



Empowered Lives.  
Resilient Nations.

### Terms of Reference

Ref: PN/FJ/075/20

**Consultancy Title:** Consultant for Development of Ministry of Rural and Maritime Development and Disaster Management (MRMDDM) Resilient Strategic Plan

**Project Name:** Governance for Resilient Development in the Pacific

**Duty Station:** Suva, Fiji

**Duration of the Contract:**

- **Contract period:** Three (3) months
- **Number of working days:** 60 working days @ duty station
- **Commencement and ends dates of assignment:** 12 October to 31 December, 2020

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP e-tendering Portal (<https://etendering.partneragencies.org>) ID Ref: 0000007073 no later than, 22<sup>nd</sup> September 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

1. *Daily rate to be inclusive of Medical insurance cost for the duration of the contract*
2. *Selected Candidate will be required to submit a proof of medical insurance prior to issuance of contract*
3. *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 overall objective of the assignment is to support the Fiji Ministry of Rural and Maritime Development and Disaster Management (MRMDDM) to develop a new 10-year Resilient Strategic Plan. The Strategic Plan will be framed by the goals and targets outlined in the Fiji National Development Plan (2036), as well as aggregating the ambitions of the four (draft) Divisional Development Plans. Therefore, the consultant will be required to have a thorough

understanding of the existing systems of governance and capacities in Fiji and have extensive experience working in/with local governments.

## **Background**

This Terms of Reference outlines proposed support to the Ministry of Rural and Maritime Development and Disaster Management (MRMDDM) in Fiji to develop a new 10-year Resilient Strategic Plan. The MRMDDM Strategic Plan would detail the ministry's vision and priorities for the future, and act as a guiding document for all ministerial activities. The Plan will be framed by the goals and targets outlined in Fiji's 5- and 20-year National Development Plan (2036), as well as aggregating the objectives of the four (draft) Divisional Development Plans. The ambition of the Ministry is to establish a new strategic direction, with the intention of ensuring communities in Fiji are productive, progressive, safe and resilient.

The MRMDDM is mandated to establish an Integrated Development Structure at Divisional level to effectively manage the coordination of development in Fiji's rural sector, in line with the national direction of the government for rural development. To realise this, the Ministry is responsible for the establishment of Divisional and Provincial Development Boards, which are a consultative and planning forum for development in the rural areas.

Through its four Divisional Commissioners and utilising these Development Boards, the Ministry manages the implementation of its own rural and maritime development programs in the respective divisions. It is also responsible for coordinating the implementation of sectoral activities delivered by other government ministries in rural communities. At present, the Ministry does not have a plan to guide, provide direction or coordinate rural development efforts over the medium to long term. The Resilient Strategic Plan is intended to fill this gap.

The MRMDDM have a tight timeline for drafting of the Strategic Plan, so have set up an internal team who will be responsible for supporting the consultant with gathering data, undertaking consultations and drafting of the Strategic Plan. This team have already undertaken consultation with all Divisional Commissioners, and commenced collection of background data from sectors, divisions and communities. Consolidation and analysis of this data is now underway, the data and analysis from which will provide input material for the design of the final plan.

The consultant will be required to provide strategic guidance to the MRMDDM team to complete the consultation process, undertake analysis and draft the Strategic Plan. The first task for this assignment will be to develop a Work Plan and high-level Outline for the Plan, after which they will lead on its delivery (as detailed below).

## **Scope of work/Expected Output**

The consultant (working closely with the MRMDDM team) will be required to:

- 1) Develop a workplan and undertake consultation with stakeholders who will contribute to the achievement of the Strategic Plan
- 2) Analyse primary data and other information available from government ministries, Bureau of Statistics Office, Multilateral Agencies, academia, and other sources to elucidate the situation in rural and maritime communities with a focus on the most vulnerable and marginalised people, to inform the targets and activities in the work plan.
- 3) Develop draft MRMDDM Resilient Strategic Plan and present report the MRMDDM team
- 4) Finalise the MRMDDM Resilient Strategic Plan

*Review/approval time required to review/approve the outputs prior to authorizing payments:*

No	Deliverables	Payment	Due date
1	Detailed workplan, summary of consultation and data analysis	20%	
2	Draft MRMDDM Resilient Development Plan	50%	
3	Final MRMDDM Resilient Development Plan	30%	

Submit the expected written outputs above in printed and soft versions; MS Word (.doc) format including power point presentation. Final evaluation report to be submitted in English.

