



TERMS OF REFERENCE
Senior Technical Adviser (FSM IAS Project)

Reference No.	PN/FJI/045/22
Location	Home Based Support
Application deadline	18 April, 2022
Type of Contract	Individual Contractor
Post Level	International Consultant - Technical Specialist
Languages required:	
Duration of Initial Contract:	80 Days (starting no later than 6 May and completion by January 31, 2023)

BACKGROUND

The Federated States of Micronesia (FSM) comprises some 607 islands, including its four High Island states of Yap, Chuuk, Pohnpei and Kosrae that span some 2,700 km. Its oceanic islands are home to some of the most biologically diverse forests and coral reefs in the world, rich in species and many of which are endemic. Globally significant features include: the world's deepest trench (Marianas); among the world's most endangered rainforests on Mt Winipot (Chuuk State); the largest green turtle (*Chelonia mydas*) rookery in insular Pacific; globally rare montane cloud forests at just 450 m on Pohnpei and Kosrae; and a diversity of marine ecosystems from high volcano islands with fringing and barrier reefs to coral atolls including Chuuk Lagoon, among the world's largest (3,130 km²) and deepest (60 m).

Invasive alien species (IAS) are the greatest threat to biodiversity in the Pacific Islands. They are the largest cause of extinction of single-country endemics in the Pacific, as well as contributing to the loss of traditional crop varieties, and they also impact on food security and tourism. Moreover, the threat is increasing as island nations develop, resulting in greater mobility among people, goods, and supplies. Introduced plant species, for example, account for 22% of plants in Kosrae, 40% in Pohnpei, 37% in Chuuk and 39% in Yap. In addition to established IAS are others of significant concern (e.g. Brown Tree Snake, Little Fire Ant and Coconut Rhinoceros Beetle) because they occur in Pacific countries that trade with FSM. Indeed, Little Fire Ant was detected in Yap in August 2017.

The project is designed to safeguard biodiversity in terrestrial and marine ecosystems, including agricultural and fisheries production systems, from the impacts of IAS by strengthening the institutionalization and enforcement of biosecurity measures across all sectors of government (federal and state), the private sector and civil society. Given that natural barriers to the spread of invasive species are thwarted by the movement of people, their goods and supplies, everyone (governments, citizens, visitors and traders) has a shared responsibility to safeguard natural and production ecosystems from the impacts of IAS. Hence, inadequate institutional policy and regulatory frameworks, lack of IAS awareness and understanding, and very limited operational capacity are the key barriers to be addressed under the project's three components

DUTIES AND RESPONSIBILITIES

Scope of Work

The Safeguarding biodiversity from invasive alien species in the Federated States of Micronesia Project was approved in 2021. There is a need for a Senior technical Adviser (STA) to provide technical support and back stopping for Department of Resources and Development (DRD) during the start- up phase of this project. Under the overall guidance of the Department of Resources and Development and the UNDP, the consultant will provide technical advice and support to the implementation of the Project.

The Senior Technical Advisor (STA), expert in prevention, control and management of IAS that preferably includes the Pacific and having sound experience in institutional development, will be responsible for providing overall technical guidance to the Project. The STA will be a recognized expert in biosecurity and IAS with experience working in the Pacific region (ideally) or with other Small Island Development States and with comprehensive knowledge of the context and issues related to IAS among Pacific countries.

The STA will be supported by the National Technical Coordinator, who will ensure that implementation of key technical outputs such as the National Biosecurity Strategy, Biosecurity Communications Strategy, Cost Recovery mechanisms, development of the modular Biosecurity Training Programme, and development of the Biodiversity Information System progresses on track between missions.

This position will support all four project outcomes, advising the PM and NTC on the scope, scheduling and integration of each of the project outputs. Additionally, the STA will be responsible for drafting the National Biosecurity Strategy (Output 1.1), facilitating and drafting the review of protocols (Output 1.2) and ERPs (Output 3.3) and overseeing the modular design of the Biosecurity Training Programme and contents of each module (Output 2.2), supported by the NTC and collaborating closely national and international experts.

The specific duties are as follows:

- A detailed multi - year work plan covering 2022 – 2024, including specific deliverables for that year, expected to include:
- A Strategy/action plan to expedite delivery
- Draft National Biosecurity Strategy and Action Plan that details mechanisms and steps required to achieve an effective national-states biosecurity model for FSM.
- Drafted biosecurity policy and protocols including technical oversight for updating of State Invasive Species Task Force Action Plans and technical inputs for the review of the FSM NISSAP.
- Technical inputs for MOUs and bilateral agreements.
- TOR for FSM Biosecurity Task Force.
- ToRs for project consultants
- Inputs to modular training programme and capacity development plans for key government agencies at national and State levels.
- Technical inputs for biosecurity extension services and EDRR training at State/local level.
- Support project implementation unit with finalisation of quarterly narrative reports and annual Project Implementation Review (PIR)

Expected Outputs and Deliverables

The consultant is expected to deliver the following product by the end of the consultancy:

Draft report National Biosecurity Strategy and Action Plan

Multi Year Work Plan 2022 – 2024

Report outlining all technical support to DRD and Project Implementation Unit

Institutional Arrangement

- The consultant will be monitored, overseen and supervised by the UNDP Pacific Office in Fiji in close cooperation with DRD. The consultants will be home based and expected to technical support at national level and in all four states. Consultant is expected to also spend time with IAS project. DRD may provide office space.
- The consultant is expected to produce a final report upon successful completion of activities according to the agreed schedules.
- The consultant is expected to provide his/her own computer.

Duration of the Work

The consultancy is for 80 days commencing no later than May 6 and completion no later than January 31, 2023.

- The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest January 31, 2023.
- The consultant company is expected to propose a work plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

Duty Station

- Home based and should circumstances permit a mission to FSM of 20 days with at least a visit to two states. The budget submission by consultant will exclude travel to FSM and DSA expenses as this will be covered separately by the project.

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 biosecurity and IAS 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:

- Masters degree in natural resources management or related discipline to biosecurity and IAS management and/Or 15 years of relevant experience

Experience

- Minimum 15 years of experience in biosecurity and IAS management
- Extensive knowledge and experience of biosecurity and invasive alien species control
- Experience in developing IAS frameworks/plans/strategies including prevention, early detection and rapid response, containment and eradication.
- Working experience in FSM and/or Micronesia is essential
- Previous experience undertaking consultancies for development agencies
- Experience in producing technical reports, and meeting deadlines;
- Networks with stakeholders in FSM is advantageous

Language requirements

Fluency of English language is required;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on a **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:

- Twenty percent (20%) of the consultancy fee will be paid following signing of this Agreement and submission of a work plan by May 20;
- Fifteen (15%) of the consultancy fee will be paid following submission and acceptance of a Multi-year Work Plan and a strategy for expediting project delivery June 10;
- Fifteen percent (15%) of the consultancy fee will be paid following submission and acceptance of a Draft National Biosecurity Strategy and Action Plan by August 30;
- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of a progress report detailing all support provided and results by September 20;
- Fifteen percent (15%) of the consultancy fee will be paid following submission and acceptance of an finalized National Biosecurity Strategy and Action Plan by October 30;
- Ten percent (10%) of the consultancy fee will be paid following submission and acceptance of draft biosecurity policy and protocols by November 30.
- Fifteen (15%) of the consultancy fee will be paid following submission and acceptance of final report outlining all support, results, lessons learnt, and recommendations provided by January 31, 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 a **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	Max. Point
Qualification <ul style="list-style-type: none">▪ Masters degree in natural resources management or related discipline to biosecurity and IAS management and/or 15 years of relevant experience	10%
Experience Minimum 15 years of experience in biosecurity and IAS management Extensive knowledge and experience of biosecurity and invasive alien species control Experience in developing IAS frameworks/plans/strategies including prevention, early detection and rapid response, containment and eradication. Working experience in FSM and/or Micronesia is essential	15 % 15% 15% 15%
Total	70%

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, 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 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