



## 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 – Sustainable Land Management Consultant
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	45 working days, from March 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 national consultant is needed to conduct SLM and LD related work towards the development of the project document/PPG process.

The National Sustainable Land Management Specialist will lead the technical information gathering on land degradation, sustainable land management and land degradation neutrality and prepare relevant 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 an agricultural/land degradation expert with hands-on experience in SLM. S/he will work closely with the International SLM Specialist (and all other members of the PPG team).

Under the overall coordination of the 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

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 SLM specialist to be signed-off by the PPG Team leader. And will work closely with the international specialist 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 SESP pre-screening of the PIF, participate in the PPG inception workshop, visits to the demonstration land/seascapes and related meetings
  - b. With support of the International SLM Specialist, through extensive consultations, desk review and information gathering, collect the required information to assess the national, provincial and Pacific-level (regional activities) land degradation/SLM/LDN baseline on measures to prevent, control and manage land degradation impacts (including from IAS and climate change) from desk studies and relevant stakeholders including: i) current status of land degradation with assessment of risk to indigenous biodiversity and ecosystem services; ii) institutional/multi-sectoral (including stakeholder analysis), horizontal and vertical coordination mechanisms, legal and policy frameworks, strategies and plans for addressing land degradation/SLM/LDN ; iii) monitoring and information sharing, communications, iv) knowledge sharing opportunities nationally and across the Pacific and with other SIDS, v) financing including existing sustainable financing strategies for SLM management in Solomon Islands and in SIDS contexts, vi) prevention, control and management measures to address land degradation; vii) existing SLM techniques, programmes and projects (tabulate)
  - c. With support of the international SLM Specialist ensure the required information is collected to describe the current status and impacts of land degradation in each demonstration landscape (including threats analysis to biodiversity and ecosystem services and role of IAS and climate change) and provide a detailed assessment of the SLM/LDN baseline (stakeholders, land use, current farming practices and market chains, profitability, incentives and disincentives). In collaboration with local farmers, co-identify and design priorities, management approaches and climate smart interventions to improve the SLM/LDN baseline.
  - d. Support the national PPG Team Leader to help define the demonstration landscapes according to their selection criteria and ongoing SLM management initiatives, particularly those supported by GEF)
  - e. Collect the necessary information to complete the FAO EXACT tracking tool allowing detailing of project potential impact due to avoided soil degradation in agricultural lands or potential forest loss avoidance
  - f. Use the adapted UNDP Capacity Development Scorecard to assess government capacity for SLM/LDN at national and provincial levels

- g. Support the identification of project co-financing and partnerships with the private sector
  - h. 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)
  - i. Participate in field missions to demonstration land/seascapes to confirm the baseline situation, project interventions and partnerships and support the national PPG team leader to prepare the land/seascape profile report
  - j. 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. Provide a summary report for completion by the international SLM consultant detailing the findings of the preparatory national level consultations, technical studies and reviews detailed above. Develop specific climate smart project interventions (with delivery mechanisms, TORs and budgets) to advance the SLM/LDN agenda according to the indicative Outputs already identified in Component 1 and Component 3 of the PIF for incorporation into the ProDoc, including legal/policy frameworks, multi-sectoral coordination, communication and information sharing and sustainable financing mechanisms (including small grant mechanisms in full compliance with UNDP's low value grant policy). Work closely with the PPG Team Leader to ensure findings are meaningfully integrated into the project's strategy, theory of change, results framework and budget, and to ensure that all proposed SLM/LDN project activities are eligible for funding based on the requirements and approach of the GEF-7 strategy
  - b. Provide a summary report for completion by the international SLM specialist detailing the findings of the preparatory consultations, technical studies and reviews detailed above concerning each demonstration landscape. Develop specific climate-smart project interventions (with delivery mechanisms, TORs and budgets) to advance the SLM/LDN agenda according to indicative Outputs in Component 3 of the PIF for incorporation into the ProDoc, including SLM/LDN approaches and value chains, communication, training and information sharing, sustainable financing mechanisms (including small grant mechanisms in full compliance with UNDP's low value grant policy). Work closely with the PPG Team Leader to ensure findings are meaningfully integrated into the project's strategy, theory of change, results framework and budget, and to ensure that all proposed SLM/LDN project activities are eligible for funding based on the requirements and approach of the GEF-7 strategy
  - c. Complete the UNDP Capacity Development Scorecard for SLM/LDN and propose a capacity development plan for implementation by the project.
  - d. Provide land degradation/SLM inputs to the Profile report on the demonstration land/seascapes
  - e. Prepare inputs for the FAO EXACT Tracking tool in the demonstration land/seascapes

- f. 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.
  - g. Contribute to the preparation of the SESP and ESMF, based on assessments undertaken during Component A and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc, with appropriate budget
  - h. 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. A report on Land degradation/SLM/LDN baseline, mainstreaming and proposed interventions for Components 1, 3 &4
  - b. Capacity Development Scorecard and plan for SLM/LDN
  - c. Chapter contributions to the Demonstration land/seascape profile report
  - d. FAO EXACT Tracking Tool
  - e. Contributions to SESP and ESMF.
  - f. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above.

<b>Expected outputs /deliverables</b>	<b>Payment milestones</b>	<b>Deadline</b>
1.Workplan and methodology of how assignment will be completed.	10 %	30 March 2021
2.A report on Land degradation/SLM/LDN baseline, mainstreaming and proposed interventions for Components 1, 3 &4	20%	31 May 2021
3. Capacity Development Scorecard and plan for SLM/LDN	20%	30 June 2021
4. Brief report detailing Chapter contributions to the Demonstration land/seascape profile report	20%	31 July 2021
5.FAO EXACT Tracking Tool	20%	31 August 2021

6. Brief report detailing Contributions to SESP and ESMF; and relevant quality text sections for the ProDoc package on the aspects mentioned above.	10%	30 September 2021
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### **Institutional Arrangement/ Working Arrangements**

The consultant will be directly supervised by the International 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.

## **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, agriculture, or environmental sciences.

### Experience

- Minimum 7 years of relevant professional experience in SLM in Solomon Islands. Ideally, the specialist will have knowledge and experience across the range of land degradation and SLM 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** [ Workplan and methodology of how the assignment will be completed]: **10% of total contract amount;**
- **Deliverable 2** [ A report on Land degradation/SLM/LDN baseline, mainstreaming and proposed interventions for Components 1, 3 & 4]: **20% of total contract amount;**
- **Deliverable 3** [Capacity Development Scorecard and plan for SLM/LDN): **20% of total contract amount;**

- **Deliverable 4** [Brief report detailing Chapter contributions to the Demonstration land/seascape profile report]: **20% of total contract amount;**
- **Deliverable 5** [ FAO EXACT Tracking Tool]: **20% of total contract amount;**
- **Deliverable 6** [Brief report detailing Contributions to SESP and ESMF and providing 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** "MSc or higher in a relevant field, such as natural resource management, agriculture or environmental sciences" – **Max 10 points;**
- **Criteria 2** "Minimum 7 years of relevant professional experience in SLM in Solomon Islands. Ideally, the specialist will have knowledge and experience across the range of land degradation and SLM 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 -**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)