#### Resources Provided

The consultant is expected to provide their own laptop and communications equipment. Desk space will be provided at the MRMDDM office in Suva, as well as in the UNDP Pacific Office.

#### Supervision/Reporting

The consultant will report to the Permanent Secretary of MRMDDM as well as the Project Manager for the UNDP Governance for Resilience Project under the overall guidance of the Resilience and Sustainable Development Team Leader. The consultant will work in collaboration with the MRMDDM staff and Gov4Res team.

#### Requirement for Qualifications & Experience

- At least 7 years' experience in the local (sub-national) government, national and community development;
- Minimum master's degree in economics, social sciences, community development or discipline relevant to environmental management and/or climate change;
- Familiarity with development planning particularly strategic or national sustainable development planning processes and linkages with sectoral and sub-national planning;
- Experience in integrating cross-cutting issues into development planning and budgetary processes;
- Technical expertise, knowledge and programming skills relating to climate change and disaster risk management, including vulnerability analysis and assessment tools, and mainstreaming climate change and disaster risk management into national development plans, policies and budgetary processes;
- Excellent writing and drafting skills and experience of providing policy advice at the regional or national level;
- Knowledge of the Pacific region; and
- Fluency in English (written and oral) is essential.

#### Functional Competencies

- Excellent communication and advocacy skills;
- Proven ability to conceptualise, develop, plan and manage human rights interventions as well as transfer knowledge and skills;
- Experienced in delivering training and other needed capacity/ institutional building support to a wide range of stakeholders;
- Ability to coach, mentor, motivate and develop staff and encourage good performance;

- Promotes sharing of knowledge and experience, and actively works towards continued learning and development;
- Good interpersonal skills with experience of networking with partners at all levels;
- Good understanding of national and international human rights mechanisms, and excellent interpersonal skills;
- Ability to establish priorities and to plan, coordinate and monitor work of others, ability to make timely decisions;
- Displays cultural, gender, religion, race, and age sensitivity and adaptability and capacity to work effectively in a multicultural environment.

#### Location

- The consultant is preferably situated in Fiji

#### Payment Schedule (if required):

No	Deliverables	Payment
1	Detailed workplan, summary of consultation and data analysis	20%
2	Draft MRMDDM Resilient Development Plan	50%
3	Final MRMDDM Resilient Development Plan	30%

#### 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 where technical criteria weighs 70% and financial criteria/ proposal weighs 30%

- 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.

No.	Criteria	Weighting
1	At least 7 years' experience in the local (sub-national) government, national and community development	20
2	Minimum Masters degree in economics, social sciences, community development or discipline relevant to environmental management and/or climate change	5

3	Familiarity with development planning particularly strategic or national sustainable development planning processes and linkages with sectoral and sub-national planning	10
4	Experience in integrating cross-cutting issues into development planning and budgetary processes	10
5	Technical expertise, knowledge and programming skills relating to climate change and disaster risk management, including vulnerability analysis and assessment tools, and mainstreaming climate change and disaster risk management into national development plans, policies and budgetary processes	10
6	Excellent writing and drafting skills and experience of providing policy advice at the regional or national level	10
7	Knowledge of the Pacific region	5
		70

### Proposal Submission

Offerors must send the following documents:

- CV including names/contacts of at least 3 referees;
- A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy;
- References/links to the past evaluation reports conducted;
- Completed template for confirmation of Interest and Submission of Financial Proposal.

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted.

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability.

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 (Daily fees to include IC's medical insurance costs. ), 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.

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.

**Bid Submission Address**

<https://etendering.partneragencies.org>

**BU Code:** FJI10

**Event ID:** 0000007073

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 to [procurement.fj@undp.org](mailto: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*