



TERMS OF REFERENCE CONSULTANCY

DEVELOPMENT OF NATIONAL EDRR AND INTER-ISLAND/INTER-STATE BIOSECURITY FRAMEWORKS FOR PALAU

Reference No.	PN/FJI/065/22
Location	Palau
Application deadline	25 May 2022
Type of Contract	Individual Contractor
Post Level	National or International Consultancy
Languages required:	English
Duration of Initial Contract:	50-70 days Commencing by 6 June 2022 and completion by April 30, 2023

BACKGROUND

Brief project description: Palau's economy is projected to become increasingly dependent on tourism that is rising by 30% annually, necessitating new tourism infrastructure and service industries. Agriculture and fisheries, even though contributing barely 4% to Gross Domestic Product (GDP) continue to provide the main livelihood for about 20% of Palau's population. Local food security is a national priority, given the heavy reliance on food imports, and these three sectors (agriculture, fisheries and tourism) are now growing in line with Palau's national development policies and plans. However, increasing pressures from tourism and agriculture and fisheries development activities are also resulting in rapidly increasing pressures on the country's natural resources and biodiversity; and the rich terrestrial and marine natural resources, on which tourism (and agriculture and fisheries) depend, are especially vulnerable to such pressures.

This project aims to address the negative impacts of unsustainable sector-led development practices on biodiversity-rich landscapes of Palau, including its productive coastal and marine ecosystems, while taking into account climate change adaptation needs and inclusive and equitable social and economic development for dependent communities, as well as safeguarding against threats to biodiversity and the introduction and spread of Invasive Alien Species through the tourism and related sectors. **The objective of the project is to mainstream biodiversity conservation into integrated land and seascape governance, planning and management in Palau.**

The project recognizes the fact that these land and seascapes underpin the lives and livelihoods of a large number of local communities and that implementation of a coherent strategy to promote sustainable, biodiversity-friendly livelihood options is an integral part of the solution. The project objective is to be achieved through the implementation of four inter-related and mutually complementary Components (Project Outcomes) that are focussed on addressing existing barriers. The four Outcomes of the project are:

Outcome 1: Enhanced national institutional framework for integrated planning and management of land and seascapes;

Outcome 2: Integrated multi-sector land and seascape planning and management operational in Babeldaob states to reduce threats to biodiversity and improve ecosystem services to benefit communities and state economies;

Outcome 3: Integrated multi-sector planning and management operational in 264,686 ha of seascapes and coastal areas in the Southern Lagoon to reduce threats to biodiversity and improve ecosystem services to benefit communities and state economies; and

Outcome 4: Knowledge management, monitoring and evaluation support, equitable gender benefits and biodiversity conservation in Palau.

The Project is executed by the Palau Ministry of Agriculture, Fisheries, and the Environment (MAFE).

DUTIES AND RESPONSIBILITIES

Scope of Work

This project requires technical support specifically to assist with the development of a National Early Detection and Rapid Response (EDRR) Framework and a related Inter-State/Inter-Island Biosecurity Framework for Palau. Output 1.3 of this project aims to strengthen the national framework for effective Invasive Alien Species (IAS) prevention and management.

Activities include the development of national-state EDRR strategy with a functional reporting system and capacity to conduct EDRR activities as well as developing a national framework for inter-state/inter-island biosecurity, including processes, coordinating mechanisms, and oversight, with appropriate trials. Outputs should be appropriate for the Palauan cultural context and incorporate gender mainstreaming following the National Gender Mainstreaming Policy.

This scope of this consultancy covers all tasks for the development and testing of a National EDRR Framework and an Inter-Island/Inter-State Biosecurity Framework for Palau. Key responsibilities include:

Outcome No. 1: National EDRR Framework and improved capacity to implement EDRR

OUTPUT 1: Literature Review and Situation Analysis

- Literature Review, including analysis of applicability of an existing EDRR entitled “General Emergency Response Plan for a pest and disease outbreak in the Republic of Palau” and identification of needs based on Palau’s Biosecurity laws and regulations (including existing Animal Quarantine regulations), existing BOA forms and processes, and results of surveys (e.g. KAP survey).
- Identify stakeholders.
- Engage and consult stakeholders to explain EDRR theory and practice, identify priority species, risks, clarify responsibilities and evaluate current skills and capacity.

OUTPUT 2: EDRR Document

Create template for the National EDRR Framework, input information collected from stakeholders, identify additional knowledge gaps, and write EDRR Framework and content, to include:

- Organizational chart and responsibilities so that Emergency responses are efficient and inclusive of all necessary stakeholders and their roles and responsibilities are known.
- Detailed Standard Operational Procedures (SOPs) (roles, methods, tools needed, communication channels, etc.) for responding to reports of Invasive Species, specific to each priority stakeholder.

- Follow-up with stakeholders for additional information and/or review.
- Support MAFE by making recommendations for a database suitable for storing information on incidents and responses.
- Finalize draft framework for submission.

OUTPUT 3: Training materials and first cadre of key stakeholders trained.

Build capacity among key stakeholders to implement the EDRR, and build their capacity to train other stakeholders

- Identify EDRR training materials that could be applied in Palau. Develop a set of educational materials on the EDRR responsibilities, SOPs, priority species, for first responders (e.g. those in the organizational chart).
- Conduct first set of training for key stakeholder, enabling them to train others.

