



## TERMS OF REFERENCE

### (Fiji IAS Project)

#### National Consultancy – Communications Strategy and Action Plan for Invasive Alien Species

<b>Reference No.</b>	PN/FJI/110/22
<b>Location</b>	Fiji
<b>Application deadline</b>	5 November 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 November 16 and completion by December 30, 2022)

### 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 4 of the Fiji IAS project is specifically focused on increased awareness of risks posed by IAS and need for biosecurity of local communities, travelling public, tour operators and shipping to invasive alien species and biosecurity.

*Baseline conditions for this outcome*

There is no comprehensive IAS information at the national level, without which prevention, management and awareness of IAS in Fiji will remain under-capacitated because existing knowledge and information are not readily accessible to all stakeholders. IAS and biosecurity outreach efforts will remain as they are currently are (limited) with no coordinated programmatic approach. Public engagement with supporting biosecurity efforts will remain low.

*Interventions under this outcome*

Safeguarding the nation from IAS will be greatly improved through established public and visitor awareness, outreach and buy-in in regard to IAS prevention and management. Recognition that IAS impacts everyone at all levels will ensure that prevention and management efforts receive public and government support, and that all stakeholders recognize and adhere to their personal biosecurity responsibilities, ensuring their continuance and maximizing their effectiveness. This will be accomplished through awareness campaigns, creation and maintenance of an online public access IAS clearinghouse and a national IAS database.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

Following successful trialing of the four-island outreach campaign (Output 3.1), this is being extended nationally to create broad awareness of and responsibility for IAS management, and support for measures that prevent IAS entry into and within the country. Output 3.1 supported the development of a comprehensive public outreach program in Taveuni and the surrounding islets (Qamea, Matagi and Laucala) built upon the message “IAS and biosecurity is everyone’s responsibility”.

The IAS Project is immediately recruiting the services of a consultant to specifically **provide support in developing a national communications strategy and action plan**. The strategy and action plan are expected to target a broad range of stakeholders including tour operators, shipping agents and the travelling public and be built upon the message “IAS and biosecurity is everyone’s responsibility”. The Fiji IAS project will support the development of any publicity materials that will be used for the national outreach program.

Once a draft report is available, the consultant is expected to consult with 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:

A National IAS Communications Strategy and Action Plan. This will include a monitoring and evaluation framework as well as a gender inclusive approach.

#### **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 days within the period of November 16 – December 30<sup>th</sup>, 2022.

#### **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.
- 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**

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 Degree in natural resource management or equivalent in environmental communication

### Experience

- Experience in developing Communication Strategy and Action Plan for an environmental project
- Work experience on communication work in Fiji or within the Pacific Region
- Understanding of Invasive Species work in Fiji
- Experience with implementation of communications, outreach and awareness-raising relating to environmental issues
- 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

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:

### Payment Schedule

	Details	%	Due Date
Deliverable 1	Approved detailed workplan	20%	Nov 18
Deliverable 2	An approved first draft communication strategy and action plan	30%	Dec 15
Deliverable 3	Approved finalized Communication Strategy and Action Plan reflecting all comments received	50%	Dec 30

### 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.

<b>Criteria</b>	<b>Max. Point</b>
<b>Qualification</b> <ul style="list-style-type: none"> <li>Minimum Degree in natural resource management or equivalent in environmental communication</li> </ul>	10%
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience in developing Communication Strategy and Action Plan for environmental projects</li> <li>Work experience on communication work in Fiji or within the Pacific Region</li> <li>Understanding of Invasive Species work in Fiji</li> <li>Experience with implementation of communications, outreach and awareness-raising relating to environmental issues</li> <li>Experience working with government departments, civil society, statutory organizations and private organizations.</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, 5<sup>th</sup> November 2022, 5pm (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org)