**TERMS OF REFERENCE**

Kiribati’s National Food Security Project Terminal Evaluation – National Consultant

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>PN/FJI/034/22</th>
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<tbody>
<tr>
<td>Location</td>
<td>UNDP Pacific Office, Suva, Fiji</td>
</tr>
<tr>
<td>Application deadline</td>
<td>6th April 2022</td>
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<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
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<tr>
<td>Post Level</td>
<td>National Consultant</td>
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<tr>
<td>Languages required:</td>
<td>English</td>
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<tr>
<td>Duration of Initial Contract:</td>
<td>25 days [Spread across 11 April – 7 June 2022]</td>
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**BACKGROUND**

Kiribati is a nation comprised of 33 atolls (21 inhabited) spread across a vast Pacific Ocean territory. The people of rural Kiribati are largely reliant upon a limited land base and coastal zone fisheries for both nutrition and livelihood.

As the population grows and climate change advances, the security of island resources will be challenged. Already, the ecosystem integrity upon which islanders depend for climate change resilience is being eroded. This is evinced by many factors including deteriorating quality of near-shore fisheries, degraded lagoon health, and reduced freshwater quality. The primary reason for this is that current management regimes for both atoll and lagoon resources are defined by open resource access. Active management, research and regulation of lagoon and on atoll resources is insufficient and climate change is exacerbating the situation, leaving the Kiribati communities highly vulnerable.

The project’s objective is to build the adaptive capacity of vulnerable Kiribati communities to ensure food security under conditions of climate change. The project determines to do this through its two components. Under Component One, the project is assisting the Kiribati Government to address urgent institutional capacity building needs primarily on the national level.

Through Component Two, the project is assisting the Kiribati Government to address climate change vulnerabilities by implementing and demonstrating community-based adaptation measures. For this, the project selected the three atolls of Abemama, Nonouti and Maiana to set in place models for land and lagoon resources management that is predicated upon thoroughly consultative, informed planning and management processes. Through the process, the project intended to increase the communities’ general awareness on fisheries management and knowledge of climate change impacts. Using this knowledge and the establishment of community-based monitoring systems, which it is translating into island-wide vulnerability assessments, the project has assisted the communities to make well informed decisions on natural resource use. The monitoring system is being linked to national level programming so that national level decision-making benefits from more broad-based information sources. The project supports the generation, adoption, and implementation of model council by-laws designed to be ecosystem inclusive and enhance ecosystem integrity. This model regulations are designed to be
holistic, to include the management of fisheries, permitting, the provision of resource use reporting mechanisms, including that used for tourism.

All project activity will target the reduction of food security issues by setting in place capacities required for local communities to maintain and enhance ecosystem integrity. By project close, Kiribati should have operational models showing that food security, ecosystem integrity and climate change resilience can be enhanced through improved management approaches.

Kiribati was COVID-19 free until 18 May 2021, when two cases were reported, both border quarantine cases. Since then 3,042 COVID-19 cases has been recorded. Out of the 3,042 cases, 13 individuals have died. The Kiribati Government in its preparedness effort against the COVID-19 situation, closed its international borders in March 2020. This international border closure impeded the implementation progress towards indicator 15, the eco-tourism component of the project. Due to the border closure as well, the progress against the overall objective indicator 3, the automated weather stations set up and its operationalization, the materials for real-time display monitors were delayed in arrival in-country. Further to these, was the inability for the UNDP Country Office staff as well as the Regional Technical Advisor to conduct oversight missions in-country.

Repatriation flights were coordinated by the Kiribati Government, in September and November 2020, with adherence to the strict quarantine guidelines, there were no positive community cases. However, in early January this year (2022) at the re-opening of the Kiribati’s international borders a flight carrying 54 passengers had 36 who tested positive upon arrival. On the 19th of January the Kiribati Government announced a nationwide curfew. This was followed by lockdown directive on the 22nd of January. In its effort to stifle COVID-19 transmission, the Kiribati Government has made the wearing of mask compulsory, with the curfew in place until the 18th of March. The government has received assistance from UNICEF to build the capacities of its frontline workers and strengthen their health system. It has also received assistance from the regional body, the Secretariat of the Pacific on the same. Foreign governments have assisted in providing vaccines such as Japan donating 56,000 doses of Oxford-AstraZeneca COVID-19 vaccine.

The terminal evaluation (TE) report will assess the achievement of project results against what was expected to be achieved and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The TE report promotes accountability and transparency and assesses the extent of project accomplishments.

Further to this, the objectives of the evaluation will be to:

- assess the achievement of project results supported by evidence (i.e. progress of project’s outcome targets);
- assess the contribution and alignment of the project to relevant national development plan or environmental policies;
- assess the contribution of the project results towards the relevant outcome and output of the Sub Regional Programme Document (SRPD) & United Nation Pacific Strategy (UNPS/UNDAF);
- assess any cross cutting and gender issues;
- examination on the use of funds and value for money;
- assess the impact of COVID-19 on the project’s implementation and;
- draw lessons that can both improve the sustainability of benefits from this project and aid in the overall enhancement of UNDP programming.
The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.

DUTIES AND RESPONSIBILITIES

Scope of Work
The national consultant (NC) will assist the TE international team leader by supporting the field and in country validation of results through the acquisition of evidence-based information that is credible, reliable and useful. Under the direction of the TE international team leader the NC will:

- conduct participatory and consultative approach ensuring close engagement (interviews) with the Project Team;
- arrange meeting between the TE international team leader and government counterparts (the GEF Operational Focal Point), Implementing Partners/Responsible Parties, the UNDP Country Office, the direct beneficiaries and other stakeholders and;
- conduct field missions to the 3 pilot islands of Nonouti, Abemama and Maiana. These will include canvassing the project sites’ traditional villages/communities, fishing and/or farming communities.

Expected Outputs and Deliverables
The expected outputs will be derived and under close supervision of the TE international team leader. The NC’s outputs include the:

- Development of a work plan with budget detailing the sequence of meetings to be organized and the field mission to the 3 pilot islands. [Expected due date 1 week from contract signing; it will be reviewed by the TE international team leader];
- Interview questionnaires designed specific to the differing groups, responsible parties and the beneficiaries. [Expected due date 2 weeks from contract signing; it will be reviewed and approved by the TE international team leader, the Fiji MCO team];
- Meeting minutes of stakeholders’ meetings. [Beginning 3 weeks from contract signing to 17 May 2022; it will be verified by the TE international team leader and the Fiji MCO team] and;
- Field mission reports. [Beginning 4 weeks from contract signing to 30 May 2022; it will be verified by the TE international team leader and the Fiji MCO team]

Institutional Arrangement
- The assignment will be carried out under the close guidance of the Resilience and Sustainable Development (RSD) programme team (the RSD Team Leader, Deputy Team Leader and Programme Analyst) at the UNDP Fiji Multi Country Office.
- The NC will work closely with the TE international team leader.
- The NC is expected to produce all of the above stated deliverables during and upon the successful completion of activities according to the agreed schedules.
- The NC is expected to provide her/his own computer.

Duration of the Work
- The consultancy is for 25 days commencing no later than 11 April 2022 and completion no later than 7 June 2022. The consultancy may extend depending on the collective recommendations of the Fiji MCO and the RTA.
- The NC shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest 7 June 2022.
• The NC is expected to propose a work plan and timelines to achieve the expected outputs.

Duty Station
• The NC will be home-based but is expected to update the UNDP Pacific Office RSD team twice a week;
• If the Kiribati COVID-19 situation allow, the NC will be required to attend the meetings and interviews in person, however with the observing of all COVID-19 measures/protocols. Should the current travel restrictions persist, the NC should continue with the interviews via Zoom (or a similar virtual platform), email follow-ups and telephone calls with the TE pertinent stakeholders and;
• The NC is expected to use her/his laptop computer, loaded with the appropriate computer software for the work required.

COMPETENCIES
• Strong interpersonal and communication skills;
• Strong analytical, reporting and writing abilities skills;
• 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;
• Comprehensiveness knowledge of Climate Change Adaptation and Natural Resource Management;
• Proficiency in the use of office IT applications and internet in conducting research;
• Outstanding communication, project management and organizational skills;
• Excellent presentation and facilitation skills.
• Demonstrates integrity and ethical standards;
• Positive, constructive attitude to work;
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:
• Bachelor’s degree or higher in a relevant field, such as Natural Resources Management, Ecology, Environmental Science or Sustainable Development

Experience
• Minimum number of at least 2 years of evaluation or evaluation related work experience and;
• Knowledge of and experience in biodiversity conservation, ecosystem-based management and climate change adaptation.

Language requirements
• Fluency in the English language is required;
• Knowledge of the Kiribati language would be an asset.

Price Proposal and Schedule of Payments
Consultant 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. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- **Deliverable 1** – Signing of the contract: 10% of total contract amount
- **Deliverable 2** – Submission and acceptance of the work plan with budget detailing the sequence of meetings to be organized and the field mission to the 3 pilot islands: 20% of total contract amount
- **Deliverable 3** – Submission and acceptance of the Interview questionnaires designed specific to the differing groups, responsible parties and the beneficiaries: 20% of total contract amount
- **Deliverable 4** – Submission and acceptance of the meeting minutes with stakeholders: 20% of total contract amount
- **Deliverable 5** – Submission and acceptance of the field mission reports: 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 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)**

- **Criteria 1**: Bachelor’s degree or higher in a relevant field, such as Natural Resources Management, Ecology, Environmental Science or Sustainable Development – Max 10 points
- **Criteria 2**: At least two years of demonstrable experience in evaluation work, particularly for UNDP and GEF projects – Max 30 Points
- **Criteria 3**: Knowledge of and experience in biodiversity conservation, ecosystem-based management and climate change adaptation – Max 30 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**, 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**, that includes 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).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant 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 [pts.fj@undp.org](mailto:pts.fj@undp.org)