



TERMS OF REFERENCE

Location	Homebased
Application deadline	14 July 2021
Type of Contract	Individual Contractor (International)
Post Title	Feasibility Study Consultant
Languages required:	English
Duration of Initial Contract:	60 days over 4 months (28 July 2021 to 12 November 2021)

BACKGROUND

As a Small Island Developing State (SIDS), Solomon Islands experiences significant development challenges associated with the small size and remoteness of major markets, compounded by inadequate domestic infrastructure. The country is estimated to graduate from its Least Developed Country (LDC) status in 2024, following the development of accessing specific concessional finance instruments and preferential market access for exports.

The UNDP Country Office in Solomon Islands is implementing a range of projects supporting the Sustainable Development Goals (SDGs). UNDP has the mandate to work in partnership with governments and institutions within countries to achieve the 2030 agenda, which is the realisation of the SDGs. These are SDG 1 on no poverty, SDG 5 on gender equality, SDG 8 on decent work and economic growth, SDG 9 on industry, innovation and infrastructure, SDG 10 on reduced inequality; SDG 12 on responsible consumption and production, and SDG 17 on partnerships to achieve the goals.

The coconut sector is one of the fastest-growing in Solomon Islands. Its current focus is on the shell contents, producing oils, soaps, and copra. Despite the contribution of coconut to export earnings and income for the country, the sector is constrained by a limited variety of products, with low-income revenue to farmers due to overdependence on primary coconut products. In addition, coconut husk is a by-product that is currently underutilized.

Solomon Islands Government developed its national Coconut Sector Strategy, anchored on the vision of having a modernized coconut industry that can contribute significantly to national peace, unity and economic development for prosperity Solomon Islanders. The opportunity to enhance economic growth, modernization, and prosperity depends on developing the key sectors where Solomon Islands has a

comparative advantage. Husk utilisation for coir and pith is a national priority within Solomon Islands Coconut Sector Strategy. It is identified as supporting industrialisation, job creation and entering rapidly expanding international markets. There is increased global demand for coir-derived products of natural geotextiles (erosion-control materials) and cordage in the context of rising awareness of natural fibres' health and environmental benefits and addressing climate change.

Considering the above, the UNDP seeks an experienced, efficient and committed coconut expert with expertise in coconut husk utilisation, value chain analysis of coir and coco-pith and downstream products, processing technologies and proven experience in undertaking feasibility studies to inform the technical design of coconut husk projects.

DUTIES AND RESPONSIBILITIES

Scope of Work

The consultant will be responsible for undertaking desk-based research on the coconut sector and husk-based products' feasibility. They will be expected to perform the following key tasks:

- Collect and review relevant documents and reports related to value chain analysis, coir and coco-pith production and related products in the broader context of the existing policies and the Coconut Sector Strategy;
- In collaboration with Ministry of Commerce, Industry, Labour and Immigration (MCILI), identify key stakeholders, including donors involved in the activities of relevance to this assignment;
- Undertake value chain analysis on the production, processing, transport, pricing, domestic and export market demand of coir, coco-pith and downstream products;
- Undertake a cost-benefit analysis of coir and coco-pith production and downstream products;
- Assess and identify various processing technologies' suitability and cost-effectiveness for micro, small, and medium-sized enterprises (MSMEs) at the community level in Solomon Islands. The analysis should also consider and draw lessons from selected case studies in the Indo-Pacific region;
- Ensure the active participation of the local authority and community to enhance buy-in and interest in the project;
- Explore and mainstream cross-cutting issues related to environmental sustainability, including the recommendations on specific aspects related to the implementation of green business in the feasibility study and project design;
- Explore and include the socio-economic aspects related to gender and social inclusion, including the level of female, people with disabilities, and youth participation;
- Identify and recommend the technology and skills training required for selected coir and coco-pith products;
- Develop feasibility study report based on the key findings and recommendations raised by stakeholders during the consultation process;
- Present the feasibility study findings to relevant stakeholders (public sectors, private sector development partners) and, based on the feedback received, make any further revisions necessary to improve and finalise the key outputs.

