

**Terms of reference**  
**International PPG Project Coordinator**  
**Ref: IC2021/WSM/025**

<b>Job Title</b>	International PPG Project Coordinator
<b>Location:</b>	Home based with mission travel(s) to Cook Island
<b>Type of Contract:</b>	Individual Contract/International Consultant
<b>Languages required:</b>	English
<b>Starting date:</b>	September 2021
<b>Duration of Initial Contract:</b>	18 months
<b>Expected duration of assignment</b>	Maximum of 60 working days (through December 2022) including 15 days mission in Cook Islands (TBC)
<b>Supervisor(s):</b>	UNDP MCO in Samoa and Regional Technical Adviser, Ecosystems and Biodiversity, UNDP Bangkok Regional Hub

**Background:**

The Biodiversity Focal Area programming of the Global Environment Facility in its 7th replenishment (GEF-7), responds directly to the GEF7 Four-year Framework of Program Priorities agreed by countries at CBD COP-13, as well as the Strategic Plan for Biodiversity, 2011-2020. Specifically, the proposed Biodiversity Focal Area is built around achieving the Four-year Programs three objectives: (i) Mainstream Biodiversity Across sectors as Well as Within Production Landscapes and Seascapes, (ii) Reduce Direct Drivers of Biodiversity Loss, and (iii) Strengthen Biodiversity Policy and Institutional Frameworks.

In line with the GEF-7 strategic programming for Biodiversity, the project *“Enhancing Biodiversity Considerations and Effective Protected Area Management to Safeguard the Cook Islands Integrated Ecosystems and Species”* aims to bring about a paradigm shift towards delivering effective and scalable solutions at key target sites through enhanced ridge-to-reef, land/seascape and catchment scale approaches that bring together relevant sectors and other interested parties in an integrated, coordinated manner that will foster the necessary enabling conditions for achieving long-term environmental sustainability across entire islands, lagoons and coastal waters

The expected Global Environmental Benefits that will result from an integrated sustainable management from ridge to reef safeguarding the integrity and functioning of ecosystems and production systems include:

- Some 400 ha of terrestrial and 2,400 ha of coastal marine protected areas created or under improved management for conservation and sustainable use.
- A 118 ha of new protected area established, conserving key ecosystems that contain threatened endemic species and valuable fresh water sources. It features among the best remaining examples of primary montane rain and (Metrosideros) cloud forest in Eastern Polynesia, as cited in WWF’s *Global 200*<sup>1</sup>.
- 2,411 ha of landscape will be under improved practices (excluding protected areas)
- 788,236 tCO<sub>2</sub>e emission avoided during a 20-year period.
- The investment will directly benefit an estimated 11,428 community members (5,627 female and 5,801 male) representing about 75% of the Cook Islands resident population.

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<sup>1</sup> Olson, D. M., Dinnerstein, E. 2002. The Global 200: Priority ecoregions for global conservation. *Annals of the Missouri Botanical Garden* 89(2):199-224.

- US\$ 26.5 million of co-financing leveraged and invested in this integrated catchment approach to safeguarding biodiversity and ecosystem services; and effectively managing protected areas.
- Improved management (i.e., community-based co-management) of selected priority catchments, as well as specific priority protected areas that are habitat to key threatened and endemic species.
- Raised awareness and understanding of biodiversity considerations and mainstreaming safeguards across key development sectors (tourism, agriculture and infrastructure), as well as increased technical capacity within relevant government sectors and communities to apply sustainable control measures.

Table 1. brief description of the Project's objectives, grant amounts, components, project location and the PPG team composition

Project Title: Enhancing biodiversity considerations and effective protected area management to safeguard the Cook Islands integrated ecosystems and species
Objective: To mainstream biodiversity conservation and ecosystem services safeguards across Cook Islands key sectors, in partnership with traditional leaders and communities, to deliver sustainably managed protected areas and catchments.
Grant amount: USD 3,502.968
Co-financing amount: USD 26,787,412
Target Locations (Island names): Northern Group - Suvarrow Southern Group - Rarotonga, Aitutaki, Takutea and Manuae
Pre-SESP rating: Moderate
Components: <ol style="list-style-type: none"> <li>1. Mainstreaming safeguards to conserve biodiversity and maintain ecosystem services across key development sectors</li> <li>2. Improving the management framework to effectively conserve a national protected areas system representative of Cook Islands biodiversity.</li> <li>3. Raising awareness, managing knowledge, mainstreaming gender and monitoring, evaluating and disseminating project results.</li> </ol>
International Consultant Team (4) <ul style="list-style-type: none"> <li>• International GEF Project Development Specialist (PPG Team Leader)</li> <li>• International Social and Environmental Safeguards Specialist</li> <li>• International Environmental Policy and Governance Specialist</li> <li>• International PPG Coordinator [<b>this TOR</b>]</li> </ul>
National Consultant Team (2) <ul style="list-style-type: none"> <li>• National Sustainable Land Management/Protected Areas and Livelihoods Specialist (National PPG Lead – Deputy Team Leader)</li> <li>• National Safeguards, Gender and Community Engagement Specialist</li> </ul>

UNDP, in collaboration with the Government of Cook Islands, seeks to engage a qualified International PPG Project Coordinator to support the GEF-7 Project document preparation. The consultant will be contributing to the delivery of PPG tasks as specified below.

#### Scope of the assignment:

#### Role

The PPG Project Coordinator will facilitate the PPG process and ensure coordination between the relevant parties involved in the formulation process. The consultant will liaise with national counterparts, as well as the international and national consultants and assist in the timely implementation of the PPG process. The consultant will also provide support for the Project Document preparation, as needed, and undertake secondary data gathering.

**Responsibilities and Deliverables:**

The consultant shall be responsible for the following lists of key responsibilities and deliverables; the PPG Initiation Plan for the project provides further and more detailed guidance regarding the responsibilities of the prospective PPG team leader and the entire team, and must be consulted accordingly:

- 1) Preparatory Technical Studies and Reviews (Component A):
  - a. Coordination and liaison with counterparts (government offices, non-governmental organizations, donor agencies, private sector, UNDP, UN agencies) towards project implementation;
  - b. Coordination and liaison with international and national consultants;
  - c. Facilitate and assist in the preparation of Harmonized Approach on Cash Transfer (HACT), Partner Capacity Assessment Tool (PCAT) among concerned partner agencies and due diligence of private sector partners;
  - d. Facilitate conduct of Technical Working Group (TWG) meetings;
  - e. With the PPG Team Leader, prepare the Project budget, Multi-Year Work Plan, and Monitoring & Evaluation Plan;
  - f. Facilitate obtaining co-financing letters;
  - g. Organize meetings and technical discussions (including inception and validation workshops) ; prepare activity designs (including program and budget), invitations and materials needed for the meetings and technical discussions;
  - h. Document the proceedings during stakeholder consultations and workshops;
  - i. Ensure preparation of Annual Work Plan and prepare regular reports for submission to UNDP MCO and BRH;
  - j. Provide research support for Project Document preparation and undertake secondary data gathering, as needed; and
  - k. Other tasks deemed necessary for project delivery and completion.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):
  - a. Contribute to HACT Report for project partners
  - b. Contribute to PCAT forms for project partners
  - c. Contribute to Due Diligence for private sector partners
  - d. Interact with lead consultants and consolidate Project budget, Multi-Year Work Plan and, M&E Plan
  - e. Facilitate obtaining co-financing letters
  - f. Support the completion of the GEF Audit Checklist as needed
- 3) Validation Workshop (Component 3):
  - a. Document the proceedings and facilitate the workshop preparation and process
  - b. Contribute to the validation workshop; and
  - c. Support all necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
  - a. HACT Report for project partners

- b. PCAT forms for project partners
- c. Due Diligence for private sector partners
- d. Co-financing letters
- e. Inputs to ProDoc, including Project budget, Multi-Year Work Plan and M&E Plan
- f. Activity designs and documentation of proceedings of TWG and stakeholder consultations

Table 2. PPG Milestones, dates, fee disbursement percentage and required approvals

No.	PPG Milestones	Duration	Tentative Dates	Fee Disbursement (%)	Review and Approvals Required
1	Coordination of First Mission <sup>2</sup> : detailed mission plan including PPG inception workshop, field visits and meeting with key stakeholders	8 days	September 2021	10%	UNDP MCO & RTA
	Inputs to PPG inception workshop report and workplan				
2	Inputs to first draft of the Project Document, including all mandatory and project specific annexes (see final deliverables section above, literals a to f), in compliance with the UNDP-GEF ProDoc format and the GEF requirements.	15 days	January 2021	30%	UNDP MCO & RTA
3	Coordination of Second Mission: Final consultation and validation workshop	7 days	March 2022	20%	UNDP MCO & RTA
	Inputs to validation Workshop Report				
4	Inputs to second draft of the Project Document, including all mandatory and project specific annexes (see final deliverables section above, literals a to f), submitted to UNDP-GEF for the technical clearance and submission to GEF SEC for CEO endorsement for review.	15 days	May 2022	25%	UNDP MCO, RTAs & PTA

<sup>2</sup> Note that Travel bans, restrictions and requirements will likely affect the dates and structure of the missions. The above table provides tentative information for mission budgeting/ICs financial proposal purposes only. Flexibility is expected from the selected candidate in terms of the possibility of having alternative mission and consultation arrangements (i.e. online consultations and online inception/validation workshops. Having one single consultation/truth-grounding mission when travel restrictions are lifted, etc.).

5	Inputs to finalized Project Document with the mandatory and project specific annexes and the CEO Endorsement Request revised with comments from the UNDP teams and the GEF SEC	8 days	December 2022	15%	UNDP MCO, RTA & GEF SEC
	Completion of assignment i.e. approval by the GEF SEC				
	Total	60 days		100%	

#### Information on Working Arrangements:

- The Consultant will be home-based and will report to, and be directly supervised by UNDP MCO in Samoa and the corresponding Ecosystems and Biodiversity Regional Technical Advisor based in Bangkok;
- 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 workstation (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- The consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones; and
- Payments will be made upon satisfactory completion and acceptance by UNDP of the outputs listed in table above.

#### Travel:

- Estimated duration of 15 days (8 days for the first mission and 7 days for the second mission, including travel time to project demonstration sites), COVID19 travel restrictions permitting. Due to the COVID19 travel restrictions the missions could be organized virtually.
- Any necessary mission travel must be approved in advance and in writing by the Supervisor of the corresponding CO;
- The [BSAFE](#) course must be completed before the commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her mission travel arrangements in line with [UNDP travel policies](#);
- All envisaged travel costs must be included in the financial proposal. 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 he/she should do so using their own resources; and
- 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 based on provision of supporting documentation.

#### Duration of the Work:

Maximum 60 days over 18 months.

#### Payment Method:

**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, international

travel costs, living allowance 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. Payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).

**Education and Qualifications (Maximum Evaluation Weight: 70%):**

- A University degree in Public Administration, Business Administration, or related field;
- At least 5 years' experience of administrative support in national or international level programme/project development, implementation, coordination and/or management;
- Prior experience with UNDP and knowledge of UNDP's internal systems and policies, including HACT and PCAT Assessments, is highly desirable;
- Demonstrated work experience in working with government agencies and funding institutions;
- Computer and digital proficiency including the use of office software packages (MS Word, Excel, etc.) and virtual meeting platforms;

**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, and;
- Knowledge of GEF project development, implementation and/or evaluation with capacity development elements.

**Functional Competencies**

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner;
- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercises the highest level of responsibility and able to handle confidential and politically sensitive issues in a responsible and mature manner;
- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback;
- Fluent English language (both oral and written) and excellent communication and presentation skills, particularly in the preparation of written documents; and
- Due to the COVID-19 quarantine-free travel bubble in place between Cook Islands and New Zealand, potential candidates currently based in New Zealand may be given priority consideration should he/she has a minimal score difference with the top candidate who is not based in a country with travel bubble arrangement with the Cook Islands.

**Evaluation Method:**

- Only those applications that are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language) will be based on a maximum 70 points. Only the top 4 candidates that have achieved a minimum of 49points from the review of

education, experience and language will be deemed technically compliant and considered for financial evaluation;

- Financial score (max 30 points) will be computed based on the formula “(Lowest Price Offer / Price of the Offer Being Reviewed) x 30”.
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment).
- Applicant receiving the Highest Combined Score (max 100 points) and has accepted UNDP’s General Terms and Conditions will be awarded the contract.

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b>1. Technical Qualification and Experience</b>	<b>70%</b>	<b>70</b>
Education (University degree in Public Administration, Business Administration, or related field)	10%	10
At least 5 years' experience of administrative support in national or international level programme/project development, implementation, coordination and/or management	20%	20
Prior experience with UNDP and knowledge of UNDP's internal systems and policies, including HACT and PCAT Assessments, is highly desirable	15%	15
Demonstrated experience in working with government agencies and funding institutions	10%	10
Due to the COVID-19 quarantine-free travel bubble between Cook Islands and New Zealand, potential candidates currently based in New Zealand are preferred	5%	5
Fluent in English	10%	10
<b>2. Financial Proposal</b>	<b>30%</b>	<b>30</b>
<b>3. Total combined score</b>	<b>100%</b>	<b>100</b>

#### **Documentation to be submitted:**

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must submit a duly completed and signed Annex “Offeror’s letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment”.;  
Applicants must submit a Financial Proposal that indicates the all-inclusive fixed total contract price. In order 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), as per template 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 indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

#### **Travel**

All envisaged travel costs must be included in the financial proposal. 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 he/she should do so using his/her own resources.