TERMS OF REFERENCE
National Inception Support Consultant (FSM IAS Project)

Reference No. | PN/FJI/046/22
Location | Pohnpei, FSM
Application deadline | 18 April, 2022
Type of Contract | Individual Contractor
Post Level | National Consultant-Technical Inception Specialist
Languages required: | English. Ability to converse in local language is advantageous.
Duration of Initial Contract: | 20 Days (starting no later than 25 April and completion by 28 July)

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 a distance of 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 Project inception consultant 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 specific duties are as follows:

- Facilitate lead role in assisting with the preparations for workshop specifically focused on finalizing project indicators
- Compiling finalized inception workshop report
- Lead the preparation of post inception workshop consultations presentations for consultations with stakeholders at national and state levels. Includes preparation of agendas and documenting of minutes.
- Identify and promote collaboration with state, national, regional and international stakeholders
- Support Project Implementation Unit finalize ToRs for consultants and other staff who are based in the four states

**Key responsibilities include:**

It is critically important for the consultant to carry out these tasks while keeping DRD and UNDP fully involved but at the same time taking a technical (and sometimes managerial) lead.

**Expected Outputs and Deliverables**

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

Final project inception workshop report
Provision of technical support to DRD and Project Implementation Unit

**Payment Schedule**

- Twenty percent (20%) of the consultancy fee will be paid following signing of this Agreement and submission of a work plan by May 9;
- Thirty percent (30%) of the consultancy fee will be paid following submission and acceptance of a final inception report by May 30;
- Twenty Five percent (25%) of the consultancy fee will be paid following submission and acceptance of a report detailing technical support provided, by June 20;
- Twenty-Five (25%) of the consultancy fee will be paid following submission and acceptance of final report outlining all support provided by July 28;

**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 20 days commencing no later than 25 April and completion no later than 28 July.
- The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest 28 July.
• The consultant company is expected to propose a work plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

Supervision / Reporting
• The Consultant will report directly to UNDP Head of Resilience and Sustainable Development Unit and/or her/his representative and UNDP Regional Technical Specialist/Advisor based in Bangkok, Thailand.
• The Consultant will support, supervise, train and mentor the PIU staff.
• The Consultant will provide regular reporting to DRD and any other relevant government stakeholders together with the Project Coordinator and stakeholders.
• The Consultant will supervise, guide, manage and monitor progress and deliverables of the team members comprising national and international experts.
• 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.

COMPETENCIES
The following competencies are required:
ɉ Strong interpersonal and communication skills;
ɉ Ability to work well as part of a multi-cultural team and displays gender, religion, race, nationality and age sensitivity and adaptability;
ɉ Ability for team working;
ɉ Self-management, emotional intelligence and conflict management;
ɉ Analytical and strategic thinking/results orientation;
ɉ Experience in participating and following the project cycle, creative capacity solving problems;
ɉ Computer literacy (e.g. Microsoft Word, Excel, and Power Point) is a prerequisite;
ɉ Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders;
ɉ Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests.
REQUIRED SKILLS AND EXPERIENCE

Following is the required qualifications and experience:

**Educational Qualifications:**
- Minimum degree in natural or environmental sciences, conservation, biology and/ or other related expertise areas and/or 10 years of relevant experience

**Experience**
- Previous experience undertaking consultancies for development agencies
- Experience in producing technical reports, and meeting deadlines;
- At least 10 years relevant professional experience in environmental conservation and community-based conservation
- Experience in project management with invasive alien species prevention and management;
- Strong networks working with government, as well as, civil society/private organizations, communities
- Experience in training and advising teams in the implementation of awareness/engagement activities;
- At least 5 years’ experience of project management

**Language requirements**
- Fluency of English language is required (verbal and written).
- Understanding of local language is advantageous.

**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:

**Payment Schedule**
- Twenty percent (20%) of the consultancy fee will be paid following signing of this Agreement and submission of a work plan by May 9;
- Thirty percent (30%) of the consultancy fee will be paid following submission and acceptance of a final inception report by May 30;
- Twenty Five percent (25%) of the consultancy fee will be paid following submission and acceptance of a report detailing technical support provided, by June 20;
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Evaluation Method and Criteria

Individual consultants / Company will be evaluated based on the following methodology:

**Cumulative analysis**

The award of the contract shall be made to the individual consultant/company 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.

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<tr>
<th>Criteria</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Qualification</td>
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<tr>
<td>Minimum degree in natural or environmental sciences, conservation, biology and/or other related expertise areas and/or 10 years of relevant experience</td>
<td>10%</td>
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<tr>
<td>Experience</td>
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<td>At least 10 years relevant professional experience in environmental conservation and community-based conservation</td>
<td>15%</td>
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<td>Experience in project management with invasive alien species prevention and management;</td>
<td>15%</td>
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<tr>
<td>Strong networks working with government, as well as, civil society/private organizations, communities</td>
<td>15%</td>
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<tr>
<td>Experience in training and advising teams in the implementation of awareness/engagement activities;</td>
<td>15%</td>
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<tr>
<td>Total</td>
<td>70%</td>
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Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

**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 pts.fj@undp.org