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TERMS OF REFERENCE

Location	Honiara, Solomon Islands
Application deadline	29 May 2020
Type of Contract	Individual Contractor
Post Level and title	National Consultant – GEF Biodiversity PIF design specialist
Languages required:	English
Duration of Initial Contract:	20 Days over June 2020 – September 2020

BACKGROUND

United Nations Development Programme (UNDP), acting as Global Environment Facility (GEF) implementing agency, is providing support to the Ministry of Environment, Climate Change, Disaster Management & Meteorology, Solomon Islands Government, in the preparation of a Project Identification Form (PIF) under the GEF-7 biodiversity programming directions. The proposed project will help the Solomon Islands to mainstream biodiversity into policy and planning and equip and empower government and local communities to safeguard Solomon Island's indigenous species and natural ecosystems from threats such as invasive alien species and unsustainable resource use.

DUTIES AND RESPONSIBILITIES

Scope of Work

The incumbent will work under the overall technical supervision of the Resilience and Sustainable Development Team Leader, UNDP Solomon Islands, and the Regional Technical Advisor, Ecosystems and Biodiversity, Bangkok Regional Hub and the GEF project design (PIF) Expert, Biodiversity.

The purpose of this assignment is to conduct data collection/information gathering related to Biodiversity and conduct stakeholder consultations targeting the development of a technically sound and GEF-eligible PIF in the biodiversity focal area that aligns with the Government of Solomon Islands' relevant development priorities and policies as well as GEF-7 programming directions and policies:

Expected Outputs and Deliverables

- Work with key stakeholders and partners to Identify information and data needs for preparing a robust PIF in close collaboration with UNDP Country Office (CO) in Solomon Islands and the Project Design (PIF) Expert -Biodiversity, and Regional Technical Advisor;
- Collate information, documentation and data needed to support the PIF development, liaising closely with government and other stakeholders;

- Organize and carry out necessary stakeholder consultations (including government stakeholders and local communities) to facilitate multiple stakeholder inputs to PIF development in an inclusive and participatory manner;
- Contribute to the development of the PIF with guidance of the GEF design (PIF) expert by providing inputs for articulation of components, outcomes and outputs, indicative budget, co-financing, institutional implementation arrangements, coordination and baseline in full alignment with Solomon Islands context (political, environmental, geographical, cultural, socio-economic, etc.) and compliance with the requirements and strategies of GEF-7 and UNDP;
- Validate the draft PIF with key stakeholders to confirm it is technically accurate and reflects national priorities and needs;
- Work with government counterparts to assess project execution capacities and support needs, and identify potential execution support arrangements for implementation of the GEF-7 Biodiversity Project, including assessment of potential partners and their project execution experience;
- Document stakeholder consultations, national counterparts and UNDP meetings and discussions in contribution to the proposal meets the eligibility criteria;
- Assist the GEF PIF development expert in preparation of draft UNDP Social and Environmental Screening Procedure pre-screening at PIF stage to identify potential social and environmental risks by providing of necessary data and information.;

Expected outputs /deliverables	Payment milestones	Deadline
Brief summary report detailing stakeholder consultations, data information gathered and submission and acceptance of a PIF	70%	31 July 2020
Brief summary report detailing contributions to SESP pre-screening and contributions to revisions of PIF and draft PPG initiation plan; and Submission and acceptance of final PIF, SESP pre-screening, draft PPG initiation plan	30%	30 September 2020

Institutional Arrangement

The consultant will be directly supervised by the UNDP Solomon Islands Resilience Development Team Leader and will work under the guidance of the Regional Technical Advisor and Project PIF Design Expert, Biodiversity.

The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment.

The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, software, etc.) and must have access to reliable internet connection. Given possible consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones.

Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered.

The consultant will be responsible for any facilities, administrative arrangements, communication costs, etc. No other costs except of fee will be covered by UNDP.

Duration of the Work

The consultancy will be for 20 days from May to September 2020

Duty Station

This is a home-based assignment. IC will be not required to be present at UN Joint Presence office during the work.

COMPETENCIES

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues – especially for this case the national level consultants.
- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Bachelors degree or higher in a discipline relevant to natural resources management, biological sciences, forestry, agriculture, agro-economics, geography, climate sciences, international development, public policy, social sciences, economics, public administration, finance or other closely related fields.

Experience

- At least 10 years of professional working experience in the following subject areas: Biodiversity, Ecosystem restoration / rehabilitation, and Marine and coastal ecosystems; invasive species management
- Demonstrated understanding of national mandates/policy frameworks and related Invasive Alien Species Management and Natural Resources Management< etc;
- Prior experience in national biodiversity project design/formulation for GEF or other donors is an advantage;

Language requirements

- Excellent written and oral skills in English;
- Knowledgeable in Solomon Islands Pidgin and other local languages is an asset

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **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 and as per below percentages:

Deliverable 1 [Brief summary report detailing stakeholder consultations, data information gathered and submission and acceptance of a PIF] 70% of total contract amount

Deliverable 2 [Brief summary report detailing contributions to SESP pre-screening and contributions to revisions of PIF and draft PPG initiation plan; and Submission and acceptance of final PIF, SESP pre-screening, draft PPG initiation plan] : 30% of total contract amount

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.

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.

Technical Criteria for Evaluation (Maximum 70 points)

Criteria 1 " Bachelor's degree or higher in a discipline relevant to natural resources management, biological sciences, forestry, agriculture, agro-economics, geography, climate sciences, international development, public policy, social sciences, economics, public administration, finance or other closely related fields." – Max 20 points

Criteria 2 "At least 10 years of professional working experience in the following subject areas: Biodiversity, Ecosystem restoration / rehabilitation, and Marine and coastal ecosystems; invasive species management" - Max 20 Points

Criteria 3 "Demonstrated understanding of national mandates/policy frameworks and related Invasive Alien Species Management and Natural Resources Management< etc" – Max 10 points

Criteria 4 "Prior experience in national biodiversity project design/formulation for GEF or other donors is an advantage " – Max 10 points

Criteria 5 “Excellent written and oral skills in English” – Max 10 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

Letter of Confirmation of Interest and Availability using the template provided in Annex II.

Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

Technical proposal, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.

Financial proposal, as per template provided in Annex II. Note: National consultants must quote prices in SBD.

Incomplete proposals may not be considered.

Annexes

Annex I - [Individual IC General Terms and Conditions](#)

Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

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