Expected Outputs, Deliverables and Timelines:

	Expected outputs /deliverables	Payment milestones	Deadline
1.	<p>A work plan and initiation report of the feasibility study evaluation questions and planned analysis for the assignment, including specific duties and dates within the required time are submitted.</p> <p>The initiation report should detail the expert's understanding of what the feasibility study will cover and its approach by way of:</p> <ul style="list-style-type: none"> · proposed methods, · proposed sources of data, and · data collection procedures. <p>The initiation report should include a proposed schedule of tasks, activities and deliverables.</p> <p>(estimated 7 days)</p>	12%	4 August 2021
2.	<p>Preliminary draft feasibility study report based on consultations with MCILI and relevant stakeholders, including key recommendations for coconut husk projects is submitted.</p> <p>Presentation of the draft feasibility study report is conducted.</p> <p>(estimated 45 days)</p>	75%	19 September 2021
3.	<p>Second draft feasibility study report incorporating feedback from UNDP and stakeholders is submitted.</p> <p>(estimated 4 days)</p>	7%	30 September 2021
4.	<p>Final feasibility study report is submitted and presented</p> <p>(estimated 4 days)</p>	6%	14 October 2021

Institutional Arrangement

The Consultant will report to the Team Leader of the Resilient Sustainable Development Team. Reporting by the Consultant will be undertaken aligned to the deliverables. The Consultant should ensure timely identification of potential risks and signal any delays in deliverables. The reporting format will be further discussed between the Supervisor and Consultant. However, is expected to be emailed updates detailing progress and over Skype/Zoom calls where required.

The Consultant will be required to provide their own laptop. As the IC is homebased, UNDP will not provide any resources to enable dialogue with UNDP and stakeholders as required. UNDP will provide background

reading materials, reports and documents on commencement of the assignment by email. UNDP will hold the copyright of the assignment deliverables.

Duration of the Work

The Consultant is expected to commit to a period between July 2021 to November 2021, up to a maximum of 60 working days over the contract period.

Duty Station

This consultancy is homebased.

COMPETENCIES

- Demonstrates commitment to the UN’s mission, vision and values;
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
- Openness to change and the ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Innovative forward-thinking, positive, constructive attitude to work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- A minimum of a Masters degree in Engineering, Agriculture, Business, Economics, or any other relevant university degree.

Experience

- Extensive expertise, knowledge, and expertise of coconut processing technologies and coconut value-added products and value chain analysis;
- Demonstrated ability to facilitate consultative meetings with community groups, producers, processors and to make presentations of technical findings to a broad audience;
- Extensive expertise, knowledge, and experience in conducting value chain analysis, feasibility studies and needs assessments related to coconut husk processing technologies and products;
- A minimum of ten (10) years of professional experience in the field of coconut husk processing, coconut sector analysis, coconut husk processing technologies;
- Experience in the Indo-Pacific and understanding of the context, capacities and constraints of coconut husk utilization and processing in the Indo-Pacific region or Small Island Developing States;
- Excellent written and oral communication skills in English.

Language requirements

- Fluency of English is required.

Price Proposal and Schedule of Payments

The Consultant must send a financial proposal based on a 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 a 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: 12% of the total contract amount
- Deliverable 2: 75% of the total contract amount
- Deliverable 3: 7% of the total contract amount
- Deliverable 4: 6% of the 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 - A minimum of a Masters degree in Engineering, Agriculture, Business, Economics, or any other relevant university degree; Maximum 5 points.

Criteria 2 - Extensive expertise, knowledge, and expertise of coconut processing technologies and coconut value added products and value chain analysis; Maximum 10 points.

Criteria 3 - Demonstrated ability to facilitate consultative meetings with community groups, producers, processors and to make presentations of technical findings to a wide audience; Maximum 10 points.

Criteria 4 - Extensive expertise, knowledge, and experience in conducting value chain analysis, feasibility studies and needs assessments related to coconut husk processing technologies and products; Maximum 15 points.

Criteria 5 - A minimum of ten (10) years of professional experience in the field of coconut husk processing, coconut sector analysis, coconut husk processing technologies; Maximum 15 points.

Criteria 6 - Experience in the Indo-Pacific and understanding of the context, capacities and constraints of

coconut husk utilization and processing in the Indo-Pacific region or Small Island Developing States;
Maximum 10 points.

Criteria 7 - Excellent written skills in English; Maximum 5 points.

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

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

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: International consultants must quote prices in USD.

Applications should be submitted to the following email address procurement.sb@undp.org

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

Name of Team Leader: Ms. Joanne Aihunu

Name of Team: RSD

