



TERMS OF REFERENCE

Ref: PN/FJI/004/20

Consultancy Title	Chief Technical Adviser (CTA) FSM R2R
Project Name:	Implementing an integrated "Ridge to Reef" approach to enhance ecosystem services, to conserve globally important biodiversity and to sustain local livelihoods in the FSM.
Location	FSM
Application deadline	February 3 rd 2020
Type of Contract	Individual Contractor
Languages required:	English
Duration of Initial Contract:	100 days from February 29, 2020 to January 31, 2021 At least two trips in country (Pohnpei State) anticipated, a minimum of 20 days per in country mission

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP e-tendering Portal (<https://etendering.partneragencies.org>) no later than, 3 February 2020 (New York Time). Any proposals received after the due date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org. 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.

NOTE:

Proposals must be sent/uploaded through UNDP e-tendering Portal . Candidates need to upload their CV and financial proposal -using UNDP template.

If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.



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BACKGROUND

A. Background:

The Federated States of Micronesia (FSM) is an independent sovereign island nation consisting of four States spread across the Western Pacific Ocean (from west to east): Yap, Chuuk, Pohnpei and Kosrae. Together, the States comprise 607 islands that stretch over a longitudinal distance of almost 3,000 km mostly located between 6 and 10 degrees North of the equator. The combined land area the FSM [High Islands and Atolls] is approximately 728 km² with 2,700,000 km² of EEZ in the Pacific Ocean. The total area of High Island is approximately 658 km² (Yap 97 km², Chuuk 95 km², Pohnpei 358 km² and Kosrae 110 km²).

Marine and terrestrial biodiversity and ecosystem services underpin social well-being and the economy of the Federated States of Micronesia and are vital to food security. These resources and services, however, are currently being undermined by unsustainable natural resource use and practices; spread of Invasive Alien Species; the impacts of Climate Change; and, the limitations of government to effectively implement its programs and policies.

The FSM R2R Project is designed to engineer a paradigm shift in the approach to and management of natural resources from an ad-hoc species/site/problem centric approach to a holistic ecosystem-based management “ridge to reef” approach guided by planning and management process that are informed by actual data. The shift to an ecosystem-based approach within National and State governments will ensure that whole island systems are managed to enhance ecosystem goods and services, to conserve globally important biodiversity and to sustain local livelihoods.

The project promotes an integrated approach towards fostering sustainable land management and biodiversity conservation by seeking greater awareness, knowledge and participation of all stakeholders in achieving a greater balance between environmental management and development needs. In doing so it will reduce conflicting land-uses and land-use practices and improve the sustainability of terrestrial and marine management so as to maintain the flow of vital ecosystem services and sustain the livelihoods of local communities. Further, the project demonstrates sustainable land management practices testing new management measures, as needed, to reduce existing environmental stressors and institutional limitations. The project also supports the enhancement of capacities in the FSM to effectively manage protected areas as well as increase the coverage of the terrestrial and marine protected area network on the High Islands.

DUTIES AND RESPONSIBILITIES

- **B.** Under the overall guidance of the Multi Country Office Fiji in close cooperation with the Department of Emergency Management, Environment and Climate Change (DECEM). The Chief Technical Adviser will provide high level technical advice to the implementation of the FSM R2R Project.



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Scope of Work Key responsibilities include:

. The specific duties are as follows:

- Facilitate lead role in assisting the Project Implementation Unit (PIU) to review progress to date as well as prioritizing activities between now and project closure;
- Support PIU in developing a Multi-Year Work Plan for the Project from 2020 to project closure;
- Lead development of an exit strategy for the project as recommended in the Midterm Evaluation;
- Advise the PIU, Steering Committee and DECEM on key strategic and policy issues related to Ridge to Reef strategy and protected area management relevant to the FSM and in the context of a Pacific Island Country;
- Provide assistance to the PIU in preparation/review of technical documents including PIR, quarterly progress reports and Steering Committee (SC) meeting reports.
- Be responsible for quality assurance of Sustainable Land Management (SLM) and Biodiversity (BD) conservation analysis and related studies to be undertaken by the project;
- Preparation of Terms of References (TORs) and developing methodology in the execution of various technical studies to be carried out on the project;
- Verifying that TORs have been met and assuring quality of technical reports compiled by IPs and consultants;
- Provide technical inputs to terminal evaluation exercise, especially in updating of tracking tools and scorecards prior to project closure;
- Produce policy-briefing papers, project technical and periodic reports for advocacy and knowledge management as appropriate;
- Provide technical support and mentoring for Project Implementation Unit
- Ensure that sound systematic conservation planning principles are adhered to during project intervention and be responsible for monitoring that intended SLM and Biodiversity conservation outcomes of the project are attained;
- Coordinate and facilitate cooperation and lessons learning/sharing between all Pacific Island Countries (PICs), Ridge to Reef (R2R) projects, specifically facilitate initiatives such as South-South co-operation, sharing lessons learnt & best practices between the PICs; and
- Perform other duties relevant to the project and his/her expertise.

It is critically important for the consultant to carry out these tasks while keeping key stakeholders (including officers of the Ridge to Reef Project/DECEM) fully involved but at the same time taking a technical (and sometimes managerial) lead.