OUTPUT 4: State EDRR Materials

- Develop operational materials (in digital form) for Palau's 16 States (e.g. geared towards State Staff who will receive reports of Invasive species), detailing how a State staff should respond to and record a report of Invasive Species (e.g. who to call, updated data sheet to fill out that is aligned with BOA intake form, etc.).

Outcome No. 2: National framework for inter-state and inter-island biosecurity and improved capacity to implement inter-state and inter-island biosecurity plans

OUTPUT 1: Literature Review and Situation Analysis

- Literature review of existing inter-state and inter-island biosecurity and IAS priorities, including identifying stakeholders.

OUTPUT 2: Inter-island and Inter-state Biosecurity Framework Document

- Engage and consult stakeholders to identify priority species, pathways, risks and training and resource needs.
- Draft framework inter-state and inter-island biosecurity plan¹, input information collected from stakeholders, identify additional knowledge gaps.
- Consolidate pathways, risks and mechanisms to reduce risk.
- Follow-up with stakeholders for additional information and/or review.
- Finalize draft framework for submission.

OUTPUT 3: Training materials and first cadre of key stakeholders trained.

- Identify available training materials, develop training content, and train key stakeholders. Transfer training content to key stakeholders to enabling training of others.
- It is critically important for the consultant to carry out these tasks while keeping MAFE and UNDP fully involved but at the same time taking a technical lead.

Expected Outputs and Deliverables

- 20% upon submission and acceptance of work plan and signed contract.
- 30% upon submission and acceptance of draft EDRR and draft Inter-Island/Inter-State Biosecurity

¹ With actions for inter-island (e.g. boat pathways) and inter-state (e.g. Babeldaob-Koror and ground pathways).

Plan

- 25% upon submission and acceptance of a final EDRR and Inter-Island/Inter-State Biosecurity Plan ;
- 25% upon submission and acceptance of training materials (for EDRC & Biosecurity Framework) and a final report outlining outcomes of training conducted (for EDRC & Biosecurity Framework)

Institutional Arrangement

The consultant will be monitored, overseen, and supervised by the UNDP Pacific Office in Fiji in close cooperation with the Ministry of Agriculture, Fisheries and Environment (MAFE);

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 50-70 days commencing no later than June 6, 2022 and completion no later than April 30, 2022.

The consultant/ consultancy team is expected to propose a work plan, budget and timelines to achieve the expected outputs with the appropriate methodology that considers the local context and cultural sensitivities.

Duty Station

The consultant team must have a member physically present in Palau and able to travel to the islands in Palau's main archipelago, on their own or in negotiated partnership with MAFE.

Depending on the prevailing current circumstances, the consultant may be expected to travel to the field and also conduct consultations (in person or virtually depending on government guidelines with regard to Covid 19 situation).

The Consultant is expected to supply their own computer/including camera.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting, and writing abilities;
- 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;
- 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:

- Minimum bachelor's degree in biology, environmental science, natural resource management, development and/or 10 years of relevant experience.

Experience

- Comprehensive knowledge of Invasive Alien Species in Palau and international pathways relevant to biosecurity
- Comprehensive knowledge of Palau's biodiversity and other environmental policies.
- Minimum of seven years relevant professional experience in biodiversity conservation, including management of Invasive Alien Species in Palau
- Proven background and understanding of biosecurity in Palau
- Knowledge and understanding of Early Detection and Rapid Response (EDRR) and Inter-State/Inter-Island biosecurity is essential
- Strong networks with national government departments/ministries, state governments, NGOs and community groups, including established partnership with MAFE
- Previous experience in developing training materials
- Experience in conducting training and evaluating impacts

Language requirements

- Fluency in Palauan (spoken) will be an advantage and English language (written) 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 consultant's duty station) and any other applicable cost to be incurred 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.

Evaluation Method and Criteria

The individual consultants/consultancy team will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to 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.

Criteria	Max. Point
Qualifications & Experience Minimum bachelor's degree in biology, environmental science, natural resource management, development and/or 10 years of relevant experience <ul style="list-style-type: none"> Comprehensive knowledge of Invasive Alien Species in Palau and international pathways relevant to biosecurity Comprehensive knowledge of Palau's biodiversity and other environmental policies. Knowledge and understanding of Early Detection and Rapid Response (EDRR) and Inter-State/Inter-Island biosecurity is essential Strong networks with national government departments/ministries, state governments, NGOs and community groups, including established partnership with MAFE 	10% 15% 15% 15%
Total	70%

Cumulative analysis

The award of the contract shall be made to the team of consultants whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of a 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.

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

Documentation required

Interested consultants/consultancy teams 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 CVs**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate (or core members of the Consultancy Team) and at least three (3) professional references.
- Technical proposal**, including a) a brief description of why the Consultant/Consultancy Team considers themselves as the most suitable for the assignment; and b) a methodology on how they will approach and complete the assignment.
- consultants must quote prices in United States Dollars (USD).

Incomplete 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

Women candidates are encouraged to apply.

**The Fiji Office covers Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu*