



TERMS OF REFERENCE (Fiji IAS Project)

Consultant for developing Invasive Alien Species Online Clearing house for Fiji

Reference No.	PN/FJI/131/22
Location	Fiji
Application deadline	11 October, 2022
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English. Ability to converse in local language is advantageous.
Duration of Initial Contract:	30 days (starting no later than October 20 and completion by December 20)

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 4 of the project aims to *Increase awareness of risks posed by IAS and the need for biosecurity of local communities, travelling public, tour operators and shipping to invasive alien species and biosecurity*. Achievement of this outcome is supported through *Improved collation and use of IAS information nationally through establishment of national IAS database and national online clearing-house on IAS*.

The service of the technical consultant is being required to:

- Develop a national on-line clearinghouse/ database for information on Invasive Alien Species.

The Fiji IAS clearing-house will incorporate all available and updated data on IAS. The clearing-house would also be accessible to the public as it can be used as an extensive informational source to improve IAS awareness both within Fiji and beyond. The clearing-house would be linked to other key websites such as those for BAF and the Ministry of the Environment. The clearing-house, once populated, would also be announced regionally via existing IAS networks. Establishing, populating, and updating a Fiji IAS clearing-house will facilitate management of existing IAS both in Fiji and regionally.

The national online database will support IAS prevention and management across multiple sectors to allow both managers and policy makers to better understand IAS and improve development.

- Develop an on-line IAS clearing-house for Fiji
- Populate clearing house with National IAS list and four island white list and black list
- On-line clearing house is up and running
- Train and capacitate local technicians to maintain and update IAS clearing house on a regular basis as needed

Expected Outputs and Deliverables

The consultant is expected to deliver on the following product within and by the end of the consultancy period:

- To develop and populate a national IAS database for the country. The IAS must be linked to other agency websites where possible
- To develop a data base management manual clearly indicating procedures and guidelines for accessing database, data storage and sharing, and database management
- To conduct trainings on the use of the database to technical field officers and how to maintain and update existing and new information. The training must be gender inclusive.

Payment Schedule

	Details	%	Due Date
Deliverable 1	A developed and populated national IAS	50%	Nov 18



Deliverable 2	A developed database management manual	30%	Dec 2
Deliverable 3	At least 2 trainings on the use of the database to technical officers	20%	Dec 16

Institutional Arrangement

- The consultant will be working very closely with the IAS project team in terms of providing guidance on the expected work required under this consultancy. He/She will also be expected to work closely with Biosecurity Authority of Fiji (BAF) to assist with any coordination work on the ground including stakeholders' consultation etc
- He/She will also be expected to coordinate work with UNDP Project Team
- He/She will be expected to work as a team with all other consultants Gender and Communication to ensure that there is integration and complimentary approached to their work.
- All deliverables identified must be fully met by the consultant at the end of the consultancy term.

Duration of the Work

The consultancy is for 30 working days within the period of October 20th – December 20th

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, 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 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

- 3+ years' experience with website development and troubleshooting
- 3+ years' experience with website population
 - Ability to work well as part of a multi-cultural team and displays gender, religion, race, nationality and age sensitivity and adaptability;
 - 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 a certificate or degree in Information systems and website development and design

Experience

- Minimum 5 years' experience in designing online database and creating websites
- Have worked on similar projects of developing a database for any government or development agency
- Knowledge of software development and user interface web applications. Experience working with Net Framework, Javascript, HTML and Oracle
- Strong analytic and trouble shooting skills

Language requirements

- Fluency of English language is required (verbal and written).
- Understanding of local language is advantageous.

Price Proposal and Schedule of Payments

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 have 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

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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 / 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"> A certificate or degree in Information systems, website development and design 	10
Experience <ul style="list-style-type: none"> Minimum 5 years' experience in designing online database and creating websites Have worked on similar projects of developing a database for any government or development agency Knowledge of software development and user interface web applications. Experience working with Net Framework, Javascript, HTML and Oracle Strong analytic and troubleshooting skills 	20 20 10 10
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 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 on or before, 11th October 2022, 5pm (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or etenderbox.pacific@undp.org