



TERMS OF REFERENCE

Reference No.	PN/FJI/016/22
Consultancy Title	Building Back Blue - Feasibility Study for Aquaculture Component of of Fiji's Sovereign Blue Bond Issuance
Location	Hybrid Approach – In country and Remote Work
Application deadline	3 rd March 2022
Type of Contract	Individual contract
Post Level	National Consultant or International Consultant
Languages required:	English
Duration of Initial Contract:	16 Weeks (4 Months)

BACKGROUND

1. Background and Introduction:

Fiji's Exclusive Economic Zone is 70% larger than its landmass and is ranked the 26th largest sovereign ocean space in the world. Fiji is also home to 3.5% of the world's coral reefs and over 65,000 hectares of mangroves that make up some of the many features of its rich marine biodiversity. In this regard, the Fijian Government is keen to operationalise its blue economy ambitions and sustainably leverage its ocean-based resources to support its post-pandemic recovery and economic diversification.

The Ministry of Economy (MoE) will be issuing Fiji's first sovereign blue bond from August 2022. The issuance will focus on raising capital market finance to support projects in three priority sectors. These are 'Green Shipping', 'Sustainable Fisheries' and 'Marine Protected Areas'.

The consultant will advise the Ministry of Fisheries in conducting a feasibility study on four aquaculture/mariculture value chains. The consultant will advise on two value chains (out of the four) that have a strong business case for initial incubation and scale up support by the Government of Fiji, and can contribute to Fiji's economic diversification efforts, and financeable through the bond proceeds.

To date, the Ministry of Fisheries has been developing a proposal for a sandfish aquaculture project which aims to improve the production and export facilitation capacity of the Government's hatchery and nursery through a community farming model. The intent is to use the bond proceeds to incubate the business model that provides a range of initial start-up support to community farms whereby farmers are provided initial seed capital and technical assistance to start growing sea cucumbers, as well as linkages to export markets. The consultant will review the proposal and support the finalization of the national budget submission for the sandfish project as well.

2. Objective:

UNDP, a partner of the Fijian Government in this endeavor, is seeking a suitable and highly experienced consultant to i) conduct a detailed technical and financial feasibility study **of at least (4) four**

ecologically and socially sustainable and financially viable aquaculture and mariculture value chains;

ii) develop a detailed business plan demonstrating the financial viability and execution plan of developing these value chains through Government support through the bond proceeds; iii) transpose the business case to a proposal suitable for national budget submission. As an overall outcome, the consultant will deliver a project proposal for a total of three value chains (2 newly identified value chains from the feasibility study plus the sandfish project). The outputs of this consultancy must be aligned with the Sustainable Development Bond Framework.

The Consultant needs to prepare work schedules that align with the National Budget submission deadlines of the Fijian Government and assign strong multi-disciplinary teams in a way which ensures that the final deliverables will reflect the policy direction set by the Fijian Government.

The Consultant will determine the number, effort and the nature of experts required to achieve the objectives of this TOR, in accordance with their proposed approach and methodology. The consultant will include in their technical proposal, work plan and financial proposal all other supporting staff necessary to achieve the objectives of the TOR in accordance with consultants' proposed approach and methodology.

I.

DUTIES AND RESPONSIBILITIES

3. EXPECTED OUTPUTS AND DELIVERABLES

Activity 1: Conduct Detailed Technical and Financial Feasibility Study

The Consultant will need to undertake the following specific sub-activities under this Activity:

- Conduct a complete review of documents (studies, research, journals, reports) related to aquaculture development in the Pacific in general, and in Fiji in particular. The Ministry of Fisheries will be responsible to provide all required documents related to Fiji. These should be related to species, investments, aquaculture zoning, areas where aquaculture and or mariculture is prohibited e.g. popular tourism destinations, bays, beaches etc.
- Review the national and regional policies and legislation in relation to aquaculture and mariculture. Identify policies, laws and regulations that may facilitate or impede export of potential aquaculture products. The review should take into account, legislation related to food safety, environmental zoning, pollution, and effluent and toxins that may be related to any future development in aquaculture and mariculture.
- Review investment policies and financing systems as well as levels of financing, their conditions, and interest rates and terms that may facilitate or impede investment in the aquaculture sector. Review and interview stakeholders that have received financing in the aquaculture sector, to better understand the financing landscape.
- Identify, make contact, and conduct interviews and hold meeting with possible private sector stakeholders to gauge interest and opportunities as well as their knowledge related to aquaculture and mariculture investments. The Chamber of Commerce and Industry as well as Fisheries Associations may provide insights and for a dialogue. The Ministry of Economy and the UNCDF program officers can facilitate the consultant by providing contacts.
- Interview existing aquaculture farmers and stakeholders who are presently operating or operated in the past with a view to get a deep understanding and foresee likely challenges those investments in aquaculture may face.
- Characterize the markets for the aquaculture products identified, including the names and contact addresses of potential buyers of the identified products. Identify possibility for

labelling/certification to enhance value and or social impact. In line with this prepare the volumes, packaging, price structures, shipping routes, cost, times, and quality requirements needed for market entry.

- Advise the Government on which two new value chains to focus on based on the above, in addition to the sandfish project.

Activity 2: Develop Detailed Business Plan Demonstrating Financial Viability of the Proposed Value Chains

The Consultant will need to undertake the following specific sub-activities under this Activity:

- Prepare a business plan for the two newly identified value chains and detail the conditions necessary for each of the two newly identified value chains to become sustainable from an ecological, social, and financial point of view. The business plan should describe in detail all the physical, financial, human resources, timing, partners required as well as provide a comprehensive risks analysis for each value chain. The risk analysis should detail the likelihood, impact and mitigation of the risks identified including insurance. The business plan should also include a detailed financial cost and benefit analysis.
- Based on the above, complete the National Budget submission template for the two most viable option chosen by the Fijian Government for inclusion in the 2022-2023 National Budget. This sub-activity will need to be urgently prioritised to meet the budget submission deadlines of the Fijian Government. The Consultant will need to work closely with the Ministry of Fisheries to complete this activity.
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Activity 3: Provide inputs to MoF's sandfish proposal

- Review MoF's current draft of the project proposal and assist in completing the National Budget submission template for inclusion in the 2022-2023 National Budget.

4. Time Frame: 16 Weeks with the following deliverables

The consulting services will be implemented over a four-month (16 weeks) period from the commencement date.

The following reports, in English language, will be submitted in format and copies as stipulated in the contract. Expected timelines for deliverables are from the issuance of Notice to Proceed. A detailed outline for each deliverable will be agreed in the contract based on the firm's approach and methodology. Tentative milestone payment percentages are subject to verification at contract negotiations. All components of each item must be completed to qualify for a milestone payment.

Activity	Deliverable	Submission Deadline
1 - 3	Inception Report	2 weeks
1	<ul style="list-style-type: none"> • Technical and Financial Feasibility Study (4 value chains including sandfish) • Shortlisting of two high potential value chains to support through bond proceeds (in addition to sandfish) 	5 weeks

2 – 3	Costed Business Plan and Completed National Budget Submission (3 value chains including sandfish)	4 weeks
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Each deliverable will be reviewed by the UNDP and UNCDF technical assistance team and relevant Fijian Government agencies who will be required to provide comments within 10 working days after the submission of each deliverable. If no comments are received within maximum of 10 working days, the deliverable will be considered agreed. Upon acceptance as determined by UNDP and relevant Fijian Government agencies, the progress payments will be made according to the payment schedule specified in the contract. Deliverables will be provided as soft copies in MS Office and PDF formats, and hard copies will be provided to UNDP and relevant Fijian Government agencies as agreed in the contract.

5. **Duty station:** Hybrid Approach – In country and Remote Work

COMPETENCIES

- Excellent project management to ensure high-quality and timely execution of deliverables;
- Excellent relationship management skills;
- Sensitive to country and organizational culture of clients;
- Strong interpersonal and communication skills; and
- Strong analytical, reporting and writing abilities skills.

REQUIRED SKILLS AND EXPERIENCE

Experience and qualifications:

- Minimum Masters level qualification in marine biology, aquaculture, marine finance or equivalent.
- At least 10 years of experience in aquaculture and in aquaculture value chains commercialization. Ideally the consultant should have experience working in Fiji in the aquaculture and mariculture sector with a focus on high commercial value products
- Has designed and implemented aquaculture/mariculture projects that were sustainable from an ecological, social, and commercial point of view;
- Experienced in developing business plans for aquaculture/mariculture projects for consideration by investors;
- Understands technical details of managing aquaculture / mariculture facilities;
- Has access to network of experts in Fiji, regionally, and/or globally in aquaculture / mariculture sector;

Language requirement:

Proficiency in English (written and spoken) required.

Price Proposal and Schedule of Payments

Consultancy must send a financial proposal based on **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 fixed output-based price regardless of extension of the herein specified duration.

Tentative milestone payment percentages are subject to verification at contract negotiations. All components of each item must be completed to qualify for a milestone payment. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Activity	Deliverable	Submission Deadline	Milestone Payment
1 - 3	Inception Report	2 weeks	10%
1	<ul style="list-style-type: none"> • Technical and Financial Feasibility Study (4 value chains including sandfish) • Shortlisting of two high potential value chains to support through bond proceeds (in addition to sandfish) 	5 weeks	30%
2 – 3	Costed Business Plan and Completed National Budget Submission (3 value chains including sandfish)	4 weeks	60%

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.

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) [Please add/adjust the below criteria and points awarded to each as necessary]

- Criteria 1: A master's degree qualification or above in relevant field – Max 17.5 points
- Criteria 2: At least 10 years of experience in the Aquaculture and in aquaculture value chains commercialization – Max 17.5 points
- Criteria 3: Previous experience in designing aquaculture/mariculture projects that were sustainable from an ecological, social, and commercial point: Max 17.5 points
- Criteria 4: Demonstrated ability to develop business plans for aquaculture/mariculture projects – Max 17.5 Points

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

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 brief description of why the individual considers him/herself as the most suitable for the assignment.
- Financial proposal, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Incomplete and joint proposals may not be considered. Consultancies with whom there is further interest will be contacted. The successful consultancy shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

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 Mr. Dale Kacivi - procurement.fj@undp.org / dale.kacivi@undp.org

All applications must be clearly marked with the title of consultancy and submitted by 5:00pm, 3rd March 2022 (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or etenderbox.pacific@undp.org