TERMS OF REFERENCE
(Fiji IAS Project)
National Consultancy – Review of Gender Plan

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>PN/FJI/111/22</th>
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<tbody>
<tr>
<td>Location</td>
<td>Fiji</td>
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<tr>
<td>Application deadline</td>
<td>6th September 2022</td>
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<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
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<tr>
<td>Post Level</td>
<td>National Consultancy</td>
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<tr>
<td>Languages required:</td>
<td>English. Ability to converse in local language is advantageous.</td>
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<tr>
<td>Duration of Initial Contract:</td>
<td>14 Days (starting no later than September 15 and completion by December 15, 2022)</td>
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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. In addition to reflect a gender inclusive approach when strategizing for eradication.

In terms of BAF, over 40% of staff that include technical specialists are women. They will benefit professionally from the training, capacity development, new technologies and tools that will be used by the project. In addition, BAF incorporates several measures to promote the role of women, which under the project are envisaged to include:

- Capacity building and training activities will ensure that at least 40% of participants are women.
- Efforts will be made to encourage women’s participation in outreach activities (at least 40% representation) and actively attend outreach events and participate in various project initiatives.
- Outreach teams at Taveuni will include women who will be involved in the outreach promotion to encourage greater participation of women from local communities in GII eradication and biosecurity.
- Outreach and communication strategy will have a specific gender focus.
- The use of gender-sensitive indicators and collection of sex-disaggregated data for monitoring project outcomes and impacts will be undertaken.
• Qualified women will be encouraged to apply for positions, under BAF rules and regulations.
• Promotion of adequate representation and active participation of women in project specific committees, technical workshops, strategic planning events.

DUTIES AND RESPONSIBILITIES

Scope of Work
The role and participation of men and women in biodiversity conservation is an integral part in the implementation of the IAS project. With this in mind, a Strategy/Action Plan for Gender Mainstreaming in project was compiled. Following a mid-term review in 2021, there was a recommendation to have this reviewed and updated. A key purpose of this being a more comprehensive strategy, together with reporting mechanism that will enhance the capacity of the project implementation unit to document progress as well as providing guidance on improving the mainstreaming of gender.

Key responsibilities include:
It is critically important for the consultant to carry out these tasks while keeping BAF and UNDP informed.

Expected Outputs and Deliverables
The consultant is expected to deliver the following product by the end of the consultancy:
• A revised gender action plan/strategy for gender mainstreaming in project. This will include an annex documenting examples of gender mainstreaming in the IAS Project, which was not previously documented.

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 consult with a range of IAS stakeholders.
• The consultant is expected to provide his/her own computer.

Duration of the Work
The consultancy is for 14 days commencing no later than September 15 and completion no later than December 15, 2022
• The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest, December 15, 2022
• The consultant company 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 consult 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
- Expertise, sensitivity and knowledge on gender issues are required.
- Experience in developing and reviewing strategies and action plans
- At 6 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.

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 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:
Payment Schedule

- Twenty percent (25%) of the consultancy fee will be paid following signing of this Agreement and acceptance of a work plan and methodology by September 17, 2022.
- Thirty-Five (35%) of the consultancy fee will be paid following submission and acceptance of a draft revised Gender plan by October 17, 2022.
- Forty percent (40%) of the consultancy fee will be paid following submission and acceptance of final Gender plan by December 17, 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.

<table>
<thead>
<tr>
<th>Criteria</th>
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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 Fijian Dollar (FJD).

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 Mr. Dale Kacivi - procurement.fj@undp.org/ dale.kacivi@undp.org

**Proposal Submission**

All applications must be clearly marked with the title of consultancy and submitted by or before 5:00pm, 6th September 2022, (Fiji Time) online via UN Jobs website [https://jobs.undp.org/](https://jobs.undp.org/) or etenderbox.pacific@undp.org