

TERMS OF REFERENCE
Ref: PN/FJ/095/20

Consultancy Title	Chief Technical Advisor (CTA)
Project Name:	00101900 Reimaanlok – Looking to the Future: Strengthening natural resource management in atoll communities in the Republic of Marshall Islands employing integrated approaches (RMI Ridge to Reef Project)
Duty Station:	Majuro, Republic of the Marshall Islands

1.0 Duration of the Contract:

Period of Assignment: 12 months (261 working days) starting October 2020- October 2021

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP e-tendering Portal (<https://etendering.partneragencies.org>) ID Ref: 0000007233 no later than, 8th October 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

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*

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.

The CTA will be based in RMI during the period of assignment. Due to the current travel restriction and border closure he/she will provide support remotely from home base, until such time when travel ban is lifted. The CTA is also expected to make all necessary logistical arrangements, including travel to duty station and accommodation in RMI

2.0 Objectives:

The Chief Technical Advisor will provide advisory and technical oversight role to the implementation of the STAR R2R project and support/guidance to the Project Implementation Unit (PIU). He/ She will bring in international best practices and technical expertise to ensure quality and high-level results are achieved.

The CTA will report to the UNDP Pacific Office's Deputy Resident Representative (DRR) and work closely with the Team Lead – Resilience & Sustainable Development (RSD) Team, Project Implementation Unit (PIU), RMI GEF Operational Focal Point & Climate Directorate, RSD Program Analyst and project consultants during the project implementation.

3.0 Background Information:

The Republic of Marshall Islands (RMI) consists of 870 reef systems reaching up from 2.1 million km² of the vast deep Central Pacific. Upon these reef systems are 29 coral atolls and 5 low-lying islands, respectively 22 and 4 of which are inhabited. These 1,225 sand cays and vegetated islets altogether comprise 182 km² of land which remain visible above water level during high tide, and although these small islands represent the only potentially habitable land with a mean elevation of less than 2 meters. It also has a vast maritime jurisdiction with more 6,500 km² of lagoon and more than 2 million km² of Exclusive Economic Zone (EEZ). RMI has some of the healthiest and robust coral reefs globally with high species diversity with more than 1,000 fishes, 360 corals, 2,500 invertebrates, 5 sea turtles and 27 marine mammals. On land in 4 atolls are home to globally important nesting seabird populations. Most atolls are dominated by agroforest, beach forest, and savanna. Rare natural semi-arid forests can be found in some of the northern atolls.

As a Small Island Developing State (SIDS), it has a strong dependence on natural resources and biodiversity not only for food and income. The Marshallese relationship with the islands forms the basis of its culture and way of life which has developed in harmony over thousands of years. In the face of global threats, RMI still has pristine waters and coral reefs that contribute to ecosystem services and livelihoods. In recognition of the importance of its natural assets, RMI together with other SIDS responded to global conservation targets through the Micronesia Challenge and specifically for its part, it prepared Reimaanlok to serve as a clear roadmap of the way forward.

As such, the Global Environment Facility (GEF) committed US\$3.9million under the Ridge to Reef Project to support Government of Marshall Islands operationalize the Reimaanlok – the National Conservation Area Plan, adopted in 2008 to effectively conserve at least 30% of the nearshore marine resources and 20% of the terrestrial resources across Micronesia by 2020. The project objective is to sustain atoll biodiversity and livelihoods by building community and ecosystem resilience to threats and degrading influences through integrated management of terrestrial and coastal resources.

With GEF financing, the project is expected to

1. Expand and sustain RMI protected area network, focusing on the implementation of protected area network (PAN) and thus contributing to the Micronesia Challenge and Aichi targets. As natural resource management is very much interlinked with the outer island residents, improved ecosystem management also contributes towards strengthening climate resilience and community-based adaptation.
2. Improve governance for Integrated atoll management, by, strengthening the enabling conditions, which, amongst other things support development of secondary legislation to support implementation the PAN Act.
3. Support Knowledge Management, in terms of strengthening management information system, Conservation GIS and improving access as a knowledge sharing platform.

This GEF project is being executed by UNDP, in close partnership with the Government of Marshall Islands. The project implementation is led by a team based in RMI and Suva, Fiji, expected to run over a five-year period (2017-2022).

