



TERMS OF REFERENCE
(Fiji IAS Project)

National Consultancy – Blacklist and Whitelist

Reference No.	PN/FJI/108/22
Location	Fiji
Application deadline	26 August 2022
Type of Contract	Individual Contractor
Post Level	National Consultancy
Languages required:	English. Ability to converse in local language is advantageous.
Duration of Initial Contract:	30 Days (August to October 2022) Including a one-week mission to Taveuni, Qamea and surrounding islands

BACKGROUND

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), has been requested by the Biosecurity Authority of Fiji (BAF) to procure the services of the consultant. The objective of the IAS project is to improve the chances of the long-term survival of terrestrial endemic and threatened species on Taveuni Island, surrounding islets and throughout Fiji by building national and local capacity to manage Invasive Alien Species. Commonly referred to as the Fiji IAS Project, this is an initiative funded by the Global Environment Facility (GEF) over a 5-year period from 2018 – 2023 with a budget of USD 3,502,968.

Project Description

Invasive alien species (IAS) are the greatest threat to biodiversity in the Pacific Islands. Numerous IAS have been introduced to Fiji, with significant impacts on natural landscapes and biodiversity. The recent introduction of Giant Invasive Iguana – GII (*Iguana iguana*) – to Fiji represents the first established population of this species in the Pacific and is a potential bridgehead to some of the world's most isolated island ecosystems. GII have already caused harm throughout the Caribbean where they are spreading fast and have significant detrimental effects, including on native biodiversity, agriculture and tourism. Although there are several national and local-level initiatives to address IAS in Fiji, these efforts, lack adequate capacity and an overall comprehensive strategy to ensure a systematic and effective protection of biodiversity-rich and important areas. An effective, systematic and comprehensive eradication effort against GII, before populations grow beyond the point where they can be controlled is currently lacking and urgently needed.

The preferred solution requires a suite of preventative measures to reduce IAS incursion and establishment, that will be introduced by this project, including:

- (i) Strengthened IAS policy, institutions and coordination at the national level to reduce the risk of IAS entering Fiji, including a comprehensive multi-sectorial coordination mechanism to ensure the best possible use of resources and capacities for prevention, management, eradication, awareness and restoration, and capacity building of biosecurity staff;
- (ii) Improved IAS prevention and surveillance operations at the island level on Taveuni, Qamea, Matagi and Laucala to reduce potential for pest species to enter and establish within the four-island group and move between these islands;
- (iii) Implementation of a comprehensive eradication plan for GII based on comprehensive survey and public outreach on Taveuni and an increase in removal effort of GII on the islands of Qamea, Matagi, and Laucala; and

(iv) Strengthened knowledge management and awareness raising that targets the public, tour operations and visitors, to safeguard the nation from IAS.

DUTIES AND RESPONSIBILITIES

Scope of Work

Outcome 2 of the project focusses on Enhanced IAS prevention and surveillance operations at the island level on Taveuni, Qamea, Matagi and Laucala. The service of a technical consultant is being required to support the:

- establishment a collated database of information on the IAS present on Taveuni, Qamea, Matagi and Laucala;
- preparation of an islands specific black (and white) list;

A four-island specific black and white list will be developed for the four islands and updated as needed. Blacklists would in part be developed from known IAS does not present in Fiji but posing a high risk of invasion, and in the case of the four-island area, from high-risk IAS known to be in Fiji but not thought to be established within the four-island area. The blacklist will include species or species groups that are forbidden for introduction into the four-island group. The island blacklists (one for each of the four islands) would supplement a national blacklist by including those additional species that are not permitted entry into the four islands. In the same manner, a white list of species that are clearly permitted entry in the four-island group will be established. Again, this should be based on and/or aligned to a national white list and likely will exclude some species that are permitted entry into Fiji, but not into the four-island group. All species not on either the black or white list that are that are petitioned for entry to one or more of the four islands will need to have a risk assessment (conducted by BAF and funded by the importer) completed to determine if an entry permit can be provided.

Once a draft report is available, the consultant is expected to consult relevant stakeholders for their consideration and feedback. This is to be coordinated in consultation with IAS Project Implementation Unit.

Key responsibilities include:

It is critically important for the consultant to carry out these tasks while keeping BAF 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:

- report on information on the IAS present on Taveuni, Qamea, Matagi and Laucala. This will be used to update a database
- preparation of an islands specific black and white list

Payment Schedule

- Twenty percent (20%) of the consultancy fee will be paid following signing of this agreement and acceptance of a work plan and methodology by 03 September 2022

- Forty percent (40%) of the consultancy fee will be paid following submission and acceptance of a report draft Black and Whitelist by September 27 2022
- Forty percent (40%) of the consultancy fee will be paid following submission and acceptance of a black and white and report of all IAS on Taveuni by October 7 2022

Institutional Arrangement

- The consultant will be monitored, overseen and supervised by the UNDP Pacific Office in Fiji in close cooperation with BAF. The consultant is expected to travel outside of Suva to consult with stakeholders.
- The consultant is expected to provide his/her own computer.

Duration of the Work

The consultancy is for 30 days commencing no later than August 23 completion no later than October 15,2022.

- The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest October 15,2022
- The consultant is expected to propose a work plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

Duty Station

The consultant will be home based but is expected to travel to field as well as consultant with national stakeholders. The Consultant is expected to supply their own computer/including camera.

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 BAF 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:

- Strong interpersonal and communication skills;
- Ability to work well as part of a multi-cultural team and displays gender, religion, race, nationality and age sensitivity and adaptability;
- Ability for team working;
- Self-management, emotional intelligence and conflict management;
- Analytical and strategic thinking/results orientation;

- Experience in participating and following the project cycle, creative capacity solving problems;
- Computer literacy (e.g. Microsoft Word, Excel, and Power Point) is a prerequisite;
- Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders;
- 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 Masters degree in natural or environmental sciences, conservation, biology and/or 10 years of relevant experience

Experience

- Previous experience undertaking consultancies for development agencies
- Experience in development of black and whitelists
- At 10 years experiences in invasive species management
- Knowledge in community participatory planning and processes
- Strong networks working with government departments, civil society, statutory organizations and private organizations.
- Previous working experience in Taveuni, Qamea and surrounding islands is necessary

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 acceptance of a work plan and methodology by 03 September 2022
- Fourty percent (40%) of the consultancy fee will be paid following submission and acceptance of a report draft Black and Whitelist by 27 September 2022
- Fourty percent (40%) of the consultancy fee will be paid following submission and acceptance of a black and white and report of all IAS on Taveuni by October 15 2022

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.

Criteria	Max. Point
Qualification <ul style="list-style-type: none">Minimum Masters degree in natural or environmental sciences, conservation, biology and/or 10 years of relevant experience	10%
Experience <ul style="list-style-type: none">Previous experience undertaking consultancies for development agenciesExperience in formulation of black and white listsAt 10 years experience in invasive species managementPrevious working experience in Tavueni, Qamea and surrounding islands is necessary	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.

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