



## TERMS OF REFERENCE

<b>Location</b>	Honiara, Solomon Islands
<b>Application deadline</b>	18 March 2021
<b>Type of Contract</b>	Individual Contractor
<b>Post Level and title</b>	National Consultant – National PPG Team leader & Biodiversity/IAS Consultant
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	60 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. A services of national consultant is required to lead the team and coordinate in-country work during the project document development/PPG process.

The National PPG Team Leader and Biodiversity/IAS Specialist will lead and coordinate the work of the team of national consultants to produce the PPG deliverables listed in the project Initiation Plan while supporting the International PPG Team Leader to integrate relevant findings and conclusions into key sections of the project document ensuring adherence of project development to UNDP's SESP and specific requirements, as appropriate. The consultant will lead the technical information gathering and reporting on Biodiversity (endemic species conservation) and IAS management and complete relevant project Annexes for completion of the Project Document. He/she will also lead the work to finalise the demonstration land/seascapes selection and prepare the related profile report. The consultant will be a Biodiversity (endemic species conservation) and IAS expert with experience conducting baseline analyses, biodiversity mainstreaming and preparing species action and management plans. He/she will work closely with the PPG team leader and the International IAS Specialist (and all other members of the PPG team).

Under the overall coordination of the International PPG team Leader, 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. The consultant will facilitate key stakeholder meetings, working closely with UNDP.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

The list below outlines key responsibilities and deliverables of this contract. The PPG Initiation Plan provides more detailed guidance regarding the responsibilities of the PPG team and must be consulted accordingly. The consultant will prepare a detailed work plan, including inputs from the international IAS specialist to be signed-off by the PPG Team leader, and will work closely with them to:

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
  - a. Review the PIF and project / SESP / climate change pre-screening of the PIF, participate in the PPG inception workshop, visits to the demonstration land/seascapes and related meetings
  - b. Support and coordinate the work of the other national consultants, working together with the international consultants to ensure a successful PPG phase
  - c. Carry out desk-top reviews and consult with relevant stakeholders at national and provincial levels to gather information and assess the baseline situation and discuss potential interventions for biodiversity mainstreaming and endemic species conservation and IAS management (relating to biodiversity and land degradation, including biosecurity at ports), including: i) baseline status of indigenous species (particularly IUCN Red List and endemic); ii) threats; iii) policies, plans and legislation, institutional arrangements (vertical and horizontal coordination); iv) capacities, v) monitoring and data management/availability; vi) existing projects and programmes, vii) budgets and financing mechanisms; viii) knowledge sharing mechanisms nationally and across the Pacific and with other SIDS.
  - d. Support the international IAS specialist in gathering information on the IAS baseline as required. Assess existing IAS early warning, risk assessment, biosecurity, data management, control and monitoring systems and identify appropriate project interventions to improve the national IAS monitoring and early warning network and biosecurity, including data management and evaluation and financing mechanisms
  - e. Carry out desk-top reviews, visit and consult with relevant stakeholders at each demonstration land/seascape and collect necessary information to finalise the selection of project demonstration sites if possible using the Biological Rapid Assessment (BIORAPS)<sup>1</sup> methodology ; gather information (including spatial) on the baseline situation including: geography and administrative arrangements, indigenous species (particularly IUCN Red Listed and endemic), habitats, protected areas and their management, stakeholders and institutional arrangements, information management, traditional knowledge and sharing, local biosecurity arrangements, existing projects and programmes budgets and financing mechanisms. Discuss and co-design with local stakeholders potential climate smart interventions to boost endemic species conservation and IAS management (relating to conservation of endemic species and land degradation); select and justify target endemic species and IAS to be addressed by the project at each project land/seascape; identify how citizen science data collection methods and techniques can be used to leverage additional information on species distribution and land condition (including traditional knowledge and information on species and resource condition), while also raising awareness and engagement of communities.
  - f. Ensure the necessary information is collected by national consultants to complete GEF Core Indicators 1, 2, 3, 4 and 11.

---

<sup>1</sup> <https://pipap.sprep.org/content/bioraps-biological-rapid-assessment>

- g. Collect the necessary information to complete the PA Management Effectiveness Tracking Tool (METT) for each demonstration land/seascape
  - h. Conduct the national and provincial capacity assessments for endemic species conservation and IAS management and prepare a detailed plan for training and capacity building
  - i. Gather information on project stakeholders, their mandates and potential roles in the project, with inputs from other national consultants
  - j. Lead the process to secure agreements with co-financers (including private sector) to meet or exceed the targets set in the PIF.
  - k. Support the identification of and secure private sector engagement (e.g. ecotourism, SME agricultural enterprises and farmers associations) with prior completion of due diligence, including use of UNDP Private Sector Risk Assessment Tool.
  - l. Support the identification of social and environmental risks and the completion of the UNDP Social and Environmental Screening Procedure (SESP) and the Environmental and Social Management Framework (ESMF) including any possible new negative environmental or social impacts that could arise from upstream policy or legislative changes introduced by the project. Based on the preferences for FPIC identified by the Safeguards consultants, assist them to secure FPIC during the PPG if possible (if not FPIC must be obtained during inception prior to commencement of any field activities).
  - m. Participate in field missions to demonstration land/seascapes to confirm the baseline situation, project interventions and partnerships.
  - n. 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 Annexes as well as project specific annexes (Component B):
- a. Manage/coordinate the national team and support the PPG team leader on QA/making sure different NCs are coordinated/integrated
  - b. Prepare the inception workshop report
  - c. Prepare a report summarising the findings of the national assessments, technical studies and reviews on biodiversity mainstreaming and endemic species conservation baseline; develop climate smart interventions to be implemented by the project, (with appropriate delivery mechanisms TORs and budgets) for incorporation into the ProDoc, structured according to the indicative Outputs and Activities of Component 1, 3 and 4 already identified in the PIF. The report will specify that the Strategic Environmental and Social Assessment (SESA) approach should be applied to all new policies and legislation/regulations/ordinances proposed.
  - d. Contribute information for a summary report (to be completed by the International IAS specialist) detailing the findings of the preparatory technical studies and reviews on IAS threats to biodiversity and land degradation, baseline (including biosecurity), stakeholders, proposed interventions (including justification of target species), delivery mechanisms (with appropriate TORs) and budgets for incorporation into the ProDoc, structured according to the indicative Outputs and activities of Component 2 and 3 already identified in the PIF.
  - e. Prepare a Profile report on the demonstration land/seascapes (with inputs from other consultants) detailing the geography, socio-economic baseline, threats, biodiversity/IAS and environmental baseline, protected areas, stakeholders, projects etc..
  - f. Prepare the METT for PAs in the demonstration land/seascapes

- g. Complete the adapted UNDP Capacity Development Scorecards for endemic species conservation and IAS management with national and provincial level government stakeholders
- h. Prepare the detailed project co-financing plan including the engagement of private sector co-financing partners (agreements or letters of intent)
- i. Prepare the project stakeholder analysis for inclusion into the comprehensive Stakeholder Engagement Plan, with inputs from other national consultants, and work closely with the International PPG Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework
- j. Finalize the Partner Capacity Assessment Tool (PCAT) and lead discussions with implementing partners on executing support needs and support options to respond to these needs
- k. Complete the assessment and formulate avoidance and mitigation measures for all project (including COVID) and climate change risks identified in Annex 3 for inclusion in the ProDoc.
- l. Contribute to the following technical Annexes to the Prodoc, with support of other PPG consultants: Multi-year work plan, Monitoring Plan, Overview of technical consultancies / service contracts.
- m. Contribute to the preparation of the SESP and ESMF, ensuring full assessment of current and any possible new negative environmental or social impacts arising from the proposed project interventions and identify management measures to mitigate risks to be incorporated into the ProDoc, with appropriate budget
- n. Contribute to the drafting of the ProDoc, CEO Doc and related annexes as requested by the PPG Team leader

### 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. Inception workshop report
- b. A report on biodiversity baseline, mainstreaming and proposed interventions at national and demonstration landscape levels
- c. Contributions to the International IAS specialist report on IAS baseline (including biosecurity) and proposed interventions
- d. Demonstration land/seascape profile report
- e. Management Effectiveness Tracking Tool (METT) for PAs in demonstration land/seascapes
- f. Completed GEF Core Indicators 1, 2, 3, 4 and 11.
- g. Completed UNDP Capacity Development Scorecards for endemic species conservation and IAS management plus training and capacity development plans
- h. Project stakeholder analysis
- i. Project co-financing plan including the engagement of private sector co-financing partners (agreements or letters of intent aligned with UNDPs private sector partnerships policy)
- j. Completed Partner Capacity Assessment Tool (PCAT)
- k. Completed assessment and mitigation measures for all project (including COVID) and climate change risks included in the ProDoc.

Expected outputs /deliverables	Payment milestones	Deadline
1. Inception report	15%	30 March 2021
2. Report on biodiversity baseline, mainstreaming and proposed interventions at national and demonstration landscape levels and Contributions to the International IAS specialist report on IAS baseline (including biosecurity) and proposed interventions and Demonstration land/seascape profile report	20%	31 May 2021
3. Report detailing Management Effectiveness Tracking Tool (METT) for PAs in demonstration land/seascapes and Completed GEF Core Indicators 1, 2, 3, 4 and 11.	15%	30 June 2021
4. Completed UNDP Capacity Development Scorecards for endemic species conservation and IAS management plus training and capacity development plans	15%	31 July 2021
5. Project stakeholder analysis and Project co-financing plan including the engagement of private sector co-financing partners (agreements or letters of intent aligned with UNDPs private sector partnerships policy	15%	15 August 2021
6. Completed Partner Capacity Assessment Tool (PCAT)	10%	31 August 2021
7. Brief Report detailing Completed assessment and mitigation measures for all project (including COVID) and climate change risks included in the ProDoc; Contributions to SESP and ESMF and relevant quality text sections for the ProDoc package on the aspects mentioned above	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:

- Master's degree or higher in a relevant field, such as natural resource management, conservation biology, ecology, or environmental sciences

### Experience

- Minimum 7 years of relevant professional experience in ecosystem-based management, biodiversity conservation and IAS in Solomon Islands. Ideally, the specialist will have knowledge and experience across the range of biodiversity/IAS policy, assessment and management strategies.
- Experience carrying out participatory assessments, particularly with local communities.
- Ability to manage and work with a multidisciplinary and multicultural team, excellent relationship management skills.
- Prior experience in the safeguard's assessments and processes of international organizations and donors, such as UNDP, etc.
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations.
- Experience with report writing, project development and results-based management methodologies.
- Excellent analytical, writing, advocacy, presentation, and communications skills.

### Language requirements

- Excellent written and oral communication skills in English

### 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 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** [Inception report]: **15% of total contract amount;**

**Deliverable 2** [Report on biodiversity baseline, mainstreaming and proposed interventions at national and demonstration landscape levels and Contributions to the International IAS specialist report on IAS baseline (including biosecurity) and proposed interventions and Demonstration land/seascape profile report): **20 % of total contract amount;**

**Deliverable 3** [Report detailing Management Effectiveness Tracking Tool (METT) for PAs in demonstration land/seascapes and Completed GEF Core Indicators 1, 2, 3, 4 and 11]: **15% of total contract amount;**

**Deliverable 4** [Completed UNDP Capacity Development Scorecards for endemic species conservation and IAS management plus training and capacity development plans]: **15% of total contract amount.**

**Deliverable 5** [Project stakeholder analysis and Project co-financing plan including the engagement of private sector co-financing partners (agreements or letters of intent aligned with UNDPs private sector partnerships policy): **15% of total contract amount.**

**Deliverable 6** [Completed Partner Capacity Assessment Tool (PCAT)]: **10% of total contract amount.**

**Deliverable 7** [Brief Report detailing Completed assessment and mitigation measures for all project (including COVID) and climate change risks included in the ProDoc; Contributions to SESP and ESMF and Provide relevant quality text sections for the ProDoc package on the aspects mentioned above]: **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** “ Master’s degree or higher in a relevant field, such as natural resource management, conservation biology, ecology, or environmental sciences” – **Max 10 points**
- **Criteria 2** “Minimum 7 years of relevant professional experience in ecosystem-based management, biodiversity conservation and IAS in Solomon Islands. Ideally, the specialist will have knowledge and experience across the range of biodiversity/IAS policy, assessment and management strategies”- **Max 15 Points**
- **Criteria 3** “Experience carrying out participatory assessments, particularly with local communities and Ability to manage and work with a multidisciplinary and multicultural team, excellent relationship management skills”-**Max 15 points**
- **Criteria 4** “Prior experience in the safeguards assessments and processes of international organizations and donors, such as UNDP, etc – **Max 10 points**
- **Criteria 5** “Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations”-**Max 10 points**
- **Criteria 6** “Experience with report writing, project development and results-based management methodologies; excellent analytical, writing, advocacy, presentation, and communications skills; and excellent written and oral communication skills in English”-**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 Solomon Islands Dollars (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](mailto:procurement.sb@undp.org)