

Terms of Reference

Consultancy for International Marine Fisheries Expert, IC/PNG/016-2021

Location:	Port Moresby, Papua New Guinea (with travel to the Project Target Provinces namely East New Britain, Manus, Milne Bay, as and when required based on the needs).
Type of Contract:	Individual Contract (IC)
Project:	Building Resilience to Climate Change in Papua New Guinea
Languages Required:	English and Tok Pisin
Starting Date:	01 April 2021
Duration of Initial Contract:	4 months from 01 April 2021 to 31 July 2021 with possibility of extension.

Background

Papua New Guinea (PNG) is one of the pilot countries that was selected to participate in the Pilot Programme for Climate Resilience (PPCR). The PPCR is part of the Strategic Climate Fund (SCF), a multi-donor Trust Fund within the Climate Investment Funds (CIF), and provides financing through the multilateral development banks to support programmes in the selected pilot countries. The goal of the PPCR is to help countries transform to a climate resilient development path, consistent with national poverty reduction and sustainable development goals.

With technical support provided by the ADB (financed under the first phase of PPCR), the PNG's Strategic Program for Climate Resilience (SPCR) was designed and developed through a broad-based consultative process. The SPCR seeks to achieve transformational change by supporting implementation of PNG national strategies to make PNG 's development investments climate resilient or to facilitate "climate compatible development" on PNG 's own terms.

The overall outcome of the SPCR is the enhancement of PNG 's resilience to climate change through improved access to resources, knowledge, and tools and climate resilient infrastructure at the national, sector, district, and community levels. These are the prerequisites for effective social development, food security, and overall poverty reduction. In PNG, the SPCR will support achievement of these key pillars for climate resilient development.

In seeking this transformation, the SPCR will address key impediments facing PNG 's current efforts to implement its national strategies. These include:

- inadequate resources (human, technical, financial) at national, provincial, district, community, and sector levels to mainstream climate change risk management
- inadequate knowledge and tools for mainstreaming climate change risk management in key sectors (food security, health, critical infrastructure) and in the national/provincial/district budget processes; and
- poorly designed infrastructure that is susceptible to climate change impacts.

The Government of PNG obtained a SCF-PPCR grant from the Asian Development Bank to implement the "Building Resilience to Climate Change" (BRCC – the project). The project will help the PNG

implement the SPCR by mainstreaming climate resilience into development planning and addressing country priorities that focus on vulnerable communities.

The project targets approximately 16-829 people of 24 Islands and Atolls located in East New Britain, Manus, Milne Bay, Morobe and the Autonomous Region of Bougainville (AROB). The key information about the project are as follow:

- **Impact:** Increased resilience of the communities to the impacts of climate change and climate variability.
- **Outcome:** Improved capacities of vulnerable islands/atoll communities, government agencies, and civil society to plan and respond to the impacts of climate change.
- **Outputs:** The project has three outputs as follows:
 - **Output 1:** Climate change and vulnerability assessments carried out and adaptation plans developed for target communities
 - **Output 2:** Sustainable fishery eco-systems and food security investments piloted in 9 vulnerable island and atoll communities
 - **Output 3:** Enabling framework for climate-resilient infrastructure and early warning and communication network extended.

UNDP has been successfully awarded a contract to support Climate Change and is seeking a Fisheries Expert to lead in conducting assessments on the impacts of climate change on fisheries sector. This will then lead to the development of appropriate plans to address the impacts of climate change on this sector. The Fisheries Expert will work with other team of experts in direct communication and consultation with the Deputy Team Leader under the supervision of the Team Leader who is the Chief Technical Advisor to the Project. The position will provide leadership with expertise and technical skills and knowledge in the fisheries sector by implementing the related activities required as per the approved Annual Work Plan. The Fisheries Expert will be responsible for leading the implementation of key activities under fisheries sector at the Provincial and community levels contributing to the achievements of Output 1 and Output 2 of the Project.

Objectives

The objectives of this consultancy role are based on the Climate Change Vulnerability Assessment on Fisheries Sector. These are as follow:

- i. Establishment of Locally Managed Marine Areas (LMMAs)
- ii. Facilitating Marine Resource Monitoring
- iii. The development of LMMA marine management plans
- iv. The demonstration of rehabilitation and re-establishment of mangroves in coastal shorelines
- v. The rehabilitation of coral reefs surrounding vulnerable islands
- vi. the demonstration of marine production, processing and marketing initiatives

These will be done through:

- Proper Planning and Coordination at the national level with an identified Implementing Agency which is the Coastal Fisheries Development Authority (CFDA) including National Fisheries Authority (NFA) with provincial partners and the Islands and Atoll communities
- Identification of appropriate sites to establish LMMAs
- Establish contacts and network with key stakeholders at the national and provincial level to provide timely inputs and assistance as and when required for the efficient delivery of the activities as planned
- Provide technical advice, guidance and disseminate clear information to the sub national stakeholders (provincial authorities including Provincial Advisory Committees, district development authorities, target communities and the Project Team) on regular basis for information sharing to avoid misunderstanding and confusions
- Undertake field visits to the target Provinces including the Islands and Atoll communities to lead and implement activities as required.

