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TERMS OF REFERENCE

Consultancy Title	Chief Technical Advisor (CTA) - FIJI IAS Project
Project Name:	Fiji Invasive Alien Species Project
Location	Fiji and Home based
Application deadline	23 April 2020
Type of Contract	Individual Contractor
Languages required:	English
Duration of Initial Contract:	179 days commencing no later than 01 May 2020 and completion by 30 March 2021 Three mission to Fiji (each mission lasting 26 days) Duty Station: Suva and home based

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP e-tendering Portal (<https://etendering.partneragencies.org>) ID ref: 0000005734 no later than, 23 April 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.



BACKGROUND

The introduction of Giant Invasive Iguana – GII (*Iguana iguana*) – to this four-island area within 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. Management and possibly eradication of this species from its current established range in Fiji is a high priority in order to prevent the types of impacts seen in the Caribbean from occurring within the Pacific region. Although there are several national and local-level initiatives to address Invasive Alien Species (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 can be controlled is currently lacking and urgently needed.

The Building Capacities to Address Invasive Alien Species to Enhance the Chances of Long-term Survival of Terrestrial Endemic and Threatened Species on Taveuni Island, Surrounding Islets and Throughout Fiji project is a 5-year initiative executed in Fiji by the Biosecurity Authority of Fiji (BAF). It aims to improve the chances of the long-term survival of terrestrial endemic and threatened species on Taveuni Island, the surrounding islets and throughout Fiji by building national and local capacity to reduce the risk of new IAS establishment and to improve the management of existing IAS. Improving IAS prevention and management in Fiji will require a suite of preventative measures 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 prevention, management, eradication, awareness and engagement, restoration, and capacity building; (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 detailed survey work and public outreach on Taveuni and an increase in removal effort of GII on the islands of Qamea, Matagi, and Laucala (and other islands, such as Taveuni if they are found to be established); and (iv) Strengthened knowledge management and awareness raising that targets the general public, tour operations and visitors, so as to safeguard the nation from IAS.



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DUTIES AND RESPONSIBILITIES

Scope of work and key responsibilities

Under this Project a Chief Technical Adviser (CTA) is being recruited to provide technical support and coordination on Invasive Alien Species (IAS) management issues, especially on pathway analysis of IAS, risk assessment, prevention and quarantine. The expert will have knowledge and experience across the range of IAS management strategies, particularly prevention/restriction; inspection and quarantine and provide guidance and strategy on IAS assessment, management and prevention to the project team, the lead agency (Biosecurity Authority of Fiji) and an extensive array of other stakeholders at national, regional, island and community levels. The Expert will work alongside the Project Coordinator, other project consultants and ensure that the project and project tasks are on target throughout the duration of the project period.

Scope of work and key responsibilities include:

- Give guidance and inputs and provide necessary top level coordination for the Fiji IAS Project, including all components, namely: (1) strengthened IAS policy, institutions and coordination at the national level, (2) improved IAS prevention and quarantine at the island level trialed for Taveuni, Qamea, Matagi and Laucala, (3) eradication of GII and (4) strengthened IAS knowledge management, monitoring and evaluation;
- Work closely with other members of the Project Implementation Unit (PIU) the Biosecurity Authority of Fiji (BAF), the national coordination body, UNDP, component/project tasks managers and consultants, national and island level taskforce and working groups and various other stakeholders;
- Develop and have pre-outreach surveys conducted with stakeholders throughout the country, analysis surveys and developed a draft national IAS outreach plan;
- Finalize the review of Fiji ports and submit a written report detailing findings, this report should be a preliminary step in developing the BAF multi-year strategic plan;
- Develop a draft national early detection and rapid response (EDRR) plan;
- Through consultation and comments received finalize a national EDRR plan;
- With input from stakeholder consultations and comments review of the draft outreach plan, finalize the national IAS outreach strategy;
- Give guidance and inputs to BAF on the development of a multi-year strategy and support the development of this draft strategy;
- Support IAS awareness building activities at national and island levels including planning and oversight, materials and processes development and field operations;
- Support implementation of IAS outreach and development of outreach materials;
- Facilitate and guide the economic assessment study of IAS damage, monitoring of native branded iguana and community perception study;
- Provide technical support and assistance to the GII eradication efforts including planning and oversight, logistics and coordination support and field operations including search, detection, acquisition and final disposition of organisms as well as the ability to support a large field effort including detection canine handling/training experience;
- Travel throughout the country in support of the project, which includes extensive time on the ground in the 4- island biosecurity area of Taveuni, Qamea, Matagi and Laucala;
- Support oversight, coordination and field operations and be able to spend extended periods in the field in remote settings involved in biosecurity tasks including IAS eradication efforts and outreach/awareness building;
- Support development/integration of a national IAS coordination body and associated supporting IAS specialist committee/taskforce;



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- Support development/integration of a district (or sub-district) IAS taskforce for Taveuni, Qamea, Matagi and Laucala islands;
- Participate in technical meetings and workshops to reach an agreement on project outcomes and activities and provide relevant expertise on IAS management to these discussions and to track project progress and effectiveness;
- Facilitate awareness and capacity building on EDRR with BAF and other important stakeholders; Provide support and guidance with addressing project recommendations.

