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**TERMS OF REFERENCE
INSTITUTIONAL AND REGULATORY REVIEW OF
#PROTECTED AREA MANAGEMENT AND FINANCING IN PAPUA NEW GUINEA**

Location:	Port Moresby, Papua New Guinea
Type of contract:	Individual Contract (IC)
Project:	Sustainable Financing for PNG's Protected Area Network
Languages Required:	English
Starting Date:	1 April 2020
Duration of Initial Contract:	60 days over 8 months

1. Project Background

The project, **Sustainable Finance of Papua New Guinea's Protected Area Network**, will extend Government of PNG's ability to fulfil its protected area mandate and implement the Protected Area Policy: **(i)** secure stable and long-term financial resources for the management of protected areas across the country; **(ii)** ensure that these financial resources are allocated to contribute to improving effectiveness of the management of the protected areas across the country; and **(iii)** ensure that they are managed cost-effectively and efficiently with respect to their conservation and other complementary development objectives. In recognition of this need, the project will assist with the development of a diversified mix of conventional and innovative funding sources and consolidate revenues to finance the ongoing costs of establishing and managing protected areas, and assist the Government to establish a Biodiversity Trust Fund (consistent with Protected Areas Bill) – that will be built on a secure, accountable and transparent financial mechanism, for receiving, administering and disbursing funds. The project will, therefore, result in a system that will provide catalytic and long-term financial support that will lead to stable ecosystems (both within and outside of protected areas), coupled with the social transformations to make that happen (including transforming institutions to become supporters/facilitators of that process, and the establishment of long-term partnerships).

The mandate of the various organisations, particularly the government entities, related to the governance and management of protected areas in the country is not clear. This is primarily because of the rather unique nature of Papua New Guinea (PNG) and the customary land tenure system within the country – and the institutions have not been built in response to the unique nature of the environment and society. As a result, there is a need to ensure that each organisation is clear about its mandate, with its roles and responsibilities within the sector.

The result will be a clear understanding and mapping of all organisations' roles and responsibilities with respect to protected area management and financing; the mapping will also include how different genders and ages vulnerable groups are included in the system (including within the government and non-state actors). The stakeholders will be better equipped to understand their capacity development needs because they will understand where their capacity is limited with respect to those roles and responsibilities. The institutional mapping process will also identify the gaps within the system and, as a result, it will determine which organisations are best positioned to fill those gaps.

The project is now seeking a national expert with experience in the policy, regulatory and institutional environment related to Protected Areas (PA) management to provide technical inputs that will inform the development of the PA Financial Plan.

2. Objective

The overall objective of the consultancy is to provide technical inputs into the formulation into the PA Financial Plan for Papua New Guinea. The consultancy will specifically focus-on the policy, regulatory and institutional environment that will provide strategic direction to the implementation of the PA Financial Plan.

3. Scope of consultancy

The main tasks of the assignment consist of the following:

1. Participate in an inception meeting with UNDP and CEPA to clarify the objectives of the consultancy, tasks, indicators, deadlines and logistical schedule. The results of the meeting will be captured in an inception report, which will be formally approved by UNDP and CEPA before proceeding into next stage.
2. Institutional review:
 - a. Map institutions and organisations that are involved in PA management and financing conservation to determine their current and intended roles and responsibilities. The mapping should consider stakeholders at a national, provincial, district, local and ward level, as well as both public and private, highlighting how they interact with each other. This area of work should also incorporate a focused section on CEPA's role and capacity to implement its mandate.
 - b. Identify gaps where institutions are not fully fulfilling their roles, and propose how best they can be structured to fulfil their identified roles and responsibilities. This should include, but not limited to, issues related to PA governance, management, implementation, monitoring, enforcement, legal support, introducing financial mechanisms, revenue collection, auditing and reporting.
 - c. Determine how different genders and-vulnerable groups are included in the system (including within the government and non-state actors), and propose to strengthen underrepresented groups in the governance, management and implementation of conservation activities.
 - d. Identify types and examples of partnerships to improve the efficiency and effectiveness of PA management activities. They may include learning from successful PA models.
3. Review and update the existing literature on the national policy and regulatory frameworks governing PA management and financing in the country. It is anticipated that this review will identify gaps and overlaps, and provides recommendations to address them.
4. Incorporate the results of previous tasks into a draft report.
5. Present the results of the analysis at one national and four provincial workshops to; **(i)** provide awareness raising of the roles and responsibilities of each institution, gaps in the policy and regulatory framework, and, **(ii)** receive feedback on the proposals and seek new proposals for supporting key institutions to fully fulfil their respective roles.
6. Develop a road map to address the gaps identified in the policy, regulatory and institutional frameworks at a system level. It is envisaged that this road map will provide the basis for capacity building support as identified under Output 1.3 in the project.
7. Finalise the report based on comments received from UNDP and CEPA.

4. Key deliverable and schedule of payment

Reporting period and key milestones	Duration	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> A short inception report for the assignment to be produced (maximum 6 pages) in consultation with UNDP and CEPA within 3 days of the inception meeting. 	5 Days	1 April 2020	20%	CTA
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> A first draft assessment for validation (maximum 60 pages). 	40 Days	15 June 2020	60%	CTA
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> A final assessment including all the completed tasks and validated at the national level workshop (maximum 70 pages). 	15 days	15 July 2020	20%	CTA

5. Working Arrangement

The consultant will closely work with the GEF team, while taking responsibility for deadlines and deliverables as outlined in the Terms of Reference and associated Contract.

6. Required Experiences and Skills

Education and experience

- Minimum Bachelor's degree in institutional development, public administration and or related discipline.
- Demonstrated expertise and experience with a minimum 10 years in institutional development, policy development and management of development programs/projects linked to biodiversity protection and conservation.
- Familiarity with UNDP policies and procedures is an advantage.
- Proven experience working with institutions in Papua New Guinea.

Competencies

- 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		15%
<ul style="list-style-type: none"> • Master's degree or higher in communications, marketing, public relations or related fields of expertise. 	15	
ii. Experience		50%
<ul style="list-style-type: none"> • Minimum 7 years' experience working with developing countries on one or more of the following: marketing and communication, public relations or related fields; 	20	
<ul style="list-style-type: none"> • Demonstratable experience in the providing long-term marketing and communication support to donor-funded projects, preferably in the conservation sector; 	20	
<ul style="list-style-type: none"> • Demonstratable experience in the developing infographics, design layouts for publications, website design and producing communication strategies. 	10	
iii. Competencies		5%
<ul style="list-style-type: none"> • Ability to work independently and to deliver high quality programs with minimal supervision 	3	
<ul style="list-style-type: none"> • Excellent verbal and writing communication skills 	2	
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** outlining the proposed methodology and approach for completing all the tasks outlined in the TOR.
- 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 10 March 2020. 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 Adviser – Climate Change
Date