4.0 Scope of Work/Expected Outputs:

The Chief Technical Advisor (CTA) will provide strategic advice and technical oversight for the project to ensure that all outputs are of high quality and consistent with the delivery of results according to the Project Document and Project Result Framework.

The following tasks may be revised accordingly (and mutually agreed) during the contract inception period to suit the dynamic nature of the project. In principal, the CTA will perform the following tasks:

1. Provide overall project advisory services and technical oversight to the National Project Manager and PIU in coordinating the implementation of planned activities set out in the Project Document;
2. Provide technical advice to PIU in implementing and monitoring the project implementation and performance, by providing best practices and hands-on recommendations that will add value to the project;
3. Review and validate baseline information and indicators in the Project Document;
4. Provide substantive support to the PIU in the implementation of recommendations/outcome of the mid-term review;
5. Conduct technical training to the site coordinators;
6. Support Local Consultant in the development and conduct of training to woman and youth that will be monitoring the protected areas;
7. Provide support and advice for the preparation or revision of key planning, monitoring and evaluation documents such as the Annual Work Plans (AWPs), the Results and Resources Framework (RRF), Project Implementation Reviews (PIR), progress reports, monitoring and evaluation reports;
8. Support the PIU to monitor project risks and implement all risk mitigation measures during all project phases;
9. Review and provide comments on the Project Implementation Review, Annual Project Report and internal progress reports;
10. Provide input into the preparation of Terms of Reference for international and local consultants;
11. Provide technical support and advise to the local consultant in the consolidation of the survey data from the five demonstration sites. The CTA support to the local consultant is critical during the community consultation to ensure the communities are well informed of the survey outcomes and are empowered to participate in the formulation of management plans and demarcation of marine and terrestrial protected areas.
12. He/ She will support the local consultant in writing/updating the Integrated Management Plan, ordinance and the demarcation of the marine and terrestrial protected areas for each of the five sites;
13. Evaluate the readiness of the local authorities representing the 5 participating project sites, to implement the enforcement arrangements for conservation and natural resource management recommended under the land use study. He/ She will work with the PIU team, Local Consultant and stakeholders to implement the enforcement arrangement in the five project sites;
14. Provide technical input on development of how the GIS Management Information System and the National Spatial Analytic Facility (NSAF) under Output 3.1 can be streamlined to effectively used as a national repository for the Reimaanlok, as outlined in the project document.
15. Work with the Local Consultant (Sustainable Financing/Management Plan Specialist) Under Output 1.4 to assess emerging opportunities for sustainable financing in the RMI that will support national conservation efforts. They will conduct a feasibility study, which assess viable financing mechanisms, taking into account international and regional best practice and also the particular challenges facing the management of PAN in RMI. The feasibility study will target conservation finance and climate financing option consistent with integrated approach promoted through the Reimaanlok.
16. Participate in the Coastal Management Advisory Committee (CMAC), Technical Advisory Group for the R2R project and will report to the PIU on any technical issues or risks which may impact on the results of the project, and will work closely with the National Project Manager on a day-to-day basis to support the project's technical decision making."
17. Support PIU in preparing knowledge products on activities under the Ridge to Reef Project for dissemination to the RMI public.
18. Provide technical input into the development of livelihood activities for each five atolls, based on the feasibility study conducted to determine the most appropriate livelihood interventions. Consolidate lessons learnt into case study report.
19. Contribute towards mainstreaming gender equality throughout all project activities during project implementation period;
20. Support the PIU in building and maintaining partnerships with technical partners and identify opportunities for collaboration with potential partners at local and regional level;
21. Participate and provide inputs into the Project Board Meeting;

22. Any other duties required by UNDP, the project manager and GEF OFP pertaining to RMI R2R.

5.0 Output/Key Deliverables:

Deliverable No	Deliverables	Timeframe ¹
1	Workplan: A workplan detailing how the support will be executed and value adding to the project implementation unit.	One week
2	Sustainable Financing Mechanism: Feasibility study report on opportunities to develop sustainable finance mechanism that supports the conservation work and contribute to the RMI endowment fund	February 2021
3	Management Plans: drafting of the management plans. Deliver community consultation,	March 2021
4	Demarcating Protected Areas: delineation of marine and terrestrial protected areas and implementation of enforcement arrangements in the five sites.	July 2021
5	Training:	
	i. Training of Site Coordinators;	February 2021
	ii. Support development of training program and conduct of the training to women and youth that will be tasked to oversee the protected areas.	July 2021
6	Project Review: Implementation of the mid-term review recommendations.	April 2021
7	Reporting: Monthly report detailing progress and achievement of activities in the Scope of Work/Expected Output	Monthly