The following resources will be provided:

- Office space in-country
- All meeting costs related to the project
- All technical training, workshops, etc. cost associated to achieving consultancy activities

D. Expected Outputs and Deliverables

The CTA is expected to deliver the following products/services by the end of the consultancy:

- In-country consultations with National and State level with project stakeholders



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- Development of (1) a final Multi Year Costed Work Plan, (2) Exit Strategy; and
- Reports outlining technical support provided.

E. Payment Schedule

- **10%** of the contract amount to be paid upon submission of a signed contract and approved work plan by February 29, 2020. The work plan must detail activities and expected deliverables;
- **10%** of the contract amount to be paid upon submission and acceptance of a pre-mission report by March 10, 2020
- **20%** of the contract amount to be paid upon submission and approval of first mission report including a Multi-Year Costed Work Plan and draft exit strategy by May 20, 2020
- **10%** of the contract amount to be paid upon submission and approval of report outlining technical support provided (including first report cleared and training provided) by July 5, 2020
- **10%** of the contract amount to be paid upon submission and approval of second pre-mission report by August 5, 2020
- **20%** of the contract amount to be paid upon submission of second mission report by October 10, 2020
- **20%** of the contract amount to be paid upon submission and approval of final report detailing activities and deliverables by 31 January 2021

F. Institutional Arrangement

- The consultant will be monitored, overseen and supervised by UNDP Multi Country Office Fiji in close cooperation with the Department of Emergency Management, Environment and Climate Change (DECEM)
- 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.

G. Duration of the Work

- The consultancy is for 100 days months commencing no later than February 29, 2020 and completion no later than January 31, 2021.
- The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest January 31, 2021.
- The consultant is expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

H. Duty Station

The consultant will be home based but expected to participate in at least two mission to Pohnpei, FSM. The consultant is expected to bring his/her computer, software, etc. The PMU will organise office space in Pohnpei.



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I. Supervision / Reporting

- II. The CTA will report directly to UNDP Team Leader of Resilience and Sustainable Development Unit and/or her/his representative and UNDP Regional Technical Specialist/Advisor based in Suva, Fiji / Bangkok, Thailand.
- III. The CTA will support, supervise, train and mentor the PIU staff.
- IV. The CTA will also provide regular reporting to DECEM and any other relevant key government stakeholders together with the Project Coordinator.
- V. The CTA will supervise, guide, management, and monitor progress and deliverables of the team members comprising of national and international experts.
- VI. The CTA 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.
- VII. In country, consultant is expected to report to the R2R Project Manager and the Steering Committee (SC)'s Chairman/Chairwoman on all achieved deliverables which must be endorsed by the R2R SC.
- VIII. In country, the consultant is expected to report to the Project Manager for all activities in-country and logistical support
- IX. Present to key working groups and committees advised by the PIU of work outcome as when expected.
- X. Make progress reporting on all achieved outcomes when needed.

COMPETENCIES

I. The following competencies are required:

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- 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 to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests



REQUIRED SKILLS AND EXPERIENCE

J. Following is the required qualifications and experience:

Educational Qualifications:

- Minimum degree in conservation, environmental management and sustainable development

Experience

- Minimum of 10 years relevant experience
- At least 5 years of experience in community-based Locally Management Marine Protected Areas, Biodiversity Conservation, Sustainable Land management and has a good idea on challenges and opportunities for technical and behavioral evidences of biodiversity, and land management-related development impacts,
- Broad knowledge of systematic conservation planning and application internationally, especially knowledge of applied spatial biodiversity planning for land use planning and protected area development;
- Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders;
- Strong analytical, reporting and writing skills;
- Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and commitment to UN principles and values and ethical standards;
- Experience working in Pacific Island Countries, preferably in the Micronesia Region is necessary and,
- Experience working with GEF projects.

Language requirements

- Fluency of English language is required (verbal and written).

K. 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.



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L. 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"> Minimum degree in conservation, environmental management and sustainable development 	10%
Experience <ul style="list-style-type: none"> Minimum of 10 years relevant experience At least 5 years of experience in community-based Locally Management Marine Protected Areas, Biodiversity Conservation, Sustainable Land management and has a good idea on challenges and opportunities for technical and behavioral evidences of biodiversity, and land management-related development impacts, Broad knowledge of systematic conservation planning and application internationally, especially knowledge of applied spatial biodiversity planning for land use planning and protected area development; Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders; Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders; Experience working in Pacific Island Countries, preferably in the Micronesia Region 	10% 10% 10% 10% 10% 10%
Total	70%

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.

M. Documentation required

Shortlisted candidates may be contacted for an interview.

Offerors must send the following documents.

- CV including names/contacts of at least 3 referees.
- A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy



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Completed template for confirmation of Interest and Submission of Financial Proposal.

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability

Bid Submission Address

<https://etendering.partneragencies.org>

BU Code: FJI10

Event ID: 0000005196

If you have not registered in the system before, you can register now by logging in using:

Username: event.guest

Password: why2change

Please use the bidder's guide for submission of proposal

For any clarification regarding this assignment please write to procurement.fj@undp.org

Women candidates are encouraged to apply.

**The Fiji Office covers Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu*