

### Terms of Reference

#### **National Consultancy: Provincial Ecosystem and Forestry Coordinator in Enga province of Papua New Guinea, IC/PNG/-021-2021**

**Project Title:** “Strengthening Integrated Sustainable Landscape Management in Enga Province Papua New Guinea”

**Type of Contract:** Individual Contract (Nationals only)

**Duration:** Four months over the period of September – December 2021 (87 days)

**Location:** Wabag, Enga Province, Papua New Guinea

*Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.*

#### **1. PROJECT DESCRIPTION**

The project “Strengthening Integrated Sustainable Landscape Management in Enga Province Papua New Guinea” will assist in strengthening sustainable and inclusive economic development of the Enga Province of Papua New Guinea by three components: i) improving climate change mitigation and adaption; ii) strengthening food and nutrition strategy and iii) improving biodiversity and land/forest conservation. It will be achieved through the development and delivery of an innovative approach to rural development that brings together government systems, private sector and community action to present a model for climate compatible green growth.

Integrated sustainable land use and development planning within provincial and district development planning will provide a framework and supporting environment for effective climate compatible development including both mitigation and adaptation actions. This framework will be used as a base to help catalyse community action on sustainable projects and the development of community conservation areas as well as private sector investment in the development and production of high quality ‘conservation commodities’ that have improved international market access and prices and support the delivery of multiple objectives at the community level. This integrated approach is fully in line with a number of government and private sector initiatives with the current project acting as a catalyst to bring these elements together as well as helping to bridge the investment gap presents in fully operationalizing these integrated approaches.

Through these actions the project will provide significant support to achieving both PNG’s Medium-Term Development Goals, including targets for increasing agricultural productivity, increasing areas under conservation and reducing levels of forest loss. It will also support action under the SDGs in particular action on SDG15 Life on Land, SDG 13, Climate Action and Goal 2, Zero Hunger.

The Provincial Coordinator will ensure the delivery reporting of activities undertaken across Enga province. To the extent possible, extend the services to the coherence and implementation of UNDP-supported projects on biodiversity and land/forest ecosystems conservation, restoration and sustainable use.

## 2. OBJECTIVE

Under direct supervision of the National Project Manager and overall supervision of International Technical Advisor in close partnership with Enga Provincial Administration and Climate Change and Development Authority (CCDA), Conservation and Environment Protection Authority (CEPA), the Provincial Coordinator will primarily be responsible for Component 3 of the project to improve biodiversity and land/forest ecosystems conservation, restoration and sustainable use.

## 3. SCOPE OF WORK

The third component will focus on enhanced action on conservation, restoration and sustainable use of high value areas within the landscape. These will be achieved through combining an enhanced mandate and capacity of environmental officers at the provincial level as part of CEPA's decentralization process, with strengthening and coordination of provincial environment, climate change and forest management committees and their work with economic development committees, and targeted action at the community level to establish Community Conservation Areas and undertake reforestation, rehabilitation and woodlot development activities.

The Provincial Coordinator will also be working with provincial counterparts, civil society, private sector (and an eventual successor programs/projects) in planning and coordinating the interventions of the key actors involved in the implementation of Component 3 of the project. This entails:

- Supervise and oversee, coordinate, monitor and regularly report on the implementation of the Component 3 of the UNDP/EU project "Strengthening Integrated Sustainable Landscape Management in Enga Province Papua New Guinea" in Enga province.
- Provide necessary support to service delivery partners in undertaking feasibility studies, capacity building activities and stakeholders' consultations related to biodiversity conservation, forestry and land use within the province.
- Actively work with the Enga provincial administration, civil society, private sector and other relevant representatives to support with the establishment of the provincial-level coordination mechanism and structure that will lead and support better resource decisions in the province and be able to communicate issues raised to the Provincial Administration or other appropriate authority.
- Closely work with vulnerable groups, youth and women to involve them in implementation of the project activities on the ground.
- Responsible for capacity support to Community Conservation Areas (CCA) communities and NGO partners for delivery of outcomes of biodiversity conservation and sustainable livelihoods, as necessary.
- Provide the Project Manager (PM) with weekly updates by email, on progress, results, challenges, proposed solutions and actions for the following week.
- Oversee implementation of small grants to support communities' efforts on conservation, reforestation, rehabilitation and woodlot development activities.
- Ensure there is proper coordination of provincial workplan and maintain better working dialogue with the partner NGOs and the communities to ensure grievances are communicated and resolved.
- Responsible for capacity support to Community Conservation Areas (CCA) communities and NGO partners for delivery of outcomes of food security and green commodities, as necessary.
- Manage and coordinate all meetings, conferences and missions of UNDP and EU delegations in accordance with agreed terms of reference.
- Support and facilitate continuous information-sharing on protected area among stakeholders.

