TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Reference</th>
<th>PN/FJ/008/21</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>Homebased with travel to Suva, Fiji</td>
</tr>
<tr>
<td>Application deadline</td>
<td>10th February 2021 (NY Time)</td>
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<tr>
<td>Consultancy Position</td>
<td>Chief Technical Advisor – Fiji R2R</td>
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<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
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<tr>
<td>Post Level</td>
<td>International Consultant</td>
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<tr>
<td>Languages required:</td>
<td>English</td>
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<tr>
<td>Duration of Initial Contract:</td>
<td>70 days (08th March - 4th October 2021)</td>
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BACKGROUND

The Fiji GEF 5 STAR R2R project’s objective is to preserve biodiversity, ecosystem services, sequester carbon, improve climate resilience and sustain livelihoods through a ridge-to-reef management of priority water catchments on the two main islands of Fiji. The project will run for four years (2015-18) with GEF budget of USD 7.39 million and substantial co-financing from Fiji Government, Private Sector, UNDP and Conservation NGOs (USD 30.24 million). The Fiji R2R project is part of the Program on “Pacific Islands Ridge-to-Reef National Priorities – Integrated Water, Land, Forest and Coastal Management to Preserve Biodiversity, Ecosystem Services, Store carbon, Improve Climate Resilience and Sustain Livelihoods”. This R2R approach in priority catchments will address key environmental issues in an integrated manner. It will bolster Fiji’s national system of marine protected areas through an enhanced, representative and sustainable system of LMMA including greater protection of threatened marine species. Negative impacts of land-based activities on these MPAs will be reduced through development and implementation of integrated catchment management plans, including mangrove protection, the adoption of appropriate sustainable land use practices and riparian restoration in adjoining upstream watersheds as well as terrestrial PAs, restored and rehabilitated forests. These terrestrial PAs, coupled with an increase in the permanent native forest estate, including through assisted natural reforestation of degraded grasslands, will contribute to Fiji’s REDD+ strategy through an increase in forest carbon stocks. The new PAs will help conserve threatened ecosystems, such as lowland tropical rainforest and moist forests, and species such as critically endangered/endangered plants, amphibians and reptiles and freshwater vertebrates and invertebrates. The R2R planning and overarching management approach is comprehensive; it aims to cover all activities within a catchment and out to the sea to ensure natural resource sustainability and biodiversity. The selected priority catchments are Ba River, Tuva River and Waidina River/Rewa Delta on Viti Levu and Labasa River, Vunivia River and Tunuloa district on Vanua Levu: these catchments encompass a diverse and geographically dispersed group with markedly different environments and scales, intensities of land use and degradation, challenges and opportunities and provide an ideal suite of learning environments for biodiversity conservation (Component 1), forest carbon stock protection and increase (Component 2) and integrated natural resources management (Component 3). Broadly based Catchment Management Committees will be established for those catchments, viz. Ba, Labasa, Tuva and Waidina/Rewa which have major catchment-wide matters concerns such as land degradation, sedimentation and flooding. Component 4 (knowledge management) will ensure that project experiences and results are properly captured and widely disseminated, and
DUTIES AND RESPONSIBILITIES

The primary responsibility of the chief technical advisor (CTA) is to assist the R2R Project Manager in developing a roadmap/plan which will ensure that the project is implemented effectively and efficiently within the allocated resources at its disposal and within the project’s timeframe. The CTA will assist the project focus on priority activities between now and completion of the project as per the recommendations of the mid-term review (MTR) of the Fiji Ridge-to-Reef project. During the terminal evaluation (TE) the CTA will also be required to provide technical support and guidance to prepare the project before and after the evaluation.

Scope of Work

Key responsibilities include:

Technical Advice

• Provide technical expertise and strategic guidance to all project components, assisting the PMU to review the project’s progress to date and implementing the pending activities according to their respective priorities and practicality to complete by 30th September 2020.
• Provide technical inputs and advice in planning workshops at divisional level for the project to confirm priority activities with the added practicality to have them completed by the end of September 2020.
• Works in close consultation with the monitoring and evaluation officer to develop a monitoring plan; with clear milestones and measurable indicators.
• Lead development of an exit strategy for the project as recommended in the MTR.
• Provide technical input into the work of the various ongoing initiatives which will assist the PMU address the recommendations of the MTR.
• Provide technical input in the review, vetting of reports and plans produced through the project and in developing publications.
• Provide technical and policy input to PMU and the preparation of documents when PMU convenes its technical working groups, the project steering committee (PSC) and workshops; these include developing agendas and reviewing the technical content of the meeting papers.
• Provide expert advise in liaising with project partners, donor organizations, NGOs and other groups to ensure effective coordination of project activities and potential leverage of additional resources;
• Provide technical advice in the reporting and quality assurance of the SFM/REDD+, LD, IW, CC and BD tracking tools and related studies to be undertaken by the project.
• Provide technical inputs for collection of data and developing methodology in the execution of various technical studies to be carried out by the project.
• Assist the PMU in the evaluation of results and impacts of the Project Monitoring Framework
• Provide technical inputs in policy briefs, technical and periodic reports for advocacy and knowledge management as appropriate. This includes assisting the Project Manager with the July 2020 – June 2021 project implementation report (PIR).
• Provide technical guidance to the Project Manager in identifying gaps and opportunities to improve implementation of project.
• Provide technical support to the Project Manager and the team of TE consultants to conduct the final evaluation (TE) of the project.

**Expected Outputs and Deliverables**

The CTA in close consultation with the PMU is expected to deliver the following product during and by the end of the consultancy:

• An exit strategy/sustainability plan;
• The finalized July 2020 – June 2021 PIR;
• Report that captures the consultant’s support to the terminal evaluation of the project; and
• Quarterly periodic reports on the technical support leading to improved delivery of project and finalization of project periodic reports.

**Institutional Arrangement**

• The consultant will be monitored, overseen and supervised jointly by UNDP Multi Country Office Fiji – the role will be ultimately accountable to the R2R Board
• The consultant is expected to produce all of the above stated deliverables during and upon the successful completion of activities according to the agreed schedules.
• The consultant is expected to provide his/her own computer.
• The project management unit (PMU) will organise office space. The PMU will provide transportation (on land or in the air or on sea) outside of Suva based on Government and/or UNDP travel policies

**Supervision/Reporting**

• The CTA will report directly to the Resilience and Sustainable Development Unit Team Leader and the Deputy Team Leader of the same in Suva, Fiji.
• The CTA will support, train and mentor the Project Manager
• Provide technical supervisory function to the work carried out by the other technical assistance consultants hired by the project including assisting the PMU in coordinating the work of consultants and sub-contractors, helping to ensure the timely delivery of expected outputs, and effective synergy among the various sub-contracted activities
• The consultant is expected to produce a final report upon successful completion of activities according to the agreed schedules.

**Duration of the Work**

• The consultancy is for 70 days commencing no later than 08 March 2021 and completion no later than 4 October 2021. The consultancy may extend depending on the recommendations of project.
• The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by 4 October, 2021 the latest.
• The consultant is expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

**Duty Station**

• The consultant will be home based but is expected to be in contact with the Ridge to Reef STAR Project Manager via the available virtual platforms for the first 5 days working under the contract.
• A total of 3 travels/visits is expected to Fiji under this TOR (if and when the COVID-19 travel restrictions is lifted) else the assignment can be done home-based.
• The expected number of days in-country per visit is at least 10 working days
• Bidders should also take into consideration quarantine cost for 14 days while in Fiji including cost for
  2 x Covid-19 tests under the quarantine facility.

COMPETENCIES

The following competencies are required:
• Demonstrates integrity and commitment to UN principles and values and ethical standards
• Strong interpersonal and communication skills
• Ability to work well as part of a multi-cultural team and displays gender, religion, race, nationality and
  age sensitivity and adaptability;
• Ability for team working;
• Self-management, emotional intelligence and conflict management;
• Analytical and strategic thinking/results orientation;
• Experience in participating and following the project cycle, creative capacity solving problems;
• Computer literacy (e.g. Microsoft Word, Excel, and Power Point) is a prerequisite;
• Ability to engage various partners and stakeholders and builds strong relationships with clients and
  other stakeholders; and
• Demonstrates strong commitment and patience to deal with competing deadlines, demands, and
  interests.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:
• Minimum Master’s degree in development economics, environmental science, natural resource
  management and/or related field.

Experience
• At least 10 years of experience in community-based Environment Project Management
• Previous consultancy experience is necessary with at least 8 years of working experience working in Fiji.
• Experience in developing and implementing GEF-UNDP projects and/or other development agency
  supported projects
• Supporting development and/or review of technical reports.
• Proven track record of project management and project team experience working with
  government, NGOs, and other key stakeholders

Language requirements
• Fluency of English language is required (verbal and written).

Price Proposal and Schedule of Payments
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:

- Ten percent (10%) of the consultancy fee will be paid following signing of this agreement and submission of a work plan by 1st March 2020;
- Twenty-five percent (25%) of the consultancy fee will be paid following the submission and acceptance of a report derived in close consultation with the PMU clearly outlining the support rendered to:
  - providing technical inputs in consultation with the various technical groups of the project, especially the technical advisory working group (TAWG);
  - assist with the project’s periodic reporting;
  - the provision of technical input /advise to the PMU in the implementation of project activities in coordination with various implementing partners

(This report should detail all achievements and it should at least be 5 pages long and not more than 10, excluding the annexes. The due date for the report is 10 April, 2021)

- Twenty percent (25%) of the consultancy fee will be paid following the submission and acceptance of a report derived in close consultation with the PMU clearly outlining the support rendered to:
  - the provision of technical inputs/advise to the PMU in the implementation of project activities in coordination with various implementing partners;
  - the assistance provided to the project’s periodic reports; this should include the work on the PIR;
  - the provision of technical advise/inputs to the Project Manager and implementing partners in developing an exit strategy/sustainability plan for the project; and
  - the provision of technical advise/inputs to the PMU in the preparations for PSC and TAWG meetings;

(Report should detail all achievements and it should at least be 5 pages long and not more than 10, excluding the annexes. The due date for the report is 10th July 2021)

- Forty percent (40%) of the consultancy fee will be paid following the submission and acceptance of a report derived in close consultation with the PMU clearly outlining the support rendered to:
  - the provision of technical inputs/advise to the PMU in the implementation of project activities in coordination with various implementing partners;
  - the provision of technical inputs for the SFM/REDD+ tracking tools;
  - the provision of technical inputs for the Land Degradation tracking tools;
  - the provision of technical inputs for International Waters Strategy tracking tools;
  - the provision of technical inputs for the Climate Change Mitigation and Adaptation tracking tools; and
  - the provision of technical inputs for the Bio-Diversity tracking tools
  - the provision of assistance to the technical review in consultation with the various technical groups of the project, especially the TAWG;
  - the provision of technical assistance towards the preparations of project related workshops
  - assisting with the project’s periodic reports; and
the provision of technical advise/support to the PMU and the team of consultants in the terminal evaluation (TE) of the Project

(Report should detail all achievements and it should at least be 10 pages long and not more than 15, excluding the annexes. The due date for the report is 4th October 2021.)

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**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as both: a) responsive/compliant/acceptable, and b) offering the lowest price/cost.

**Technical Criteria for Evaluation (Maximum 70 points)**

- Criteria 1: Relevance of Education - Minimum Master’s degree in development economics, environmental science, natural resource management and/or related field (Max 10 points)
- Criteria 2: At least 10 years of experience in community-based Environmental Project Management (Max 10 points)
- Criteria 3: At least 8 years of working experience in Fiji or small island developing nations (Max 15 points)
- Criteria 4: Experience in developing and implementing GEF-UNDP project and/or other development agency supported projects (Max 15 points)
- Criteria 5: Experience Supporting development and review of technical reports (Max 10 points)
- Criteria 6: Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders (Max 10 points)

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation. Interviews maybe conducted for shortlisted bidders only as part of the technical evaluation process to validate the technical evaluation scores maybe adjusted accordingly.

**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:

- **Cover letter**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of at least three (3) professional references.
- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Financial proposal**, as per template provided in Annex II.
Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment including signing UNDP declaration on statement of good health.

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

The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

Women applicants are also encouraged to apply.

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 Mr. Ronald Kumar at ronald.kumar@undp.org. Complete proposals should be submitted online via UN Jobs website or etenderbox.pacific@undp.org by/before the due date.