TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Reference</th>
<th>PN/FJ/007/21</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>Homebased</td>
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<tr>
<td>Application deadline</td>
<td>10th February 2021 (NY Time)</td>
</tr>
<tr>
<td>Consultancy Position</td>
<td>Chief Technical Advisor – Kiribati LDCF</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>150 days [100 days in 2021 and 50 days in 2022]</td>
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BACKGROUND

Kiribati is a nation comprised of 33 atolls (21 inhabited) spread across a vast Pacific Ocean territory and is home to the world’s most vast and unique ocean territory, with a great diversity of culture, ecosystems, and marine resources. However, inherent to an atoll nation with limited land area and natural resources, and with a fragile economy of a least developed country, Kiribati is extremely vulnerable to disaster risks and climate change impacts. Both scientific and local knowledge have shown that climate-related hazards such as salt-water inundation, droughts, plagues, and epidemics are increasing and exacerbating. Coupled with limited capacities and other non-weather-related disasters, these climatic changes make sustainable and inclusive development in Kiribati very challenging, where years of national and community investments can be vanished through catastrophic events.

UNDP is supporting the Government of Kiribati with multiple initiatives to enhance the country’s capacity to address climate change-related challenges in the country. The on-going project under the Least Developed Countries Fund (LDCF) that concerns this consultancy is titled “Enhancing national food security in the context of global climate change”. As the title suggests, the project’s objective is to build the adaptive capacity of vulnerable Kiribati communities and in turn enhances their food security under conditions of climate change. The project has two components.

Under Component One, the project is assisting Kiribati to address urgent institutional capacity building needs primarily at the national level. It has included the setting up of an improved regulatory environment, strengthened institutional planning and policy frameworks, and generation of data required to support evidence informed decision-making.

Component Two of the project assists Kiribati to address climate change vulnerabilities by implementing and demonstrating community-based adaptation measures. On this, the project has selected and is working on three atolls setting in place models for land and lagoon resources management based on evidence informed planning and management processes. The project activities implemented encompasses:

1. The general awareness of rural communities regarding fisheries management and climate change impacts will be increased;
2. Development and the establishment of community-based monitoring systems informing decision making processes on pilot islands and ultimately at the national level;
3. The generation, adoption, and implementation of model council by-laws enhancing ecosystem integrity;
4. Building the capacities of officers, responsible government agencies, island councils, and rural stakeholders through formal training programs utilizing fisheries field schools.

All project activities have the unified goal of reducing and resolving food security issues. By project close, Kiribati should have operational models showing that food security, ecosystem integrity and climate change resilience can be enhanced through improved management approaches.

### DUTIES AND RESPONSIBILITIES

The primary responsibility of the Chief Technical Advisor (CTA) is to provide technical guidance, monitoring oversight, and assisting the Kiribati LDCF1 Project Manager in monitoring and ensuring that the project is implemented effectively and efficiently within the allocated resources at its disposal and within the project’s timeframe. The CTA consultant will assist the project focus on priority activities between now and completion of the project.

#### Scope of Work

Key responsibilities include:

**Project Management oversight (20%):**
- Support the PMU in implementing the project in line with the Multi Year Work Plan for the Project extension 2021/2022, including monitoring of quarterly results, financial delivery, and planning;
- Work with the Project Manager in identifying gaps and opportunities to improve implementation of the project;
- Review financial delivery bi-annually and provide suggestions for re-programming of resources if relevant.

**Technical Advice (40%):**
- Review key technical project reports and documents developed by the project (national and island legislation, EBA guidelines, island strategic plans, community-based plans, vulnerability assessments, monitoring results, etc.)
- Provide technical support to assist the PMU to implement the recommendations of the MTR;
- Provide technical and policy support to the PMU related to technical reports and the preparation of documents when PMU convenes Project Steering Committee meetings, technical committee meetings and workshops;
- Lead development of a Gender Action Plan aligned with the Multi Year Work Plan.

**Monitoring & Evaluation and Knowledge Management (40%):**
- Work in close consultation with the project management unit to clearly monitor and track the project’s progress against the indicators and the end of project targets;
- Support the PMU to regularly update the project’s risk log;
- Support the PMU and project stakeholders to adequately document project results, lessons learned and best practices;
- Contribute to technical and periodic reports and communication products for advocacy and knowledge management as appropriate;
- Lead development of an exit/sustainability strategy for the project;
Provide inputs to finalizing the TOR and compiling required documentation for the Terminal Evaluation of the project.

**Expected Outputs and Deliverables**
The Management Support consultant in close consultation with the PMU is expected to deliver the following products during and by the end of the consultancy:

- Quarterly delivery reports of technical support leading to improved delivery and monitoring of the project
- Quarterly Indicator progress reports
- Financial review (mid 2021 and end 2021)
- Gender Action Plan 2021
- AWP 2022
- Exit Strategy
- Lessons learned/knowledge management and communication products
- Compilation/catalogue of project documentation for Terminal Evaluation

**Institutional Arrangement**

- The assignment will be carried out under the close guidance of the Regional Technical Specialist – Climate Change Adaptation based in UNDP Bangkok Regional Hub, the Team Leader for the Resilience and Sustainable Development Team at the UNDP Fiji Multi Country Office and the Programme Analyst. The CTA consultant will work closely with the Kiribati LDCF1 Project Manager.
- The CTA 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 CTA consultant is expected to provide his/her own computer.

**Supervision/Reporting**

- The CTA consultant 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 consultant will support the Project Manager
- The CTA consultant will also provide regular reporting to the Director of Environment and Conservation Department and provide the same to the relevant key government stakeholders together with the Project Manager.
- The CTA consultant will supervise, guide and monitor progress and deliverables of the project’s implementing partners, including national and international consultants.
- The CTA consultant is expected to produce the reports listed under the Payment Schedule

**Duration of the Work**

- The CTA consultancy is for 150 days commencing no later than 8th March 2021 and completion no later than 31st July 2022. The consultancy may be extended based on project needs/requirements.
- The CTA consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest by 31st July 2022.
- The CTA consultant is expected to propose a work plan and timelines to achieve the expected outputs.

**Duty Station**
The CTA consultant will be home based.
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 natural or environmental science, natural resource management/economics, climate change or a related social science field.

Experience

▪ At least 7 years of experience in climate change or community-based development Project Management or Project Development
▪ Pacific or SIDS working experience is required; Kiribati experience is preferred
▪ 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 the contract and submission of a work plan. [Due date: 1st March 2021];
▪ Fifteen percent (15%) of the consultancy fee will be paid following submission and acceptance of quarterly delivery-reports and quarterly indicator progress report. These will be accompanied by: i) a draft of the national and island legislation; and ii) gender action plan. [Due date: 31st March 2021];
▪ Fifteen percent (15%) of the consultancy fee will be paid following submission and acceptance of quarterly delivery-reports and quarterly indicator progress report. These will be accompanied by: i) drafts of community-based plans; ii) island strategic plans; iii) the EBA guidelines and iv) the review of the financial delivery by the month of June. [Due date: 30th June 2021];
▪ Fifteen percent (15%) of the consultancy fee will be paid following submission and acceptance of quarterly delivery-reports and quarterly indicator progress report. These will incorporate the vulnerability assessments, monitoring results and the support provided for the July 2020 – June 2021 Project Implementation Report. [Due date: 31st September 2021]
▪ Fifteen percent (15%) of the consultancy fee will be paid following submission and acceptance of quarterly delivery-reports and quarterly indicator progress report. These will be accompanied by: i) finalized community-based plans; ii) finalized island strategic plans; and iii) the review of the financial delivery by the month of December. [Due date: 31st December 2021]
▪ Fifteen percent (15%) of the consultancy fee will be paid following submission and acceptance of quarterly delivery-reports and quarterly indicator progress report. This will be accompanied by the exit strategy and incorporates the support rendered to the production of knowledge management products. [Due date: 31st March 2022]
▪ Fifteen percent (15%) of the consultancy fee will be paid following submission and acceptance of quarterly delivery-reports and quarterly indicator progress report. These will incorporate the support rendered for the terminal evaluation of the project. [Due date: 30th June 2022]

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 natural or environmental science, natural resource management/economics, climate change or a related social sciences field (Max 10 points)
▪ Criteria 2: At least 7 years of experience in climate change or community-based development Project Management or Project development (Max 15 points)
▪ Criteria 3: Pacific or SIDS working experience is required; Kiribati experience is preferred (Max 20 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 5 points)
Criteria 6: Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders (Max 5 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.