



## TERMS OF REFERENCE

### (Fiji IAS Project)

**National Consultancy** – Undertake Survey and assessment to determine local community perceptions of damage and associated impacts of the Giant Invasive Iguana GII on food crops and livelihoods.

<b>Reference No.</b>	PN/FJI/132/22
<b>Location</b>	Fiji
<b>Application deadline</b>	11 October 2022
<b>Type of Contract</b>	Individual Contractor
<b>Post Level</b>	National Consultancy
<b>Languages required:</b>	English. Ability to converse in local language is advantageous.
<b>Duration of Initial Contract:</b>	30 Days (starting no later than October 15 and completion by December 15)

## 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

The project seeks a consultant to contribute to the achievement of Outcome 3 which is aimed 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.*

The Giant Invasive Iguana (GII) has been in existence in Fiji for several years now. It is known to be present on the islands of Qamea, Laucala and Matagi and have not yet established on Taveuni. Despite the presence of GII, little evidence of impacts on livelihoods and food crops have been observed to date. Experience from elsewhere suggests that impacts do not become apparent until GII populations reach very high densities. To understand how GII impact on and interact with local livelihoods, a survey of local community perceptions will be conducted to determine the current status of any impacts on food crops and livelihoods associated with the presence of GII on islands where GII is established. Survey and assessment work should be conducted on Qamea, Matagi and Laucala to support better understanding of any current impacts, if any, as well as to determine what future potential impacts could arise if GII populations in Fiji were not effectively controlled.

A consultant will therefore be recruited to assess the socio- economic changes caused by GII's impact on the 3 islands – Qamea, Laucala and Matagi over time. If the study indicates negative perceptions of damage by GII, then the consultancy will be expected to conduct a socio-economic analysis of these damages over the years and identify recommendation for recovery. The socio-economic analysis should be able to help identify costs of current damages towards garden crops and infrastructure impacted by GII. The consultant will also be expected to conduct economic assessments of alternative measures towards protecting food crops – garden and market crops.

Through this work, the consultant also will be expected to:

- Develop questionnaire to assess community perceptions of GII impact on food crops and livelihoods
- Conduct training to the technical field officers that will help support the collection of data if needed
- Undertake surveys to assess community perceptions in selected villages where GII present
- Undertake surveys to assess impacts to agricultural crops and livelihoods
- Make recommendations on the economic value of impacts by the GII
- Present findings to project stakeholders

NT: The data must be gender inclusive

### Expected Outputs and Deliverables

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

- Approved socio-economic questionnaire for assessing community perceptions of GII impact on food crops and livelihoods.

- Final draft report on the assessment of community perceptions and impacts of GII to agricultural crops and livelihoods. The report must also include an economic valuation of the impact and alternative options for recovery with a gender focus lens.
- Presentation of the final draft findings to project stakeholders for feedback
- Final report reflecting any comments received during the review process

#### Payment Schedule

	Details	%	Due Date
Deliverable 1	Approved socio-economic questionnaire for assessing community perceptions of GII impact on food crops and livelihoods.	20%	Oct 14
Deliverable 2	Final draft report on the assessment of community perceptions and impacts of GII to agricultural crops and livelihoods. The report must also include an economic valuation of the impact and alternative options for recovery with a gender focus lens.	30%	Nov 18
Deliverable 3	Presentation of the final draft findings to project stakeholders for feedback	20%	Nov 25
Deliverable 5	Final report reflecting any comments received during the review process	30%	Dec 9

#### 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.
- He/She will be expected to work closely with the Biosecurity Authority of Fiji (BAF) that will provide guidance and support on stakeholders' consultation, survey etc
- 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 Work the

The consultancy is for 30 working days. The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule starting October 15 and to be completed by the latest December 15,2022.

- The consultant is expected to provide his/her own computer.

#### Duty Station

The consultant will be home based but is expected to travel to field as well as consultant with national stakeholders.

**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.

**COMPETENCIES**

- Ten plus years of experience with social assessment at the community level
- Experience in conduct of perception surveys in Fiji
- Good knowledge of situation in the four-islands
- 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;
  - 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:

- Master's degree in Socio-Economic and/or Economic Evaluation or relevant

### Experience

- 5 years' experience in socio-economic and/or economic evaluation assessment
- Experiencing in conducting and/or managing research/assessment in the Pacific
- 5 years' experience in conservation work in Fiji
- Strong networks working with government departments, civil society, statutory organizations and private organizations.
- 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 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:

	Details	%	Due Date
Deliverable 1	Approved socio-economic questionnaire for assessing community perceptions of GII impact on food crops and livelihoods.	20%	Oct 14
Deliverable 2	Final draft report on the assessment of community perceptions and impacts of GII to agricultural crops and livelihoods. The report must also include an economic valuation of the impact and alternative options for recovery with a gender focus lens.	30%	Nov 18
Deliverable 3	Presentation of the final draft findings to project stakeholders for feedback	20%	Nov 25
Deliverable 5	Final report reflecting any comments received during the review process	30%	Dec 9

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
<b>Qualification</b> <ul style="list-style-type: none"> <li>Master's degree in Socio-Economic and/or Economic Evaluation or relevant</li> </ul>	10%
<b>Experience</b> <ul style="list-style-type: none"> <li>5 years' experience in socio-economic and/or economic evaluation assessment</li> <li>Experiencing in conducting and/or managing research/assessment in the Pacific</li> <li>5 years experience in conservation work in Fiji</li> <li>Strong networks working with government departments, civil society, statutory organizations and private organizations.</li> <li>Expertise, sensitivity and knowledge on gender issues are required.</li> </ul>	20%  10% 10% 10% 10%
<b>Total</b>	<b>70%</b>

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](mailto: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, 11<sup>th</sup> October 2022, 5pm (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org)