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## TERMS OF REFERENCE

Ref: PN/FJ/025/20

(Re-advertised)

Consultancy Title	<b>Reptile Eradication Expert (International Consultant)</b>
<b>Project Name:</b>	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
<b>Location</b>	Fiji and Home based
<b>Application deadline</b>	31 July, 2020
<b>Type of Contract</b>	Individual Contractor
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	Contract period: 100 days over one year commencing no later than 7 August 2020 and completing by 15 April 2021  Number of working days: 10 days. Inclusive of 2 trips to Fiji each of 14 days Planned dates for 2 Fiji Missions (dates -TBC). Mission will include visits to field/demonstration sites (Taveuni, Qamea, Matagi and Laucala)

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP e-tendering Portal (<https://etendering.partneragencies.org>) Event ID: 0000006508 no later than, 31 July, 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](mailto: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 Reptile Eradication Expert will serve as the project's leading expert on assessing and recommending methods and strategies for removing the Giant Invasive Iguana ("GII") from Fiji. In direct consultation with the Biosecurity Authority of Fiji ("BAF"), and with the assistance of various national and international consultants, the Reptile Eradication Expert 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; and
- Output 3.3 - Reduction of GII sightings/captures on Qamea, Matagi and Laucala by 50% or more by the end of the project.

**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 Reptile Eradication Expert is expected to perform the following general and duties:

- Initial assessment report and work plan;
- Support provided with the engagement and running of all aspects of the iguana sub-components of the Fiji IAS project including continuation of on-going field efforts and strengthening capacity through engaging expertise in hunter training, canine program development and iguana radio tracking;
- As much as is feasible expectations will be for the Eradication Specialist to overlap missions with other key iguana project staff including hunter trainer, canine specialist and telemetry specialist;
- Will work during contract year to determine as best as is feasible from existing information a range for population size estimates of the Giant Invasive Iguana at or near the start of eradication activities;
- Progress/Mission reports, including activity updates to follow each mission;
- Final report of all technical support provided, achievements, lessons learnt and recommendations.

### **Reporting Lines**

The Reptile Eradication Expert 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:

- a. Detailed Work Plan for the consultancy (within 1 week of signing the contract);
- b. Report on the proceedings of site visits and stakeholder consultations;
- c. A Report on the effectiveness of the eradication program and any corrective actions needed towards the achievement of the reduction of GII sightings/captures on Qamea, Matagi and Laucala by 50% or more by the end of the project.

### **Resources Provided**

*The Biosecurity Authority of Fiji*

- Venue for the workshops.

Desk space and access to phone (local calls).

- 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 Reptile Eradication 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**

- Minimum PhD (doctorate) in organismal or ecological biology.
- Technical expertise in invasive-species biology, particularly with respect to reptiles.
- At least 10 years of working experience on invasive reptiles, including some previous experience working with UNDP or other international agencies.
- Detailed technical understanding of eradication requirements and methods.
- At least 5 years working experience in the tropical Pacific.
- Demonstrated ability to deliver complex field and planning programs.
- Demonstrated ability to be able to guide and motivate field teams.
- Strong networks with the international eradication community.
- Demonstrated ability to meet deadlines.
- Strong writing and speaking abilities.
- Fluency in reading, writing, and speaking English.

#### **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 submission of work plan by 20 August 2020;
- 10% upon submission and acceptance of a pre-mission reporting (outlining stakeholders to be consulted, methods used and mission schedule) by 3 September 2020;
- 20% for report on Mission 1 activities and overall update on iguana efforts to date, no later than 20 November 2020;

- 10% upon submission and acceptance of a pre-mission report 1 December 2020;
- 20% for report on Mission 2 activities and overall update on iguana efforts to date, no later than 15 February 2021;
- 20% for final report of all technical support provided, achievements, lessons learnt and recommendations by 15 April 2021.

#### **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>Qualifications</i>		
Minimum PhD(doctorate) in organismal or ecological biology	10	10%
<i>Experience</i>		
Technical expertise in invasive-species biology, particularly with respect to reptiles.	15	45%
At least 10 years of working experience on invasive reptiles, including some previous experience working with UNDP or other international agencies. At least 5 years working experience in the tropical Pacific.	15	
Detailed technical understanding of eradication requirements and methods and strong networks with the international eradication community.	15	
<i>Quality of Proposal</i>		
Quality and soundness of the proposed methodology/approach	10	150%
Realistic work plan including time schedule	5	
<b>Technical Criteria</b> (If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money)		<b>70%</b>
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>TOTAL</b>		<b>100%</b>

### Proposal Submission

Offerors must send the following documents.

- I. 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  
Applicants 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 ( inclusive of Medical insurance), travel costs, living allowance (if any work is to be done outside the Individual Consultant's duty station) and any other applicable cost to be incurred by the Individual Consultant 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.

### NOTE: Mandatory Documents

- **Candidates to provide Proposed methodology/approach including preliminary work plan (covering deliverables, key activities, and due dates).**
- **Financial Proposal – Lumpsum Financial Proposal ( Daily fee inclusive of medical insurance costs/Travel cost /in country Living allowance etc)**

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Individual Consultant wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel that is not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective UNDP business unit and the Individual Consultant, prior to travel and will be reimbursed.

*Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Pacific Office in Fiji website ([www.pacific.undp.org](http://www.pacific.undp.org))*

### **Bid Submission Address**

<https://etendering.partneragencies.org>

**BU Code: FJI10**

**Event ID: 0000006508**

If you have not registered in the system before, you can register now by logging in using:

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Please use the bidder's guide for submission of proposal

**Women candidates are encouraged to apply.**