



## TERMS OF REFERENCE

### National Geographic Information System Specialist (NGISS) – FSM GEF-7 Project Document Development

<b>Reference No.</b>	PN/FJI/075/22
<b>Location</b>	Home-based
<b>Application deadline</b>	20 June 2022
<b>Type of Contract</b>	Individual Contractor
<b>Post Level</b>	National Consultant
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	20 days [Spread across June 2022 – 30 April 2023]

## BACKGROUND

The objective of the GEF PPG is to develop the project concept into a full project: *Securing climate-resilient sustainable land management and progress towards land degradation neutrality in the Federated States of Micronesia*. As described in the project concept (PIF), this project aims to secure critical ecosystem services through climate-resilient sustainable land and coastal management contributing to land degradation neutrality in the Federated States of Micronesia. This will be achieved through four project components that will work in synergy to: i) strengthen the strategic (institutional, policy, regulatory) framework for addressing land degradation; ii) enhance information, decision/support tools and capacity for addressing land degradation; iii) embed climate-smart sustainable land management in critical landscapes and coastal zones (demonstration activities); and iv) support effective knowledge management, gender mainstreaming, and M&E.

The following information is to be consulted as background for the GEF PPG phase:

- PIF cleared for WP inclusion or GEF Council approved PIF
- SESP pre-screening (of PIF)
- Comments from GEF Secretariat, Council, STAP
- [Annotated UNDP-GEF Project Document Template](#) and associated guidance included therein
- [UNDP policies and procedures](#)
- UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA) and
- GEF policies, in particular GEF policies on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available [here](#).

The final outputs of the GEF PPG are:

1. The UNDP-GEF Project Document (ProDoc) with all the required sections and mandatory annexes listed in the [Annotated UNDP-GEF Project Document Template](#).
2. The completed [GEF CEO Endorsement Request](#);
3. The finalized SESP (and stand-alone management plans as required);
4. The compilation and submission of all GEF documents required during the PPG; these are technical reports, meeting minutes and other pertinent documentation and;

## DUTIES AND RESPONSIBILITIES

### Scope of Work

The National GIS Specialist will work closely with the PPG team leader and other PPG consultants to complete the ProDoc/CEO Endorsement package. S/he will provide GIS and mapping support to the team. The consultant will be a GIS expert based in the FSM. S/he will work in close coordination with and all other members of the PPG team and will report directly to the International PPG team leader.

Under the overall coordination of the PPG team Leader, the consultant will participate in and support the entire PPG process, information gathering, field visits, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package.

### Expected Outputs and Deliverables

The consultant will prepare a detailed work plan, including inputs from PPG Team leader and to be signed-off by the same. And will work closely with the international specialist to:

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
  - a. Review the PIF, participate in the PPG inception workshop and related meetings
  - b. Coordinate with the Team Leader and national consultants to establish a clear understanding of their GIS support needs and mapping requirements
  - c. Research and prepare a summary of the existing spatial data available particularly for the demonstration landscapes relevant to the project objective, noting data type, dates, data source/ownership, resolution, limitations etc.
2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):
  - a. In coordination with National PPG Team Leader, prepare maps for each demonstration landscape, showing (final list to be agreed in conjunction with the PPG Team):
    - Geographical overview of the demonstration landscape
    - Boundaries
    - Administrative boundaries and centres, roads etc.
    - Settlements and other infrastructure
    - Land use types (size and areas)
    - Land degradation (including soil maps)
    - Protected areas (with names and areas and zonation) as well as any other international designations
    - Habitat / ecosystem type distributions (and areas)
    - Project intervention areas (for restoration / rehabilitation)
  - b. Build/establish a baseline GIS database for the project that can be transferred to the Project Implementation Unit for use during the implementation phase.
3. Validation Workshop (Component C):
  - a. Contribute to the validation workshop; and
  - b. Support all necessary revisions that arise during the workshop, as appropriate.

### Institutional Arrangement

- The assignment will be carried out under the close guidance of the Regional Technical Specialist – Ecosystem and Biodiversity, Asia Pacific based in the UNDP Bangkok Regional Hub and the programme team (RSD Team Leader, Deputy Team Leader and Programme Analyst) at the UNDP Fiji Multi Country Office.
- The NGISS will work closely with the PPG team (especially the SLM specialists), the central FSM Government focal point and the respective 4 States focal points.
- The NGISS is expected to produce all of the above stated deliverables during and upon the successful completion of activities according to the agreed schedules.
- The NGISS is expected to provide his/her own computer.

#### **Duration of the Work**

- The NGISS consultancy is for 20 days (4 weeks) commencing no later than 24 June 2022 and completion no later than 30 April 2023. The consultancy may extend depending on the collective recommendations of the Fiji MCO and the RTA in BRH.
- The NGISS shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest 30 April 2023.
- The NGISS is expected to propose a work plan and timelines to achieve the expected outputs

#### **Duty Station**

- The NGISS will be home based;
- The NGISS is expected to use her/his laptop computer, loaded with the appropriate computer software for the work required and;
- The NGISS will be required to report via Zoom (or a similar virtual platform) followed up with an email summarizing the update call, at least once a week with the Fiji MCO and RTA in BRH.

### **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;
- Working knowledge of the requirements, necessary documentation, submission deadline for an UNDP ProDoc under development;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work and;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### **REQUIRED SKILLS AND EXPERIENCE**

#### **Educational Qualifications:**

- Bachelor's qualification or higher in a relevant field, such as environment or natural resource management

## Experience

- Excellent skills in GIS and Remote sensing
- At least 3 years of experience in providing GIS support to environmental monitoring and landscape level planning;
- Experience in land surveying, habitat mapping, land degradation mapping
- Excellent communication, analysis and writing skills
- Excellent team skills, ability, willingness and openness to work with stakeholders
- Ability to present scientific and technical findings to stakeholders' audiences through appropriate presentation styles
- Results-oriented and able to deliver results on agreed schedule.

## 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 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 and submission of a work plan: 10% of total contract amount
- Deliverable 2 – Submission and acceptance of the finalised summary report on data availability and map album on the selected demonstration landscapes: 20% of total contract amount
- Deliverable 3 – Submission and acceptance of the finalised overview maps and shape files of each demonstration landscape as required for Annex 1 of the Project Document as well as the profile report of the demonstration landscapes: 30% of total contract amount
- Deliverable 4 – Submission and acceptance of the finalised GIS database to be handed over to UNDP for use by the Project Implementation Unit during full project implementation: 30% of total contract amount
- Deliverable 5 – Submission and acceptance of any further GIS support to ensure the full project document is technically cleared for submission to GEF: 10% 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 in a relevant field, such as such as environment or natural resource management – Max 10 points
- Criteria 2: Excellent skills in GIS and Remote Sensing – Max 15 Points
- Criteria 3: At least 3 years of experience in providing GIS support to environmental monitoring and landscape level planning – Max 15 points
- Criteria 4: Experience in land surveying, habitat mapping, land degradation mapping – Max 15 points
- Criteria 5: Excellent communication, analysis and team skills – Max 15 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**, 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: 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)