**TERMS OF REFERENCE**

(Fiji IAS Project)

National Consultancy – Review of Eradication Plan

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>PN/FJI/112/22</th>
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<tbody>
<tr>
<td>Location</td>
<td>Fiji</td>
</tr>
<tr>
<td>Application deadline</td>
<td>6th September 2022</td>
</tr>
<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>30 Days (starting no later than September 5 and completion by December 15) Including at mission of at least days to observe eradication efforts of Giant invasive Iguanas</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. 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.

Outcome 3 focusses on long-term measures for protection of terrestrial ecosystems and their biodiversity
in Taveuni, Qamea, Matagi and Laucala. The four-island site for targeted IAS efforts and also serves as a
pilot to test improved biosecurity systems and processes ahead of broader application across Fiji. It is
aimed at long-term measures for protection of terrestrial systems in the four-islands through the
eradication of Giant Invasive Iguana (GII).

Output 3.1 A detailed eradication plan developed and implemented simultaneously on Taveuni, Qamea,
Matagi and Laucala.

Output 3.2 Reduction of GII sightings/captures on Qamea, Matagi and Laucala by 50% or more by the
end of the project.

An eradication plan was devised by a specialist and used as a guide for the eradication of GII, which is
led by team of officers based in Qamea. A mid-term review conducted of the IAS Project recommended
that this eradication plan is reviewed.

GII was introduced to Qamea around 2000. GII have since become established island- wide on Qamea
and Matagi, and probably also Laucala island. They have been found in isolated incidents on Taveuni at
four widely separated localities, but it is not yet known if one or more populations are established if any.
This same species has become widespread throughout the Caribbean, achieves high population
densities in many of these areas (i.e. populations of hundreds of thousands or millions), and is credited
with a range of negative impacts, including decline of native lizards, defoliation of trees and shrubs
(both native and ornamental), undermining of roads and levees through burrowing activities, power
outages, and interference with flight operations at airports. Typically, GII populations have been ignored
for 30–40 years before damage becomes noticeable enough for humans to become concerned – and at
which point eradication is impossible. All eradication efforts are high-risk endeavors because success is
never guaranteed. But the risk of taking no action and allowing GII to continue spreading throughout Fiji
(and from there to other archipelagos) is much higher through reduction of food security, loss of native
biodiversity, and exacerbation of climate-induced damages.

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<th>DUTIES AND RESPONSIBILITIES</th>
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<tr>
<td><strong>Scope of Work</strong></td>
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<td><strong>Key responsibilities include:</strong></td>
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<tr>
<td><strong>Expected Outputs and Deliverables</strong></td>
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- A revised Eradication Plan with timelines. The revised plan will be based on available data, reports and discussions with key stakeholders. It should include a component on sustainability. Once a draft report is available, the consultant is expected to solicit feedback and comments from stakeholders.

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 30 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
- Experience in developing and/or reviewing eradication strategies and action plans
- At 6 years experiences in invasive species management
- Experience in conducting and/or managing research
- Previous experience conducting biodiversity surveys including reptiles and amphibians is advantageous
- Experience in developing and/or reviewing eradication strategies and action plans
- At least 6 years experience in invasive species management
- Experience in conducting and/or managing research
- Previous experience conducting biodiversity surveys including reptiles and amphibians is advantageous
- Expertise, sensitivity and knowledge on gender issues are required.

**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 15, 2022
- Thirty-Five (35%) of the consultancy fee will be paid following submission and acceptance of a draft revised eradication plan by October 15, 2022
- Forty percent (40%) of the consultancy fee will be paid following submission and acceptance of final eradication plan by November 30, 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**

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Max. Point</th>
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<tr>
<td>Minimum Masters degree in natural or environmental sciences, conservation,</td>
<td>10%</td>
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<td>biology and/or 10 years of relevant experience</td>
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<tr>
<th>Experience</th>
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<tr>
<td>Experience in developing and/or reviewing eradication strategies and action</td>
<td>10%</td>
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<tr>
<td>plans</td>
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<tr>
<td>At 6 years experiences in invasive species management</td>
<td>10%</td>
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<tr>
<td>Experience in conducting and/or managing research</td>
<td>10%</td>
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<tr>
<td>Previous experience conducting biodiversity surveys including reptiles and</td>
<td>10%</td>
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<tr>
<td>amphibians is advantageous</td>
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<td>Community participatory processes</td>
<td>10%</td>
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<td>Strong networks working with government departments, civil society, statutory</td>
<td>10%</td>
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<tr>
<td>organizations and private organizations.</td>
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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 Dollars (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