6.0 Supervision/Reporting Lines:

The overall supervision of the CTA will be the responsibility of the Team Leader Resilience and Sustainable Development Unit, UNDP Pacific Office in Fiji. In RMI, the CTA will report to the GEF OFP and the National Project Manager.

The deliverables shall be first submitted to the line government agency for review and clearance. All deliverables are subject to technical clearance and approval from the UNDP-GEF RTA covering Fiji in collaboration with the PIU from the UNDP Pacific Office in RMI and Fiji for processing payments of the services rendered.

7.0 Resources for the Consultancy:

The CTA is expected to provide for his/her own laptop. Works station and other support will be provided for by the project. He/ She is expected to coordinate closely with the Project Implementation Unit, Office of Climate Change Directorate and UNDP Pacific Office in Fiji.

8.0 Recruitment Qualifications:

a) **Qualifications**

- Minimum Masters Marine Science, Environmental Management or Environmental Engineering or any other relevant field.

b) **Experience**

- Minimum 10 years of relevant experience in similar fields;
- Familiarity offshore and nearshore fisheries management and understanding of the Micronesia Challenge;
- Knowledge of environment conservation and administered of locally marine protected areas;
- Experience in formulation/development of legislation related to offshore and nearshore fisheries management and for establishing funding to sustain protected areas.
- Experience in setting up funding mechanisms to sustain protected areas and environment conservation.
- Knowledge of the Reimaanlok (RMI National Conservation Plan) and other regional and global targets on environment conservation;

¹ Timelines are indicative. Most of the activities will be conducted concurrently and not necessarily be implemented in the order indicated.

- Ability to lead, conduct, facilitate and document discussions with stakeholders;
- Experience working in institutional development, project development and management, budgeting;
- Project management experience in environment conservation projects would be an advantage;
- Experience working in the Pacific region;
- Experience in utilizing ecosystem-based adaptation approaches is desirable
- Ability to work in a team environment.

c) Language Requirements

- Fluency in English.

9.0 Payment Schedule:

Deliverable	Percentage to be Paid
Maximum payable consultancy fee will be paid following signing of contract and acceptance of a work plan by 31 October 2020;	10%
Maximum payable consultancy fee will be paid following the submission of feasibility study report on the sustainable financing mechanism to support the conservation work in RMI;	20%
Maximum payable consultancy fee will be paid following the drafting/updating of integrated management plans and ordinance,	20%
Maximum payable consultancy fee will be paid following the demarcation of protected areas, training of woman and youth to monitor the protected areas for the five demonstration sites and implementation of enforcement arrangements for enforcing the conservation areas.	30%
Maximum payable consultancy fee will be paid following the efficient operation of the national repository to store and disseminate data related to the Reimaanlok.	20%

10.0 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 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
Qualification	10	10%
<ul style="list-style-type: none"> Minimum Masters Degree in Marine Science, Environmental Management or Environmental Engineering or any other relevant field. 		
Experience	15	60%
<ul style="list-style-type: none"> Minimum of 10 years of demonstrable experience in the technical area of governance of fisheries management, environment conservation and management; 		
<ul style="list-style-type: none"> Proven experience in formulation of legislation related to offshore fisheries management and financing for protected areas and environment conservation. 	15	
<ul style="list-style-type: none"> Proven experience in establishing good working relationships with a broad range of stakeholders (local communities, government, private sector, financial institutions, civil society, NGOs, etc.) 	15	

- Previous experience in supporting community-based conservation and participatory processes 15

Competencies

Technical Criteria	70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.	
Financial Criteria – Lowest Price	30%
Total	100%

11.0 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;
- 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: 0000007233

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.

Women candidates are encouraged to apply.

The Fiji Office covers Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu