

TERMS OF REFERENCE

Location	Honiara, Solomon Islands
Application deadline	23 February 2020
Type of Contract	Individual Contractor
Post Level and title	National Consultant – National Blue Green Economy and Livelihoods Consultant
Languages required:	English
Duration of Initial Contract:	40 working days, from February to December 2021

BACKGROUND

United Nations Development Programme (UNDP), acting as Global Environment Facility (GEF) implementing agency, is providing support to the Ministry of Environment, Climate Change, Disaster Management & Meteorology, Solomon Islands Government, rolling out the Safeguarding Solomon Islands endemic and globally threatened biodiversity and ecosystem services from key threats, particularly invasive alien species, and unsustainable land management practices (SAFE Project), Project Planning Grant Initiation. The objective of the GEF PPG is to develop the project concept into a full project: *Safeguarding Solomon Islands endemic and globally threatened biodiversity and ecosystem services from key threats, particularly invasive alien species and unsustainable land use practices (SAFE project)*, and is aiming to safeguard Solomon Islands indigenous species and ecosystems from invasive alien species, land degradation, unsustainable resource use and climate-induced risks through effective government enabling and capacity, community participation and resilient blue/green livelihoods. The services of a national consultant are required to cover the blue green economy and livelihood aspect of the project document development/PPG process.

The National Blue/Green Economy and Livelihoods Consultant will lead the technical information gathering on blue-green economic development and livelihoods opportunities and prepare relevant technical documents and project Annexes for completion of the Project Document ensuring adherence of project development to UNDP's SESP and specific requirements, as appropriate. The consultant will be a socio-economic or community livelihoods expert with hands-on experience of working with communities. The consultant will prepare a detailed work plan to be signed-off by the PPG Team leader.

Under the overall coordination of the PPG Team Leader and working with other team members, the consultant will participate in and support the entire PPG process, information gathering, field visits, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package.

DUTIES AND RESPONSIBILITIES

1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:

- a. Conduct extensive consultations with national and provincial level stakeholders, including with the private sector, and review and assess the current national development pathway, policies and plans; summarise the baseline ecosystem services (and values if possible) provided by the terrestrial and freshwater ecosystems of the country (to complement the already published National Marine Ecosystem Service Valuation), and document potentials for different sectors for strengthening the blue/green development pathway taking into account the COVID-19 situation and understanding that has emerged on the risks of reliance on international tourism to have diversified, resilient green livelihoods along with identifying needs and opportunities for climate change adaptation and mitigation; explore and document the institutional, policy, programmatic and financial baseline and potentials that could support a blue/green economic pathway and identify resilient nature-based economy investment opportunities with simple market value chain assessments. Document related current projects, partners, and financing mechanisms.
- b. Conduct extensive consultations and information gathering to review and assess the socio-economic relations/context, use of natural resources, livelihoods status and income generation models of local communities in the demonstration land/seascapes; co-develop options for accelerating new green-based businesses and resilient green livelihoods with communities, using the framework, guidance and lessons learned of USAID's Conservation Enterprise approach. Identify potential sites, livelihoods type, income potentials, value chains, activities and budget to support development of suggested livelihood models in each land/seascape
- c. Assess existing or potential financial incentive mechanisms to support communities to transition to blue/green livelihoods (small grants, community funds, loans, PES etc)
- d. Assess potentials for private sector engagement and co-financing in project activities at national level and specific opportunities for private sector engagement and partnerships in each land/seascape
- e. Consult with communities on their Knowledge, Attitudes and Practices (KAP) on biodiversity, IAS and land degradation/SLM and potentials for blue green livelihoods in the demonstration land/seascapes, with inputs from other consultants.
- f. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader

2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader, including:

- a. Summarise the baseline assessment and national stakeholder consultations related to a national blue/green development pathway and define appropriate project interventions as per project Component 1 for development and implementation of a blue-green development strategy taking into account ongoing reported consequences of the Covid-19 pandemic and potential

climate change impacts (with indicative budget, timeframes, TORs, timelines and coordination arrangements with aligned initiatives)

b. Summarise the baseline assessment and stakeholder consultations in the demonstration land/seascapes related to livelihoods, and identify potentially viable blue/green livelihoods and their related value chains taking into account ongoing reported consequences of the Covid-19 pandemic and potential climate change impacts, define appropriate project interventions as per Component 3 (with indicative budget, timeframes, TORs, timelines and coordination arrangements with aligned initiatives) for livelihoods support, community engagement and gender mainstreaming, including specific guidance for preparing a project Livelihoods plan in Year 1 of implementation. Recommend sustainable financing mechanisms for incentivising and supporting these green livelihoods.

c. Develop a baseline framework for measuring Knowledge, Attitudes and Practices (KAP) on awareness of biodiversity, IAS and land degradation and potentials for blue green livelihoods among communities in the demonstration land/seascapes, with inputs from other consultants.

d. Provide inputs for the development of practical and achievable project targets for the Results Framework, including GEF core indicators on numbers of project beneficiaries and livelihoods improvement targets

e. Develop private sector partnerships and co-financing for project activities

3) Validation Workshop (Component C):

a. Contribute to the validation workshop; and

b. Support all necessary revisions that arise during the workshop, as appropriate.

