

Terms of Reference

International Consultancy: Capacity Development for Biodiversity and Forestry Conservation IC/PNG/045-2021

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

Type of Contract: Individual Contract (Internationals only)

Duration: 40 Working Days over October – December 2021
(40 working days)

Location: Home-based (30 working days) with a trip (10 working days) to Enga, 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 of 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 proposed position will work under overall supervision of the Project Manager and the Chief Technical Advisor and directly working with the provincial coordinators to provide capacity building on Forestry and Biodiversity conservation.

2. OBJECTIVE

Under direct supervision of the National Project Manager and overall supervision of Chief Technical Advisor in close partnership with Enga Provincial Administration and Climate Change and Development Authority (CCDA), Conservation and Environment Protection Authority (CEPA), and the Provincial Coordinators, the incumbent of this position will be for developing a capacity development packages for training of provincial stakeholders on forestry and biodiversity conservation. The scope of work will also include transferring knowledge on international best practices on forestry (REDD+), community conservation areas. The position is relevant to component one of the projects.

3. SCOPE OF WORK

The international consultant will be responsible for following activities under this assignment:

- Coordinate with project manager, chief technical advisor, project coordinators, and other stakeholders for understanding the capacity building needs of the provincial government for climate change adaptation and mitigation.
- Develop training modules, packages and other materials for climate change adaptation and mitigation. The training modules should be tailored to PNG context.
- Develop concept notes for the capacity building events and workshops for delivering the training.
- Ensure needs assessments and capacity reviews precede the formulation of training plans and allocation of related project resources.
- Develop a resource library (including an e-library) augmenting it with training and reference materials, articles, publications, manuals.
- Develop a project training database; contribute, as necessary, to the design and maintenance of databases and other information systems related to project activities and other capacity building initiatives of the Mission.
- Ensure proper quality control is provided to all training and capacity building undertakings under the project through regular monitoring and evaluation, in- process and after-action reviews and by obtaining feedbacks from beneficiaries.
- Deliver an in-person training (if possible) to the provincial government and other stakeholders.

4. DELIVERABLES

The international consultant will be responsible for delivering the following outputs:

Deliverables/ Outputs	Estimated Duration to Complete the assignment	Target Due Dates	Payment Percentage	Certifying/ Authorizing officer
Deliverable 1: Payment upon submission and acceptance of an inception report that captures all key activities including detail workplan and calendar for achieving the activities in the TOR	10 days	31 October 2021	25%	Project Manager
Deliverable 2: Payment upon submission and acceptance of the training packages, and training materials including concept notes.	20 days	30 November 2021	50%	Project Manager
Deliverable 3: Payment upon submission and acceptance of the training delivery reports	10 days	15 December 2021	25%	Project Manager

5. INSTITUTIONAL ARRANGEMENTS, DURATION OF WORK, DUTY STATION

- The International consultant will be a home-based assignment with a mission to Enga province. 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 40 working days during the period of October - December 2021.
- In case of any delays to achieve the expected outputs, the international consultant shall notify the Project Manager and Chief Technical Advisor in advance to take necessary steps.

6. EDUCATION AND EXPERIENCE

Education

- At least master's degree in forestry and biodiversity conservation or other related expertise areas required.

Work experience

- At least 7 years of experience on forestry and biodiversity conservation capacity building.
- At least 3 years of experience in a post-conflict region is desirable.

Competencies

- Fluency in written and spoken English.
- Strong inter-personal skills 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
Qualification		10%
<ul style="list-style-type: none"> At least master's degree in forestry and biodiversity conservation or other related expertise areas required. 	10	
Experience		55%
<ul style="list-style-type: none"> At least 7 years of experience on forestry and biodiversity conservation capacity building. 	30	
<ul style="list-style-type: none"> At least 3 years of experience in a post-conflict region is desirable. 	25	
Competencies		5%
<ul style="list-style-type: none"> Fluency in written and spoken English. 	1	
<ul style="list-style-type: none"> Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills. 	1	
<ul style="list-style-type: none"> Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; 	1	
<ul style="list-style-type: none"> High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines; 	1	
<ul style="list-style-type: none"> Ability to quickly adapt to change, and to remain calm under pressure; 	1	
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:

- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP on (www.pg.undp.org).
- 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;
- 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.
- 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 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 02nd October 2021**.

For any clarification regarding this assignment please write to the Procurement Unit on procurement.pg@undp.org

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