	
• Quality of technical proposal	23	
iii. Competencies		2%
• Strong interpersonal skills and highly developed research and analytical skills;	1	
• Fluency in English and Tok Pisin with excellent verbal and written skills.	1	
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a. Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b. **P11 form** using template provided by UNDP which indicates all past experience from similar projects, as well as the contact details (email and telephone number) with at least three (3) professional references;
- c. **Technical proposal** using the template provided by UNDP that includes a brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- d. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Submission Instructions


Completed proposals should be submitted to procurement.png@undp.org, no later than 13 September 2019. For any clarification regarding this assignment please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:



Edward Vrkic

Head of the Environment Portfolio and Senior Advisor – Climate Change

Date: