

**United Nations Development Programme – Papua New Guinea**

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### Terms of Reference

#### **International Consultant on strengthening a framework for REDD+ investment and benefits sharing distribution system in Papua New Guinea**

**Project Title:** REDD+ Readiness project – Forest Carbon Partnership Facility (Phase II)

**Type of Contract:** Individual Contract

**Duration:** Up to 75 days over the period of July – November 2020

**Location:** Home-based, with mission to Port Moresby, PNG

*Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.*

#### **1. PROJECT DESCRIPTION**

Papua New Guinea (PNG) has a significant area of intact tropical forest covering 77.8% of the country's 46.9m ha of land. Together with the forest of West Papua (Island of New Guinea) they represent one of the largest areas of intact tropical forest in the world. These forests are critical to the livelihoods and economy of the country and a commercial logging industry has for a long period been a central part of the economy.

These forests, however, have been impacted by development activities linked to a rapidly growing population and efforts towards economic development. These impacts while unavoidable in some areas have been identified as being excessive in other areas and as result the Government of Papua New Guinea (GoPNG) has started efforts towards developing an approach to reducing those impacts through engagement in the mechanism for Reducing Emissions from Deforestation and Forest Degradation, the Sustainable Management of Forests and the Conservation and Enhancement of Forest Carbon Stocks (REDD+) as laid out under the United Nations Framework Convention on Climate Change (UNFCCC).

With support from the Forest Carbon Partnership Facility's (FCPF) REDD+ Readiness Funds implemented by UNDP Country Office in PNG, the GoPNG developed key elements of the Warsaw Framework on REDD+ including a Forest Reference Level (submitted to the UNFCCC in 2017) and a National REDD+ Strategy, approved by National Executive Council (NEC) under Decision 126/2017 in 2017.

Based on these documents the Climate Change and Development Authority (CCDA) with continuing support from FCPF and in partnership with other government agencies and development partners has worked to develop a REDD+ Finance and Investment Plan (RFIP) that identifies the potential costs and benefits of implementing the National REDD+ Strategy (NRS). The RFIP provides a basis for the GoPNG to make more informed policy decisions relating to the potential costs and impacts of different action areas within the NRS.

With the nature of international markets for REDD+ continuing to evolve and a need for the GoPNG to be able to both access additional international and domestic finance to support the implementation of the RFIP further support is required to increase understanding of the potential financing options available to the GoPNG and the steps and structures needed to access these, as well as to support action to access upfront finance to implement the RFIP.

## 2. OBJECTIVE

Under overall guidance of the CCDA General Manager for REDD+ and Mitigation and direct supervision of the FCPF REDD+ Technical Advisor and, the International consultant will work closely with government counterparts to support the consolidation of knowledge coming from the FCPF project as well as other key development partners' projects and support the completion of a framework for REDD+ investment in PNG as well as benefits sharing distribution system. To achieve this objective the consultant will be required to provide support in a number of areas including:

- Strengthening understanding of the potential costs of REDD+ actions under the NRS and how costs and benefits could be shared
- Strengthening understanding of linkages between national and sub-national approaches and requirements for 'nesting' of projects
- Strengthening approaches to guiding subnational projects
- Strengthening understanding and agreement on a REDD+ financing and investment framework

## 3. SCOPE OF WORK

The International Consultant will work closely with the CCDA General Manager for REDD+ and Mitigation, FCPF Chief Technical Advisor (CTA) as well as other development partners specifically UN's Food and Agricultural Organisation (FAO), The Global Green Growth Institute (GGGI), Australian Government in supporting consultation on key elements of the RFIP document and improving assessments of finance and benefit sharing based on work done during 2019. The International Consultant will:

