

TERMS OF REFERENCE

Reference No.	PN/FJI/041/22
Location	Home-Based with possibility of travel to Tonga (contingent on travel restrictions)
Application deadline	18 th April 2022
Type of Contract	Individual Contractor
Post Level	National Consultant – PPG National Coordinator _Biodiversity Expert
Languages required:	English
Duration of Initial Contract:	28 April 2022 – 28 June 2023 (60 working days)

BACKGROUND

Following from the success of the Tonga R2R Phase 1 project, the Government of Tonga (GoT) had requested UNDP for assistance in programming its GEF7 STAR in mid-2019. A PIF was submitted in June 2020 which has now recently been approved from GEF. A team of consultants both international and local will be recruited to facilitate the development of the Tonga R2R Phase 2 Project Document. This will be an 18 months process which includes UNDP – GEF review and clearance process and GEF Secretariate submission, review and CEO Endorsement.

The Tonga R2R Phase 2 project will focus implementation on 2 islands – Tongatapu and Vavau. The success of the Tonga R2R Phase 1 in Tongatapu has resulted to this project being replicated to Vavau Island taking on lessons learnt.

Fangauta Lagoon is the largest catchment areas in Tonga collectively and covers about 36.6km². The Fanga’uta Lagoon is the semi-enclosed lagoon of Tongatapu. Fangakakau is a further embayment within the Fanga’uta Lagoon, serving as a second lagoon system (both are referred to, collectively, as “the Fanga’uta Lagoon”). The Fanga’uta Lagoon encompasses an area of 36.6 km² with a mean depth of ~1.4 m and a maximum of 6 m, excluding the entrance channel (MACBIO, 2017). The Fanga’uta Lagoon supports several types of very diverse and productive ecosystems, including mangroves, mudflats, seagrass beds, and coral patch reefs. The lagoon also contributes to the sustainability of the Tongatapu Island’s coastal fisheries. The fauna and flora of the Fangan’uta Lagoon system is relatively diverse: 96 species of fishes; 9 species of large algae (macroalgae); 2 species of seagrasses; 16 species of near-shore plants; 1 species of jellyfish; 1 species of sea anemones; 30 species of hard and soft corals; 40 species of mollusks (including octopus, clams and other shellfish); over 13 species of crustaceans; and over 11 species of echinoderms (starfish, cucumbers and urchins). The lagoon is an important breeding ground for birds and fish, which live within and are supported by the mangroves growing around the lagoon's shores.

The lagoon was declared a Marine Reserve in 1974 by the government under the Birds and Fish Preservation (Amendment) Act for the protection of fish species and for protection of mangroves as the key nursery habitat for finfish including snapper and mullet. The biodiversity values of the lagoon are noted in the IUCN Directory of Protected Areas in Oceania published in 1991 and the Tonga’s NBSAP Stocktaking Report of 2004 which record the number of species in the lagoon. The Fanga’uta Lagoon marine reserve fits into IUCN Category VI i.e., a protected area with sustainable use of natural

resources. The Fanga'uta Lagoon is also important culturally as a place of beauty and enjoyment, and it has a rich archaeological history dating back over 2,850 years to early Lapita settlement.

Management of the lagoon is guided by the Fanga'uta Stewardship Plan (FSP) that was gazetted in July 2017. The Fanga'uta Lagoon is the only protected area in Tonga for wetland habitat and also has the largest area of wetlands in Tonga. The FSP was developed through GEF-5 investment and the UNDP supported project "Integrated Environmental Management Plan of the Fanga'uta Lagoon Catchment Project (FLC)" (referred to as Tonga R2R Phase I in this document). The Tonga R2R Phase I project was formed as part of the "Pacific Islands Ridge-to-Reef National Priorities" project. The terminal evaluation for the Tonga R2R Phase I project recommended that the project should be upscaled and the lessons learned from this project should be replicated by GoT, UNDP and other agencies involved through a second phase. The project was commended for piloting community-based management approaches of the Fanga'uta Lagoon and catchment area, and for generating a lot of practical knowledge. The Phase I terminal evaluation recommended that the second phase should cover all areas of lagoon with a comprehensive suite of activities to improve the lagoon's ecosystem services.

Specific to this TOR, a National PPG Coordinator (Biodiversity Expert) consultant will be recruited to lead and coordinate on the ground the development of the Tonga R2R Phase 2 Project Document.

DUTIES AND RESPONSIBILITIES

Scope of Work

Under the guidance of International PPG Team Leader (Biodiversity expertise), the National PPG Coordinator (Biodiversity Expert) will work closely with the national consultants in the overall PPG process and will be responsible to ensure timely preparation of all reports and documentation, including providing substantive support to International Consultants in finalizing the UNDP Project Document (ProDoc) and GEF CEO Endorsement Request, with all mandatory and project-specific Annexes and supporting documentation required to meet UNDP Requirements. S/he will work in coordination to ensure collective inputs from other local consultants and national government task team, under the overall technical guidance and oversight of the International: PPG Team Leader (Biodiversity expertise).

Expected Outputs and Deliverables

- 1) Coordination with Local GEF PPG Team
 - a) Support preparation of a detailed methodology and work plan prepared in collaboration with the International: PPG Team Leader (Biodiversity expertise) and identifying ProDoc and Annex revisions and improvements required for the final ProDoc/CEO Endorsement Package
 - b) Work to ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements.
 - c) Verify and ensure that all project components are technically sound and cost effective.
- 2) Assist in the preparatory technical studies and reviews: With inputs from the other national consultants, as detailed in their respective TORs, and under the overall technical guidance and support from the International: PPG Team Leader (Biodiversity expertise):
 - a) Support the International: PPG Team Leader (Biodiversity expertise) on any changes/updates to the baseline and national project context; and the identification of needed revisions and improvements to meet UNDP-GEF requirements.

- b) Update and compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate.
 - c) Work with the local consultants to facilitate the stakeholder analysis and consultations and ensure that they are complete and comprehensive.
 - d) Work with the local consultants to ensure the finalization of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework.
 - e) Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG, and update screenings in an iterative fashion throughout the PPG, as appropriate.
 - f) Work with the local consultants on the identification of the project sites, with documentation of selection criteria and making sure that geo-reference and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable.
 - g) Ensure the consultations with partners regarding financial planning; and
 - h) Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 3) Assist in the formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes: With inputs from the national consultants, as detailed in their respective TORs, and with technical advice, support and quality assurance provided by the International: PPG Team Leader (Biodiversity expertise), revise and improve the draft ProDoc and Annexes to:
- a) Support to Develop, present and articulate the project's theory of change;
 - b) Support to Develop the Results Framework in line with UNDP-GEF policy;
 - c) Support to Develop a detailed Monitoring and Evaluation Plan and Budget;
 - d) Provide support to the preparation of a Stakeholder Engagement Plan;
 - e) Provide support to the the preparation of a Gender Action Plan and Budget;
 - f) Update the ESMF/SESP based on assessments undertaken during Component A, and ensure the development of environmental and/or social management framework and/ or plan(s) for risks identified as Moderate or High in the SESP;
 - g) Support to Prepare the required GEF tracking tool(s) and Core Indicators Worksheet;
 - h) Secure and present agreements on project management arrangements;
 - i) Secure all co-financing letters;
 - j) Support to complete project budgeting in accordance with UNDP formats;
 - k) Prepare an indicative Procurement Plan, which will be confirmed by the Country Office;
 - l) Work with the CO to select an indicator for one of the outcomes of the Integrated Results and Resources Framework (IRRF).
 - m) Ensure the completion of the required official endorsement letters; and
 - n) Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.¹
- 4) Coordinate and facilitate the planning workshop – inception, site consultations and validation:

¹ Please verify with the UNDP-GEF team that the correct templates are being used.

- a) Facilitate the needed workshops to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and
- b) Ensure necessary revisions that arise during the workshop.
- c) Ensure completion of Inception and Validation Workshop Report.