4) Final Deliverables:

a. Report on national blue/green economic pathway and Livelihoods in the demonstration land/seascapes with detailed project interventions and delivery mechanisms (TOR and budgets) related to existing PIF Outputs in Components 1,3 &4 including guidance for the development of a Livelihoods Plan in Year1.

b. Chapter for the Demonstration Land/seascapes Profile report on the demographic and socio-economic and livelihoods situation in each site

c. Secured (letters of intent) private sector engagement in project activities, including co-financing to meet or exceed target in the PIF

d. Inputs for the Results Framework including GEF Core Indicator baseline values, targets, methodology and assumptions for beneficiaries and livelihoods improvement targets

e. Appropriate inputs provided to the Final Project Document and Annexes, including SESP, as agreed with the PPG Team Leader

Expected outputs /deliverables	Payment milestones	Deadline
1. Workplan and methodology of how assignment will be completed.	10%	15 March 2021
2. Report on national blue/green economic pathway and Livelihoods in the demonstration land/seascapes with detailed project interventions and delivery mechanisms (TOR and budgets) related to existing PIF Outputs in Components 1,3 &4 including guidance for the development of a Livelihoods Plan in Year 1	20%	30 May 2021
3. Report on Chapter for the Demonstration Land/seascapes Profile report on the demographic and socio-economic and livelihoods situation in each site	25%	30 June 2021
4. Secured (letters of intent) private sector engagement in project activities, including co-financing to meet or exceed target in the PIF	20%	31 July 2021
5. Report detailing Inputs for the Results Framework including GEF Core Indicator baseline values, targets, methodology and assumptions for beneficiaries and livelihoods improvement targets	15%	31 August 2021
6. Summary report pertaining to appropriate inputs provided to the Final Project Document and Annexes, including SESP, as agreed with the PPG Team Leader	10%	30 September 2021

Institutional Arrangement/ Working arrangements

The consultant will be directly supervised by the PPG Team Leader and will work under the guidance of the Regional Technical Advisor and Project PIF Design Expert, Biodiversity and UNDP Solomon Islands.

The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment.

The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, software, etc.) and must have access to reliable internet connection.

Given possible consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones.

The consultant will be responsible for any facilities, administrative arrangements, communication costs, etc. No other costs except of fee will be covered by UNDP.

COMPETENCIES

Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

- Results-driven, initiative-taking;
- Ability to work under pressure and to meet deadlines;
- Ability to plan and organise work and establish priorities;
- Remains calm and in control even under pressure, and consistently approaches work with energy and a positive, constructive attitude.

Client Orientation and Communication:

- Good interpersonal and networking skills, ability to establish and maintain effective working relations, supports and encourages open communication in the team, and facilitates team work;
- Ability to communicate verbally and in writing with a wide range of stakeholders, in a manner which is courteous and professional at all times, employing an appropriate level of formality and diplomacy;
- Ability to follow instructions accurately and also to work under minimum supervision.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- MSc or higher in a relevant field, such as Natural resource management, environmental economics or community development

Experience

- Minimum 10 years of demonstrable experience in the technical area of blue/green economic development, community/livelihoods development with experience in working with local and indigenous communities and ethnic minority groups
- Demonstrated experience in formulation of development projects/programmes related to blue/green economy and livelihoods
- Demonstrated understanding of the national legal and institutional context related to blue/green economy and livelihoods
- Experience working with UNDP on GEF projects.

- Excellent facilitator and good team worker

Language requirements

- Excellent English language skills (both oral and written), particularly in the preparation of written documents

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **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, 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:

- **Deliverable 1**(Workplan and methodology): 10 % of total contract amount;
- **Deliverable 2** [Report on national blue/green economic pathway and Livelihoods in the demonstration land/seascapes with detailed project interventions and delivery mechanisms (TOR and budgets) related to existing PIF Outputs in Components 1,3 &4 including guidance for the development of a Livelihoods Plan in Year1]: 20% of total contract amount;
- **Deliverable 2** [Report of Chapter for the Demonstration Land/seascapes Profile report on the demographic and socio-economic and livelihoods situation in each site]: 25 % of total contract amount;
- **Deliverable 3**(Secured (letters of intent) private sector engagement in project activities, including co-financing to meet or exceed target in the PIF): 20% of total contract amount;
- **Deliverable 4** (Report detailing Inputs for the Results Framework including GEF Core Indicator baseline values, targets, methodology and assumptions for beneficiaries and livelihoods improvement targets): 15 % of total contract amount.
- **Deliverable 5** (Summary report pertaining Appropriate inputs provided to the Final Project Document and Annexes, including SESP, as agreed with the PPG Team Leader): 10% of total contract amount.

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

Individual consultants will be evaluated based on the following methodology: **Cumulative analysis**
The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be

computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- **Criteria 1** “ MSc or higher in a relevant field, such as Natural resource management, environmental economics or community development” – Max 10 points;
- **Criteria 2**” Minimum 10 years of demonstrable experience in the technical area of blue/green economic development, community/livelihoods development with experience in working with local and indigenous communities and ethnic minority groups-Max 20 points;
- **Criteria 3** “Demonstrated experience in formulation of development projects/programmes related to blue/green economy and livelihoods ”-Max 20 points;
- **Criteria 4** “Demonstrated understanding of the national legal and institutional context related to blue/green economy and livelihoods” – Max 10 points
- **Criteria 5** “Experience working with UNDP on GEF projects” -Max 10 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

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:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in SBD.

Incomplete proposals may not be considered.

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 procurement.sb@undp.org