



## TERMS OF REFERENCE

<b>Location</b>	Homebased
<b>Application deadline</b>	8 September 2021
<b>Type of Contract</b>	Individual Contractor (National)
<b>Post Title</b>	Support development of feasibility study on coconut husk utilization in Solomon Islands
<b>Languages required:</b>	English required
<b>Duration of Initial Contract:</b>	20 days over 15 September 2021- 30 November 2021

### 1. BACKGROUND

As a Small Island Developing State (SIDS), Solomon Islands experiences major development challenges associated with the small size and remoteness from major markets, which are 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 certain concessional finance instruments as well as preferential market access for exports.

The UNDP Country Office in Solomon Islands is implementing a range of projects in support of the Sustainable Development Goals (SDGs). UNDP has a mandate to work in partnership with governments and institutions within countries to achieve the 2030 agenda, which is the realization 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 limited variety of products, with low-income revenue to farmers due to overdependence on primary coconut products. Coconut husk is a by-product which is currently underutilized.

Solomon Islands Government developed its national Coconut Sector Strategy, anchored on the vision of having a modernized coconut industry that is able to contribute significantly to national peace, unity and economic development for prosperity Solomon Islanders. The opportunity to enhance economic development, modernization and prosperity depends on the level of development of the key sectors where Solomon Islands has comparative advantage. Husk utilisation for coir and pith is a national priority within Solomon Islands Coconut Sector Strategy because it is identified as supporting industrialisation, job creation and entering rapidly expanding international markets.<sup>1</sup> There is increased international demand for coir-derived products of natural geotextiles (erosion-control materials) and cordage, in the context of rising awareness of the health and environmental benefits of natural fibres and addressing climate change.

To support in the development of a feasibility study lead by an international expert on coir and coco-pith, a national consultant with experience in blue/green economy is sought for further consultation with

<sup>1</sup> ITC, Coconut Sector Strategy Solomon Islands,

national stakeholders. The feasibility study will provide an evidence base for potential development in the coconut husk utilization space. The process should be consultative with key stakeholders ensuring effective participation and ownership.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

The Consultant will support the feasibility study exercise by combining findings from a background desk review and external and internal consultations into supporting documents.

1. Initial briefing regarding the vision and expected scope and scale of the feasibility study
2. Review relevant documentation, including desk review, summaries of consultations and other relevant documentation
3. Support with conducting stakeholder consultations
4. Support the drafting of preliminary draft feasibility study
5. Incorporate feedback by UNDP and produce second draft
6. Support with presenting draft feasibility study to UNDP country office, partner Ministries and stakeholders
7. Finalize the feasibility study based on feedback received

## 3. Expected Outputs and deliverables

The Consultant will be required to provide the following deliverables:

Expected outputs /deliverables	Payment milestones	Deadline
• Preliminary draft feasibility study	50%	30 September 2021
• Second draft feasibility study incorporating feedback from UNDP and stakeholders	20%	15 October 2021
• Final version of feasibility study	30%	30 October 2021

## 4. Institutional arrangements/reporting lines

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, the consultant is expected to have own computer with access to Skype (or similar communication method) to enable dialogue with UNDP and justice stakeholders as required.

UNDP will provide by email background reading materials, reports and documents on commencement of the assignment.

### Duration of the Work

The consultancy involves a period of work of approximately 20 days over a duration of 3 months.

**Duty Station**

This is a home-based assignment.

**5. Experience and qualifications****I. Academic Qualifications:**

Masters level, preferably in commerce, engineering, environmental sciences, or other discipline relevant to the assignment.

**II. Years of experience:**

- A minimum of five (5) years of professional experience in blue/green economy development in Solomon Islands, with some recent experience in the coconut sector.
- Demonstrated experience in the design and development of reports and feasibility studies in the blue/green economy space. Experience with UN reports is an advantage. Evidence of developing successful reports and feasibility studies an advantage;
- Knowledge and background in issues concerning green industries and climate change mitigation.
- Knowledge and background in issues concerning the economic empowerment of women, persons with disabilities and other marginalized groups.
- Understanding of cultural and socio-economic context and development challenges in Solomon Islands. Demonstrated understanding of the challenges and possibilities within the coconut sector an advantage.
- Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English.

**III. Language:**

- Excellent oral and written skills in English.

**IV. Competencies:**

- Openness to change and 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;
- Positive, constructive attitude to work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**6. Payment Modality****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 cost 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 the extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below

percentages:

**Deliverable 1:** Preliminary draft feasibility study: 50% of total contract amount

**Deliverable 2:** Second draft feasibility study incorporating feedback from UNDP and stakeholders: 20% of total contract amount

**Deliverable 3:** Final version of feasibility study: 30% 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 cumulative analysis methodology.

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 a pre-determined set of weighted technical and financial criteria specific to the solicitation: Technical Criteria 70% (as indicated above in Experience and Qualifications section) and Financial Criteria 30%.

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

### **Technical Criteria – Maximum 70 points**

**Criteria 1** - Masters level, preferably in commerce, engineering, environmental sciences, or other discipline relevant to the assignment. *Maximum 5 points.*

**Criteria 2** - A minimum of five (5) years of professional experience in blue/green economy development in Solomon Islands, with some recent experience in the coconut sector. *Maximum 15 points.*

**Criteria 3** - Demonstrated experience in the design and development of reports and feasibility studies in the blue/green economy space. Experience with UN reports is an advantage. Evidence of developing successful reports and feasibility studies an advantage; *Maximum 15 points.*

**Criteria 4** - Knowledge and background in issues concerning green industries and climate change mitigation. *Maximum 10 points.*

**Criteria 5** - Knowledge and background in issues concerning the economic empowerment of women, persons with disabilities and other marginalized groups. *Maximum 10 points.*

**Criteria 6** - Understanding of cultural and socio-economic context and development challenges in Solomon Islands. Demonstrated understanding of the challenges and possibilities within the coconut sector an advantage. *Maximum 10 points.*

**Criteria 7** - Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English. *Maximum 5 points.*

## DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

### 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 SBD.

Incomplete proposals may not be considered. Documents should be sent to [procurement.sb@undp.org](mailto:procurement.sb@undp.org)

### 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)



25-Aug-2021

Joanne Aihunu  
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