5) Final Deliverables:

- a) Work plan developed with International: PPG Team Leader (Biodiversity expertise);
- b) Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance (technical advice, guidance and quality assurance will be provided by the International: PPG Team Leader (Biodiversity expertise));
- c) Support the completion of the GEF CEO Endorsement Request;
- d) Support the collection of all documentation from GEF PPG (including technical reports, etc.)
- e) Support the completion of all SESP and any other stand-alone management plans such as Stakeholders Engagement Plan; ESMF; Gender Action Plan);
- f) Support the submission of all Co-financing letters, GEF Tracking Tool; Procurement Plan, Execution Support Letter;
- g) Support the development and submission of all Technical TORs – International and National Consultants.
- h) All documentation from GEF PPG (including technical reports, meeting minutes, etc.);
- i) Inception and Validation Workshop Report.
 - b. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.²

Institutional Arrangement

- The consultant will be working very closely with UNDP RTA (NCE team) and Programme Analyst (UNDP Pacific Office) specifically in charge of the project.
- He/She will be expected to work closely with the Department of Environment for facilitating stakeholders consultation etc
- He/She will be expected to coordinate the work of all other consultants identified as the Tonga R2R PPG team.
- He/She is expected to provide input to the work of the other consultants and ensure that their respective deliverables are acceptable to UNDP
- All deliverables identified must be fully met by the consultant at the end of the consultancy term.

Duration of the Work

- The total number of days for this consultancy is **60 working days** for a period of 14 months or longer as may be extended subject to progress of work.

Duty Station

- This consultancy will be home-based with possibility of travel to Vavau depending on travel restriction conditions within Tonga if any.

² Please verify with the UNDP-GEF team that the correct templates are being used.

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 Conservation work in the Pacific Region
- 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:

- Master's degree or higher in a relevant Natural Sciences, Environmental Engineering/Management, Conservation Biology, Social Sciences or Political Sciences

Experience

- Minimum 10 years of demonstrable experience in preparing high quality project documents, in particular for UNDP and GEF projects;
- Excellent written and oral communication skills in English;
- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches.
- Knowledge of and experience in biodiversity conservation, including ecotourism and protected area management.
- Experience in working as a team of consultants
- Has worked in government or NGO dealing specifically with biodiversity conservation related projects

Language requirements

- Fluency of English language is required;

Price Proposal and Schedule of Payments

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 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:

	Details	%	Due Date
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Deliverable 1	<ul style="list-style-type: none"> • First Draft Project Document consolidating all technical input and comments • Finalized SESP and all other standalone management plans such as Stakeholders Engagement Plan, ESMF and Gender Action Plan • Submission of all other documentations including technical reports, meeting minutes and inception and validation workshop report 	35%	November 2022
Deliverable 2	<ul style="list-style-type: none"> • Final draft project document consolidating all technical inputs and comments including all mandatory annexes (GEF budget template, project map and geospatial coordinates of project sites, multi-year workplan, UNDP risk register, GEF Core indicators, GEF taxonomy). This must also include a completed GEF CEO Endorsement Request • Finalised Co-financing letters, GEF Tracking Tools, Procurement Plan and Execution Support Letter (as applicable) 	50%	February 2023
Deliverable 3	Finalised approved project document, incorporating responses to GEF comments	15%	May 2023

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 following methodology

Cumulative analysis

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	Points
Master's degree or higher in a relevant field, such as Natural Sciences, Environmental Engineering/Management, Conservation Biology, Social Sciences or Political Sciences	5

Minimum 10 years of demonstrable experience in the technical area of climate adaptation or related fields and in preparing high quality project documents, particularly for UNDP and GEF projects;	20
Demonstrated understanding of the GEF and LDCF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches	20
Knowledge of and experience in climate adaptation, disaster risk reduction, environment and natural resource management	10
Has worked in government or NGO dealing specifically with biodiversity conservation related projects	15

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.
- **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