Duties and Responsibilities

This role is with the UNDP Building Resilience to Climate Change (BRCC) Project Team comprised of Key Experts and Non-Key Experts and works closely with the BRCC Project Management Unit at CCDA and the Executing Agency (CCDA) at the National level including other key Government stakeholders. You are also required to work with other UN Agencies on daily basis to ensure the project activities are implemented in a more consultative and coordinated manner. The roles and responsibilities are as follow:

- Identify the state of coastal habitats (coral reefs, sea-grass beds and mangrove forest) and fisheries and existing threats based on existing studies observation of community members and on-site observations of the local staff (baseline status report)
- Interpret the potential climate change hazards (sea level rise and sea water warming, associated coral bleaching, intense storm surge, extended drought) that may affect the site based on existing studies and maps
- Describe the effects of the changes of coastal habitats and fisheries on the food supply and livelihood of the people based on their existing patterns of utilization
- Consult with local communities, identify priority areas suited for closer management and monitoring under LMMAs
- Assist the communities in developing management plans for the target areas identified
- Provide training to local communities in the management of the reef and coastal resources
- Community monitoring of the reserved areas and assist in their registration with LLG's

- Pilot income generating activities within the reef ecosystem to improve livelihood and food security
- Support the local communities in their representation to higher levels of government to respect the LMMA Activities
- Communicate relevant and critical information with the Key Implementing Partner and the Project Team
- Closely monitoring the progress of fisheries sector activities against the Approved Annual Work Plan and ensure all activities are on track with implementation and within the given timeframe
- Identify and document issues and risks that are related to the implementation of the sector specific activities and design mitigation measures against each issues and risks and share with the Project Team
- Establish appropriate linkages at national and sub national level to leverage on existing resources as well as sharing available resources that in the long run contribute to produce required results as planned.

Deliverables

- Climate Change Vulnerability Assessment Conducted for Fisheries Sector in the targeted Island and Atoll Communities
- Work Plan covering identified interventions in fisheries sector
- The Locally Managed Marine Areas (LMMAs) are established
- The LMMA marine management plans are developed
- Re-establishment of mangroves in coastal shorelines
- The marine production, processing and marketing initiatives are demonstrated
- Trainings on reef coastal management at community level in respective provinces and AROB are conducted
- Locally Managed Marine Areas (LMMAs) are established and registered in the respective Provinces and AROB
- Lessons learnt workshops are conducted at the sub – national level with documentation of success.

Reporting period and key milestones	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptances of inception report and work plan for the assignment.	05/04/2021	10%	UNDP BRCC Project Team Leader
Payment upon submission and acceptances of progressive report for the month of April and work plan for remaining 3 months of the contract.	30/04/2021	25%	UNDP BRCC Project Team Leader
Payment upon submission and acceptances of progressive report for the month of May and updated work plan for remaining 2 months of the contract.	31/05/2021	25%	UNDP BRCC Project Team Leader
Payment upon submission and acceptances of progressive report for the month of June and updated work plan for the remaining month of the contract.	30/06/20	25%	UNDP BRCC Project Team Leader
Payment upon submission and acceptances of progressive report for the month of July including the cumulative reports from the past 3 months	31/07/2021	15%	UNDP BRCC Project Team Leader

Resources Provided

UNDP BRCC Project in consultation with the BRCC PMU at CCDA and CCDA as the Executing Agency in will provide space at CCDA Office including other logistics services and DSAs on approved missions.

Education and experience

- A Master's or Bachelor's degree in Marine Biology, Climate Change, Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or a related area.

Experience:

- Experience in Marine Biology, environment, climate change, disaster risk reduction, emergency response or humanitarian coordination within international organizations (working in Papua New Guinea is highly desirable).

Corporate Competencies

- High level of computer literacy is essential (word processing, publishing and presentation software). Knowledge of marine biology, environment, climate change and disaster risk reduction is an asset;
- Exceptional communication, presentation, inter-personal and networking skills
- Be task oriented and able to work independently
- Demonstrate high level of gender sensitivity and advocate for gender equality
- Be able to work effectively in a high pressure, occasionally stressful environment
- Ability to quickly establish and maintain effective working relations with people of different cultural backgrounds
- Proven communication and report writing skills
- Ability to negotiate and reach understanding or agreement in a most challenging environment
- Able to work in challenging and stressful conditions
- Possess commitment to teamwork
- Demonstrate openness to change and ability to manage complexities
- Respond positively to critical feedback and differing points of view
- Fluent written and spoken English.

EvaluationCumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage	Comments
Qualification		20%	
<ul style="list-style-type: none"> A Master's or Bachelor's degree in Marine Biology, Climate Change, Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or a related area. 		20%	
Experience		50%	
<ul style="list-style-type: none"> Experience in marine biology, environment, climate change, disaster risk reduction, emergency response or humanitarian coordination within international organizations (working in Papua New Guinea is highly desirable). 		20%	
<ul style="list-style-type: none"> At least 5 years' experience in marine biology, environment, climate change and disaster risk reduction with a most reputable or an international organization 		15%	
<ul style="list-style-type: none"> Experience in programme/project planning and management is desirable. 		15%	
Technical Criteria		70%	
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.			
Financial Criteria – Lowest Price		30%	
Total		100%	

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) **Signed P11/CV**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references
- b) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template of Letter of Confirmation of Interest and Availability provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

One return ticket is not envisaged for this assignment. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than 22nd April 2021. For any clarification regarding this assignment please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Approval

This TOR is approved by: Edward Vrkic
Deputy Resident Representative,
UNDP PNG Country Office