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TERMS OF REFERENCE

Ref: PN/FJ/024/20

Consultancy Title	Telemetry Specialist - FIJI IAS Project
Project Name:	Building Capacities to Address <u>Invasive Alien Species</u> (IAS) to Enhance the Chances of Long-term Survival of Terrestrial Endemic and Threatened Species on Taveuni Island, surrounding Islets and throughout Fiji
Location	Fiji and Home based
Application deadline	March 27 th , 2020
Type of Contract	Individual Contractor
Languages required:	English
Duration of Initial Contract:	<p>Number of working days: 60 days commencing no later than 10 April 2020 and completing by 30 October 2020</p> <p>Missions - Anticipate at least 2 missions during this period with first mission expected to start approximately 20 April 2020 and second mission to following in July, August and/or September 2020. Each mission lasting at least 14 days.</p>

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website (https://jobs.undp.org/cj_view_jobs.cfm) no later than 27th April 2020 (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 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.

Objectives:

The Telemetry Specialist will directly support Fiji's efforts to eradicate the American Iguana (*Iguana iguana*) through efforts to capture and tagged adult male American Iguana with transmitters. These tagged individuals will be released and tracked, during the 2020 breeding season. It is anticipated that it may be feasible to use large males tracked with radio collars to locate and remove female iguana for the immediate vicinity of these males. Removal of breeding age females from the population is essential to reducing iguana populations and ultimately eradicating this pest from Fiji. In addition to tracking large males in order to capture females, the Telemetry Specialist is expected to instruct field crews in all aspects of this work and to test field staff competencies with radio tracking, so that if successful, these methods can be utilized over the life of the program.

The specialist will provide specialist technical expertise to guide the project activities related to eradicating GII from Fiji, as elaborated in the project document, and will provide support for the timely and complete fulfillment of the related outputs i.e.:

- Output 3.2 - A detailed eradication plan developed and implemented simultaneously on Taveuni, Qamea, Matagi and Laucala

Background

The United Nations Development Programme ("UNDP"), acting as an implementing agency of the Global Environment Facility ("GEF"), has been requested by the Government of Fiji ("GoF") through the Biosecurity Authority of Fiji to procure the services of the Reptile Eradication Expert. The objective of the project is *to improve the chances of the long-term survival of terrestrial endemic and threatened species on Taveuni Island, surrounding islets and throughout Fiji by building national and local capacity to manage Invasive Alien Species*. Commonly referred to as the Fiji IAS Project, this is an initiative funded by the Global Environment Facility (GEF) over a 5-year period from 2018 – 2023 with a budget of USD 3,502,968.

Project Description

Invasive alien species ("IAS") are the greatest threat to biodiversity in the Pacific Islands. Numerous IAS have been introduced to Fiji, with significant impacts on natural landscapes and biodiversity. The recent introduction of Giant Invasive Iguana – GII (*Iguana iguana*) – to Fiji represents the first established population of this species in the Pacific and is a potential bridgehead to some of the world's most isolated island ecosystems. GII have already caused harm throughout the Caribbean where they are spreading fast and have significant detrimental effects, including on native biodiversity, agriculture and tourism. Although there are several national and local-level initiatives to address IAS in Fiji, these efforts lack adequate capacity and an overall comprehensive strategy to ensure a systematic and effective protection of biodiversity-rich and important areas. An effective, systematic and comprehensive eradication effort against GII, before populations grow beyond the point where they cannot be controlled, is currently lacking and urgently needed.

The preferred solution requires a suite of preventative measures to reduce IAS incursion and establishment, that will be introduced by this project, including:

- (i) Strengthened IAS policy, institutions and coordination at the national level to reduce the risk of IAS entering Fiji, including a comprehensive multi-sectorial coordination mechanism to ensure the best possible use of resources and capacities for the prevention, management, eradication, awareness and restoration, and capacity building of biosecurity staff;
- (ii) Improved IAS prevention and surveillance operations at the island level on Taveuni, Qamea, Matagi and Laucala to reduce potential for pest species to enter and establish within the four-island group and move between these islands;
- (iii) Implementation of a comprehensive eradication plan for GII based on comprehensive survey and public outreach on Taveuni and an increase in removal effort of GII on the islands of Qamea, Matagi, and Laucala; and
- (iv) Strengthened knowledge management and awareness raising that targets the public, tour operations and visitors, to safeguard the nation from IAS.

Resources Provided

The Biosecurity Authority of Fiji

- Relevant information including documents.
- Comments on draft deliverables.

Key stakeholders (as per Stakeholder Involvement Plan listed in the project document)

- Relevant information including documents.
- Comments on draft deliverables.

UNDP

- Background information including documents.
- Comments on draft deliverables.

Supervision/Reporting

The Telemetry specialist will be contracted by UNDP, including reporting to the Team Leader of the Resilience and Sustainable Development (RSD) Unit, UNDP Pacific Office in Fiji (or his/her designate). The deliverables shall be first submitted to the Biosecurity Authority of Fiji for review and clearance. All deliverables are subject to technical clearance and approval from the UNDP-GEF RTA covering Fiji in collaboration with the Programme Analyst from the UNDP Pacific Office in Fiji for processing payments of the services rendered.

Responsibility for Managing the Work Plan

The principal responsibility for managing the consultant will lie with the Team Leader of the Resilience & Sustainable Development (RSD) Unit of UNDP Pacific Office in Fiji and with the UNDP-GEF RTA at the UNDP Bangkok Regional Hub (BRH).

Prior to approval of any report of the activities listed above, the draft versions shall be submitted for comments to the Biosecurity Authority of Fiji (and UNDP). The Biosecurity Authority of Fiji, UNDP and the stakeholders will submit comments and suggestions within 14 working days after receiving the draft.

If any discrepancies emerge on the findings of the consultant and the concerned parties, these should be explained in an annex attached to the final report.

Requirement for Qualifications & Experience

Experience

- Minimum bachelor of science in biology or related subject with an advanced degree or work towards an advanced degree in biology or related field preferred.
- Experience working with telemetry of reptiles in remote field situations;
- At least four years' experience with radio tracking organisms;
- Radio telemetry experience with organisms in tropical climate;
- Experience working remotely on tropical islands;
- Ability to implement a radio-tracking program in a remote and isolated location;
- Ability to troubleshoot and problem solve in the field with limited or no ready access to services and support for technical equipment;
- Proven ability being comfortable living and working for extended periods in field conditions with limited or restricted access to basic services, etc.

Experience preferred

- Experience with management of invasive reptiles;
- Experience working with relevant stakeholders in Fiji;
- Experience working in the Pacific Islands.

Language requirements

- Fluency in verbal and written English).

COMPETENCIES I. The following competencies are required:

- 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 work as part of a team;
- Self-management, emotional intelligence and possessing conflict management skills;
- Analytical and strategic thinking/results oriented;
- Ability to engage various partners and stakeholders and build strong relationships with clients and other stakeholders;
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests.
- Ability to lead and convey knowledge and skills to field staffs;
- Ability to traverse steep and difficult tropical terrain with cumbersome equipment.

Language requirements

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

Proposal Requirements**Technical Proposal**

- Updated /Signed CV
- Statement of how applicant meets requirement
- Methodology / Approach and realistic workplan
- Names/Contacts of 3 referees

Financial Proposal

- A lumpsum Financial proposal with a detailed breakdown inclusive of Fees/travel/living allowance etc.

Payment Schedule (if required):

Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The Telemetry Specialist shall receive payment in four installments from UNDP as follows:

- 15% on signing agreement and acceptance of work plan by 15 April 2020;
- 40% on receiving report of first field session's results, no later than 15 June 2020
- 45% on submission of final report covering both field sessions, no later than 15 October 2020

Responsibility for Expenses and their Reimbursement

This is a lump sum assignment. The Reptile Eradication Specialist will be responsible for all personal administrative and travel expenses (including air fares to and from Fiji for the Country visit) associated with undertaking this assignment, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

Evaluation

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:

- Responsive/compliant/acceptable, and
- Having received the highest score out of the pre-determined set of weighted technical and financial criteria specific to the solicitation.

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.

Assessment Criteria	Points	Percentage
<i>Experience</i>		
<ul style="list-style-type: none"> • Minimum bachelor of science in biology or related subject with an advanced degree or work towards an advanced degree in biology or related field preferred. • 	5	
<ul style="list-style-type: none"> • Experience working with telemetry of reptiles in remote field situations; 	10	60%
<ul style="list-style-type: none"> • At least four years' experience with radio tracking organisms; 	10	
<ul style="list-style-type: none"> • Radio telemetry experience with organisms in tropical climate in forested areas with a mix of villages and gardens; 	10	
<ul style="list-style-type: none"> • Ability to implement a radio-tracking program in a remote and isolated location; 	10	
<ul style="list-style-type: none"> • Ability to troubleshoot and problem solve in the field with limited or no ready access to services and support for technical equipment; 	5	

• Experience with management of invasive reptiles;	5	
• Experience working in the Pacific Islands.	5	
<i>Quality of Proposal</i>		
Quality and soundness of the proposed methodology/approach	10	
Technical Criteria (If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money)		70%
Financial Criteria – Lowest Price		30%
TOTAL		100%

Proposal Submission

Offerors must send the following documents.

i) Signed CV including names of at least 3 referees:

ii) Cover letter setting out: A statement of how the applicant meets the qualifications and experience requirements. Proposed methodology/approach including preliminary work plan (covering deliverables, key activities and due dates).

iii) Completed template for confirmation of Interest and Submission of Financial Proposal

Consultant must send a financial proposal based on Professional Fees payment and any other cost associated with undertaking this consultancy. In country travel arrangements to the outer island will be organized by UNDP. 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 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 there be any in-country travel.

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.pacific.undp.org)

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website (https://jobs.undp.org/cj_view_jobs.cfm) no later than, 27th March (Fiji Time). Any proposals received after this date/time will not be accepted

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Women candidates are encouraged to apply