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TERMS OF REFERENCE

Ref: PN/FJ/023/20

Consultancy Title	Hunter Trainer Consultant
Project Name:	Building Capacities to Address <u>Invasive Alien Species (IAS)</u> 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	27 March, 2020
Type of Contract	Individual Contractor
Languages required:	English
Duration of Initial Contract:	Number of working days: 50 days commencing no later than 15 April 2020 and completing by no later than 30 July 2020 Missions – 1 mission to Fiji over 4 weeks

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 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:

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:**Hunter Trainer:**

The Hunter Trainer is anticipated to be an expert trainer of hunting skills with extensive experience in training field crews for invasive species detection and removal. The Hunter Trainer is expected to train the field staff of the iguana program to be more effective at hunting American Iguana (*Iguana iguana*) or GII. Field staff will be training in the field at sightings in the 4-island biosecurity area with a focus on efforts in Qamea. Training will include, stealth and organism detection, use of various types of field equipment, coordination of efforts and best approaches for covering all habitats and areas potentially infected with the target organism.

The specialist will provide 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. This will include a detailed report on training efforts and capacity of field crew with regard to improved hunting.

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.

Scope of work/Expected Output

Within the framework of this ToR, the Hunter Trainer Expert is expected to perform the following general and duties:

- Provide expert advice on hunting techniques to eradicate invasive iguanas from three islands in Fiji.
- Field train BAF field staff in regard to successfully hunting with coordinated teams to achieve eradication project

goals; specifically, this training is expected to include multiple multi-day sessions with sub-groups of the field staff to in-bed the “work-a-day” standards of successful hunting and coordinating efforts;

- Training will focus on target identification in a variety of situations, need for quiet, stealthy, coordinated activity within each team and field communication skills and protocols;
- Verify ability of hunters to correctly use all field gear, including air rifles, communications equipment, GPS units, and other items as needed
- Determine best strategies for covering the entirety of difficult terrain on the targeted islands and share those strategies with field teams
- Write final report on project activities and achievements

Reporting Lines

The Hunter Trainer will report to the UNDP in close consultation with Biosecurity Authority of Fiji under the supervision of the Chief Executive Officer, Biosecurity Authority of Fiji.

The deliverables shall be first submitted to Biosecurity Authority of Fiji for review and approval. All deliverables are subject to technical clearance and approval from the UNDP-GEF Regional Technical Advisor (RTA) covering Fiji in collaboration with the Programme Analyst from the UNDP-Pacific Office in Fiji for processing payments of the services rendered. The primary responsibility of the Reptile Eradication Expert is to assess and recommend methods and strategies for removing the Giant Invasive Iguana (GII) from Fiji.

Expected Deliverables:

The key products to be delivered are as follows:

- Detailed Work Plan for the consultancy (within 1 week of signing the contract);
- and
- Delivery of training to support effective implementation of eradication plan; and
- Final report on training activities and recommendations.
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Resources Provided

The Biosecurity Authority of Fiji

- Venue for the workshops.
- 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 Hunter Trainer expert 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

Qualifications

Minimum certification in hunter training or similar topic/field

Experience

- More than 5 years' experience as a professional/commercial hunter and/or field herpetologist;
- Experience working with government institutions, as well as, civil society/private organizations and consultants/field biologists;
- At least three years' experience working with an array of stakeholders on developing hunter skills in the Pacific region;
- Use of air rifles in remote field conditions and demonstratable marksmanship;
- Demonstrated ability to write succinct reports.

Language requirements

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

Experience preferred

- Experience with management of invasive reptiles;
- Experience working with relevant stakeholders in Fiji;
- Experience conducting hunter training.

COMPETENCIES I. The following competencies are required:

- Strong interpersonal and communication skills;
- Ability to demonstrate inclusive leadership 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 work for extended periods in remote field conditions;
- Ability to teach gun care and maintenance including simple field repairs;
- Sound health and safety skills and experience;
- A keen interest in researching and learning about team hunting practices (e.g. the New Zealand Wall of Death approach).

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 Reptile Eradication Specialist shall receive payment in four installments from UNDP as follows:

- 20% on signing agreement and acceptance of a work plan by 22 April 2020;
- 20% upon submission of a report outlining outcomes of mission report on year activities by June 24 2020
- 60% for final report, 20 July 2020 to be based on results and recommendations from field training mission which is should be held approximately 27 April through 23 May 2020.

Responsibility for Expenses and their Reimbursement

This is a lump sum assignment. The Hunter Trainer 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:

- a) Responsive/compliant/acceptable, and
- b) 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>Qualifications</i>		
<ul style="list-style-type: none"> • Minimum certification in hunter training or similar topic/field 	5	60%
<ul style="list-style-type: none"> • More than 5 years' experience as a professional/commercial hunter and/or field herpetologist; 	20	
<ul style="list-style-type: none"> • Experience working with government institutions, as well as, civil society/private organizations and consultants/field biologists; 	10	

<ul style="list-style-type: none"> At least three years' experience working with an array of stakeholders on developing hunter skills in the Pacific region; 	10	
<ul style="list-style-type: none"> Use of air rifles in remote field conditions and demonstratable marksmanship; 	10	
<ul style="list-style-type: none"> Experience with management of invasive reptiles; 	15	
<i>Quality of Proposal</i>		
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%

<p>Proposal Submission Offerors must send the following documents.</p> <p>i) Signed CV including names of at least 3 referees:</p> <p>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).</p> <p>iii) Completed template for confirmation of Interest and Submission of Financial Proposal</p> <p>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.</p> <p>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.</p> <p><i>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)</i></p> <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 March (Fiji Time). Any proposals received after this date/time will not be accepted</p> <p>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.</p> <p><i>Women candidates are encouraged to apply</i></p>