- Provide technical support to communities to access additional funding support through sources such as GEF Small Grants Program, EU, IUCN CEPF, USAID PACAM, among other possible funding agencies.
- To extend provide support for UNDP-supported projects within Enga and neighbouring provinces.
- Communicate with other provincial coordinators appointed by the project, to share information on activities and support each other to resolve implementation challenges.
- Assist the Project International Technical Advisor (CTA) and PM to ensure the relevant agreements established between the Provincial Administration and CCDA/UNDP are being implemented, monitored and reported.
- Support on-going media engagement, social media, website and online platforms to promote and communicate NDCs to key stakeholders and the general public

#### 4. DELIVERABLES

The Provincial Coordinator will be responsible for delivering the following outputs:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete the assignment</b>	<b>Target Due Dates</b>	<b>Payment Percent age</b>	<b>Certifying/ Authorizing officer</b>
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> <li>- A monthly report that captures all key activities including detail workplan and calendar for achieving the activities in the TOR.</li> </ul>	21 days	10 September 2021	12.5%	Project Manager
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> <li>- A monthly report that captures all key activities including the review and signed Memorandum of Agreement with the Enga provincial administration in relation to Component 3 – improved biodiversity and land/forest ecosystems conservation, restoration and sustainable use;</li> </ul>	21 days	30 September 2021	12.5%	Project Manager
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> <li>- A monthly report that captures all key activities such as inputs to quarterly report</li> </ul>	21 days	15 October 2021	12.5%	Project Manager
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> <li>- A monthly report that captures all key activities carried out, including outcomes of feasibility studies recommendations on biodiversity and land/forest ecosystems conservation, restoration and sustainable</li> </ul>	21 days	31 October 2021	12.5%	Project Manager

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Payment upon submission and acceptance of the following deliverables: - A monthly report that captures all key activities carried including the process and recommendations related to the Gender Mainstreaming in CCA activities	21 days	15 November 2021	12.5%	Project Manager
Payment upon submission and acceptance of the following deliverables: - A monthly report that captures all key activities carried including identification and screening of local partners.	21 days	31 November 2021	12.5%	Project Manager
Payment upon submission and acceptance of the following deliverables: - A monthly report that captures all key activities carried including annual monitoring of project key indicators.	21 days	15 December 2021	12.5%	Project Manager
Payment upon submission and acceptance of the following deliverables: - A final consolidated report that captures all key activities carried out during 2021 AWP and achievement of result areas and indicators.	21 days	23 December 2021	12.5%	Project Manager

## 5. INSTITUTIONAL ARRANGEMENTS, DURATION OF WORK, DUTY STATION

- This consultancy position is only for nationals of Papua New Guinea.
- The Provincial Coordinator will be based within the Project Management Unit of Enga Provincial Administration. He/she will be given access to relevant information necessary for execution of the tasks under this assignment.
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Project Manager on days worked and outputs delivered.
- The work will be undertaken up to eight months over a period of June - December 2021.
- In case of any delays to achieve the expected outputs, the Provincial Coordinator shall notify the Project Manager and International Technical Advisor in advance to take necessary steps.

## 6. EDUCATION AND EXPERIENCE

### Education

- At least Bachelor's degree in sustainable development, climate change, forestry, agriculture, environmental management, social/political sciences, international relations, gender or development policy or other related expertise areas required.

### Work experience

- At least three years of experience on climate change, forestry, land use planning.
- At least 3 years of project coordination experience in the highland's region is desirable.
- At least three years of experience of stakeholder engagement processes and designing inclusive participatory methodologies for different groups in society including the most vulnerable groups. Demonstrated experience with working with both youth engagement and gender equality considerations as part of stakeholder engagement or at least one of the two and good knowledge of the other is a plus.

### Competencies

- Fluency in written and spoken English.
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Ability to quickly adapt to change, and to remain calm under pressure;

## 7. EVALUATION

### Cumulative 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
<b>Qualification</b>		<b>10%</b>
<ul style="list-style-type: none"><li>▪ At least Bachelor's degree in sustainable development, climate change, forestry, agriculture, environmental management, social/political sciences, international relations, gender or development policy or other related expertise areas required.</li></ul>	10	
<b>Experience</b>		<b>55%</b>
<ul style="list-style-type: none"><li>• At least three years of experience on climate change, forestry, land use planning.</li></ul>	30	
<ul style="list-style-type: none"><li>• At least three years of experience of stakeholder engagement</li></ul>	25	

processes and designing inclusive participatory methodologies for different groups in society including the most vulnerable groups. Demonstrated experience with working with both youth engagement and gender equality considerations as part of stakeholder engagement or at least one of the two and good knowledge of the other is a plus		
<b>Competencies</b>		<b>5%</b>
<ul style="list-style-type: none"> <li>• Fluency in written and spoken English.</li> <li>• Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>• High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;</li> <li>• Ability to quickly adapt to change, and to remain calm under pressure;</li> </ul>	1  1  1  1  1	
<b>Technical Criteria</b>		<b>70%</b>
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

#### Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b) **Signed 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;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment. Please paste the letter into the "Resume and Motivation" section of the electronic application.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, 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 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. 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).

## **Travel**

All envisaged travel costs must be included in the financial proposal. 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**

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email [procurement.png@undp.org](mailto:procurement.png@undp.org) address only.

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

Completed proposals should be submitted using no later **than 08 September 2021**.

For any clarification regarding this assignment please write to Lynette Migile on [procurement.pg@undp.org](mailto:procurement.pg@undp.org)

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.