- Coordinate and provide technical support to all actions of the REDD+ Decision Making Team;
- Work with the CCDA and UNDP in liaising closely with government on elements of the RFIP and supporting key government stakeholders in presenting results and recommendations to senior government representatives across different sectors;
- Working with the FCPF and FAO CTAs in the development and running of a number of training and consultation events (in country if possible or remotely if needed);
- Work with the FCPF and FAO CTAs in coordinating and providing technical support to other consultancies under the FCPF project as well as those under GEF and other development partners to help ensure coordination across inputs and to strengthen and streamline policy advice to government;
- Work with the FCPF and FAO CTAs and key government officials in engaging with, where relevant other development partners and funding agencies to discuss potential options for support to RFIP implementation;
- Work with the FCPF and FAO CTAs, and FAO consultant team working on a REDD+ Results-Based Payments (RBP) proposal to the Green Climate Fund (GCF), draft of which is due for completion in November 2020, to ensure that
  - (a) the use of proceeds and non-carbon benefits (Section C2), the investment framework (Section D) and the legal and institutional framework (Section F), and any other relevant sections of the RBP proposal are consistent with the outputs of this consultancy and
  - (b) information generated through this consultancy is shared promptly and transparently with the RBP proposal development team, and vice versa.

The International Consultant will work as part of a team in close collaboration with other government agencies, development partners and consultants to:

### **Strengthening understanding of the potential costs of REDD+ actions under the NRS and how costs and benefits could be shared**

This element of the assignment will include work to:

- Refinement of an assessment of the costs of implementing elements of the National REDD+ Strategy and consultation on key variables within this;
- Consultation on and revision of proposed benefit sharing structure for REDD+ in PNG;
- Integration of the benefit sharing framework within the current RFIP structure;

### **Strengthening understanding of linkages between national and sub-national approaches and requirements for ‘nesting’ of projects**

This element of the assignment will include work to:

- Review of how nesting has been undertaken globally and description of key lessons learnt from country’s experiences;
- Outline of the potential impacts of different approaches to nesting linked to allocation of baselines as well benefit-sharing arrangements in PNG;
- Provision of information and guidance on the need for registration and guidance to subnational actions and potential approaches to be taken based on international best practice

### **Strengthening approaches to guiding subnational projects**

This element of the assignment will include work to:

- Review and comparison of existing guidelines of subnational REDD+ projects and integrating them into national or jurisdictional programmes;
- Review of international best practice on guidance for subnational projects;
- Inputs into guidelines revision and ensure inclusion and integration of the CCDA Guidelines for FPIC on REDD+ in PNG (August 2017) and other supporting operational FPIC documents developed for Madang, East and West New Britain; and the CCDA Grievance Redress Mechanism for the National REDD+ Strategy Guidelines (August 2018);

### **Strengthening understanding and agreement on a REDD+ financing and investment framework and links with other programmes within the climate change space in PNG**

This element will involve:

- Integration of elements of the benefit sharing and financial management into the RFIP document;
- Consultation on the revised RFIP document and further revisions based on input from stakeholders;
- Review and comments on other key programmes including GEF7 Protected Area Finance work, work under the GGGI initiative as well as other initiatives.

### **Sharing of lessons learned and knowledge from the FCPF REDD+ Project**

This element will involve:

- Identifying a key series of three lesson learned and knowledge products that can be developed based on the FCPF programme experience;
- Development of three lesson learned and knowledge product in collaboration with key stakeholders;

The work will be conducted remotely with regular video and audio conferencing with members of the FCPF team as well as other key stakeholders to support deeper understanding of the elements being developed during the assignment. Should travel become possible time in country will be supported directly by the FCPF team.

#### 4. DELIVERABLES

The International Consultant will be responsible for delivering the following outputs:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete the assignment</b>	<b>Target Due Dates</b>	<b>Payment Percentage</b>	<b>Certifying/ Authorizing officer</b>
Payment on acceptance of an outline inception report detailing proposed work plan, timelines and means of engaging effectively with country stakeholders	5	30 July 2020	15%	CTA
Payment on acceptance of updated financial management and benefit distribution system structure and the revised financial and economic assessment of proposed action areas within the RFIP	30	31 August 2020	30%	CTA
Payment on acceptance of an assessment of potential options for nesting in PNG and the review of and initial inputs into PNG REDD+ guidelines	20	30 September 2020	20%	CTA
Payment on acceptance of updated REDD+ Finance and Investment Plan	10	30 October 2020	20%	CTA
Payment on acceptance of three lesson learned and knowledge products	10	30 November 2020	15%	CTA

#### 5. INSTITUTIONAL ARRANGEMENTS

This assignment will be conducted in partnership with relevant government agencies and development partners in PNG.