Expected Outputs and Deliverables

The CTA is expected to deliver the following product by the end of the consultancy:

- Quarterly progress reports, including a final report of all technical support provided, achievements, lessons learnt and recommendations;
- National IAS Outreach Strategy;
- Fiji Ports Review Document;
- National Early Detection and Rapid Response Plan;
- Draft BAF Multi-Year Strategy.

Payment Schedule

- 10% on signing agreement and submission of work plan by 14 May 2020;
- 5% for first quarterly progress report including report on Mission 1 activities by August 10 2020;
- 10% for the submission of a draft National Awareness Strategy by 31 August 2020;
- 10% for Port biosecurity review document by 25 September 2020;
- 5% for 2nd quarterly progress report including report on Mission 2 activities by 2 October 2020;
- 15% for the submission and acceptance of a finalized National Awareness Strategy by 30 October 2020;
- 10% for draft National EDRR plan by 30 November 2020;
- 5% for 3rd quarterly progress report including report on Mission 3 by 18 December 2020;
- 15% for National EDRR plan by 22 January 2021;
- 10% for the DRAFT BAF Multi-year strategy by 26 February 2021;
- 5% for final report including report on Mission 4 by 15 March 2021;

Institutional Arrangement

- The CTA will be monitored, overseen and supervised by UNDP Pacific Fiji in close cooperation with the Biosecurity Authority of Fiji.
- The CTA s expected to produce a final report upon successful completion of activities according to the agreed schedules.
- The CTA is expected to provide his/her own computer.

Duration of the Work

- The consultancy is for 179 days commencing no later than 01 May 2020 and completion no later than 30 March 2021.
- The CTA shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest 30 March 2021.



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The CTA is expected to propose a work plan, budget and timelines to achieve the expected outputs with the appropriate methodology. The consultant is expected to include in his/her budget at least 4 trips to Fiji which shall include site visits throughout the country. The CTA will be based in Fiji and this will include travel to ports of entry

(domestic and international), demonstration sites for GII (at least 4 trips to Taveuni and surrounding islands) and other field visits as required by the Project. The CTA is expected to supply their own computer with appropriate software.

The PIU will organise office space in Fiji. The PMU will assist with transportation/logistics based on Government and/or UNDP travel policies

The CTA will be based in Fiji and this will include travel to ports of entry (domestic and international), demonstration sites for GII (at least 4 trips to Taveuni and surrounding islands) and other field visits as required by the Project.

Supervision / Reporting

- I The CTA will report directly to UNDP Head of Resilience and Sustainable Development Unit and/or her/his representative and UNDP Regional Technical Specialist/Advisor based in / Bangkok, Thailand.
- II The CTA will support, supervise, train and mentor the PIU staff.
- III The CTA will also provide regular reporting to BAF and any other relevant key government stakeholders together with the Project Coordinator.
- IV The CTA will supervise, guide, management, and monitor progress and deliverables of the team members comprising of national and international experts.
- V 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.

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COMPETENCIES I. The following competencies are required:

- 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 work in a team;



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- Self-management, emotional intelligence and conflict management;
- Analytical and strategic thinking/results orientation;
- Experience in participating and following the project cycle, creative capacity solving problems;
- Computer literacy (e.g. Microsoft Word, Excel, and Power Point) is a prerequisite;
- 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.

REQUIRED SKILLS AND EXPERIENCE J. Following is the required qualifications and experience:

Educational Qualifications:

- Minimum Master's degree in biology, environmental science, natural resource management, development and/or related field.

Experience

- At least ten years relevant professional experience in biosecurity and addressing Invasive Alien Species. Ideally, the expert will have knowledge and experience across the range of IAS assessment and management strategies, especially prevention (restriction; inspection; quarantine);
- Experience working with government institutions, as well as, civil society/private organizations and consultants/field biologists;
- At least seven years' experience working with a wide array of stakeholders on biosecurity issues in the Pacific region;
- Experience working with relevant stakeholders in Fiji is essential;
- Experience in developing and leading early detection and rapid response planning documents and ground efforts in the Pacific region;
- Experience managing complex multi-year biosecurity or IAS projects;
- Experience with management of invasive reptiles;
- Experience working with detector canine teams in remote field situations in the Pacific region (preferred experience with training/handling detector dogs);
- Ability to oversee and manage as part of a small management team, an extensive, multi-year project;
- Experience in developing and / or implementing GEF, UNDP project and/or other development agency supported projects;
- Excellent inter-personal, communication and negotiating skills;
- Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders.

Language requirements

- Fluency in the 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 consultants 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.



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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.

Language requirements

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

K. Price Proposal and Schedule of Payments

The team leader must send a financial proposal based on **a Lump Sum Amount**. The total amount quoted shall be all inclusive and include all cost components required to perform the deliverables identified in the TOR, including professional fees, travel costs, living allowance, and any other applicable cost to be incurred by the team in completing the assignment. The contract price will be a fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the consultant(s) wish to travel on a higher class ticket, 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 consultant(s), prior to travel, and will be reimbursed.

L. Evaluation Method and Criteria

The individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the team of consultants 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.





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- ✦ **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment;
 - ✦ **Financial proposal**, using UNDP confirmation of Interest and submission of financial proposal Template
- Incomplete proposals may not be considered. Failure to submit these documents may result in disqualification of proposal.

Relevant templates can be obtained from the UNDP Fiji website under the procurement section:
www.pacific.undp.org

Bid Submission Address

<https://etendering.partneragencies.org>

BU Code: FJI10

Event ID: 0000005734

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 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*