The FCPF REDD+ Project will provide financial support in organising consultation workshop related to this assignment and International Consultant will take care of travel and mission arrangements by her/himself.

## **6. RESOURCES PROVIDED**

UNDP PNG Country Office and Climate Change and Development Authority will provide space for the International Consultant during the missions to Port Moresby.

In the case of travel beyond initial deployment and final repatriation, 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.

## **7. DURATION OF THE ASSIGNMENT**

The work will be undertaken up to 75 days over a period of July towards end of November 2020.

In accordance with expected outputs and deliverables, the International Consultant submits reports to FCPF REDD+ Project Chief Technical Advisor for reviewing outputs, comments, and certifying approval/acceptance of works afterwards.

In case of any delays to achieve the expected outputs, the International Consultant should notify the FCPF REDD+ Chief Technical Advisor in advance to take necessary steps.

## **8. DUTY STATION**

The duty station for this assignment is Home-based, with mission to Port Moresby, PNG.

## **9. EDUCATION AND EXPERIENCE**

### **Education**

- Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage.

### **Work experience**

- A minimum of 10 years progressive experience in forestry, natural resource economics and management or a related field;
- Minimum 5 years of experience with public expenditure reviews related to forestry finance, natural resource management in developing country contexts;
- Minimum 5 years of experience with REDD+ in PNG or the Pacific region an advantage.

### **Competencies**

- Fluency in written and spoken English.
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Ability to quickly adapt to change, and to remain calm under pressure;

## **10. 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
<b>Qualification</b>		<b>10%</b>
<ul style="list-style-type: none"> <li>Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage.</li> </ul>	10	
<b>Experience</b>		<b>55%</b>
<ul style="list-style-type: none"> <li>A minimum of 10 years progressive experience in forestry, natural resource economics and management or a related field;</li> </ul>	20	
<ul style="list-style-type: none"> <li>Minimum 5 years of experience with public expenditure reviews related to forestry finance, natural resource management in developing country contexts;</li> </ul>	20	
<ul style="list-style-type: none"> <li>Minimum 5 years of experience with REDD+ in PNG or the Pacific region an advantage.</li> </ul>	15	
<b>Competencies</b>		<b>5%</b>
<ul style="list-style-type: none"> <li>Fluency in written and spoken English.</li> </ul>	1	
<ul style="list-style-type: none"> <li>Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.</li> </ul>	1	
<ul style="list-style-type: none"> <li>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> </ul>	1	
<ul style="list-style-type: none"> <li>High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;</li> </ul>	1	
<ul style="list-style-type: none"> <li>Ability to quickly adapt to change, and to remain calm under pressure;</li> </ul>	1	
<b>Technical Criteria</b>		<b>70%</b>
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

#### 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) **Signed P11/CV**, 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;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment. Please paste the letter into the "Resume and Motivation" section of the electronic application.
- 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 or covered by UNDP.

### **Submission Instructions**

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email [procurement.png@undp.org](mailto:procurement.png@undp.org) address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using no later **than 8 July 2020**.

For any clarification regarding this assignment please write to Tirnesh Prasad on [procurement.pg@undp.org](mailto:procurement.pg@undp.org)

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Prepared by:



Mirzohaydar Isoev, FCPF REDD+ CTA 23-Jun-2020 | 5:43 PM WPST

Endorsed by:



Andrew Rylance, Acting Head of Environment and Energy Portfolio

24-Jun-2020 | 9:18 AM WPST