

TERMS OF REFERENCE

Reference no.	PN/FJI/177/22
Consultancy Title	Formulation of the Pacific Roadmap for Economic Development (PRED)
Location	Suva, Fiji
Application deadline	24 th November 2022
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	62 working days (January – May 2023)

BACKGROUND

Context for TOR

The Pacific Leaders endorsed the 2050 Blue Pacific Strategy in July 2022. To support the 2050 Strategy, the Blue Pacific Economic Strategy (BPES) concept note, which outlines the key economic tenets that will shape the economic strategies and pathway to deliver the 2050 Pacific strategy, was tabled and approved by the Forum Economic Ministers Meeting (FEMM) in August 2022.

At the FEMM 2022, ministers.

- a. Emphasized the urgency of the need to strengthen strategic and aligned coordination of all regional economic collective engagement to avoid duplication and accordingly, endorsed the BPES Concept Note
- b. Reaffirmed the importance of capturing the centrality of the ocean in harnessing and maximizing sustainable returns from the blue economy while ensuring the health and integrity of the ocean and its marine resources; and
- c. Tasked the Secretariat to ensure that the BPES is developed and aligned to the implementation plan of the 2050 Strategy for the Blue Pacific Continent taking into account the forthcoming Review of the Regional Architecture and urged close and inclusive consultations with all relevant stakeholders

To avoid confusion in the terminology between the 2050 Blue Pacific Strategy and Blue Pacific Economic Strategy, the BPES has been renamed the Pacific Roadmap for Economic Development (PRED), to support the 2050 Blue Pacific Strategy.

The approved PRED concept note outlines the core envisaged regional economic goals of the next 30-years to be to (i) Grow and Diversify the Economic base, (ii) Strengthen Economic Defenses from Shocks, (iii) Optimize Blue Economy Potential, and (iv) Future Proof Pacific Economies. Against these key goals, the concept note outlines the key strategic economic considerations and contextualizes the impact of the pandemic on the economic strategies for recovery, which will be the core focus in the short-term. This will shape the economic pathway trajectory for the medium to longer term and help inform a clear economic development transformation roadmap for the Pacific.

Objective of the Terms of Reference (TOR)

The objective is to develop the PRED, including an implementation plan, a monitoring and evaluation framework, and resourcing plan, based on the concept note endorsed by FEMM (Appendix 1). The PRED will also consider the nexus between economic security and the blue economy, specifically the economic security considerations in light of heightened geo-political risks, contagion into the Pacific

and the need for strategic regional economic pivot (Appendix 2).

DUTIES AND RESPONSIBILITIES

Scope of Work

The scope of the TOR is to formulate the PRED, through the following:

- i. To develop a robust PRED (Economic Roadmap) based on the concept note endorsed by Economic Ministers. It must take into consideration the outcome of the review of this concept note that has been supported by UNESCAP. Key economic sectoral strategies should be clearly identified and outlined in PRED and advise on economic scenarios for PRED based on current and future-based economic dynamics.
- ii. A risk-based approach must be taken to develop PRED and outline risk assessment with recommended mitigation strategies.
- iii. To develop an associated implementation plan in 5-year phases, a robust monitoring and evaluation (M&E) framework, and a resourcing plan will also be developed with guidance from the Economic Policy Team at the PIFS. These must have:
 - a. outline economic scenarios for PRED based on current and future-based economic dynamics
 - b. key regional economic key performance indicators for PRED
 - c. outline the support needed from development partners, Governments and private sector, in order to achieve PRED and how regional mechanisms can assure this.
 - d. assess the proposed governance structure for PRED.
 - e. a high-level regional economic budget and regional funding envelope needed to achieve PRED with clear assumptions.
- iv. To clearly identify and outline in PRED the key regional economic initiatives to support the achievement of the level of ambition identified in the relevant thematic areas in the 2050 Strategy for the Blue Pacific Continent (2050 Strategy), specifically on the Resource and Economic Development thematic area.
- v. To support the consultation and engagement with key stakeholders including Members, CROP agencies, NSA, private sectors and development partners.

Expected Outputs and Deliverables

1	Develop and submit an inception report and work plan in consultation with PIFS on the activities under the TORs
2	Conduct consultations with key stakeholders
3	Submit a first draft PRED to PIFS and support consultations on the draft
4	Submit a draft implementation plan, monitoring and evaluation framework, and resourcing plan to PIFS
5	Present the final PRED, implementation plan, M&E framework and resourcing plan for consideration of PIFS
6	Support the consultation and presentation of the PRED and associated implementation plan, M&E framework and resourcing plan to FEMM 2023 for consideration.

Deliverables

- I. An inception report and workplan is developed and submitted to be endorsed by PIFS
- II. A draft PRED is developed together with an associated implementation plan, monitoring and

evaluation (M&E) framework, and a resourcing plan. These drafts should be submitted to PIFS to be presented to the Pacific Economic Committee (PEC), FOC Sub-Committee on the 2050 Strategy and other relevant forums for consideration.

- III. Extensive consultations with relevant stakeholders in the development of the PRED are conducted.
- IV. Following the consultations on the draft, a final PRED is developed and accompanied by a final implementation plan, M&E framework, and a resourcing plan. These should be submitted to PIFS.
- V. Presentation of the final draft documents to PIFS, PEC, FOC Sub-Committee on the 2050 Strategy and Forum Economic Ministers.

Institutional Arrangement

The Consultancy will work under the close guidance of the Inclusive Growth Deputy Team Leader throughout the assignment period.

Duration of the Work

The expected duration of this assignment is 62 working days with a start date 9th of January 2023 and planned to be completed by 31 May 2023.

Duty Station

- The IC is expected to be based in Suva Fiji.
- The IC is expected to be supervised by the Economic Policy Team of the Pacific Islands forum Secretariat but report to the Deputy Team Leader for Inclusive Growth at the UNDP Pacific Office in Suva, Fiji.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Master's degree or equivalent in economics, finance and policy development related to strategic planning

Experience

- Experience working with International and/or regional organizations and with an understanding of national processes.
- Minimum of 15 years working in areas of policy planning and development, work experience in the Pacific region is highly desirable

- Has clear understanding of critical issues affecting Pacific economies.
- Excellent interpersonal and communication skills are highly desirable

Language requirements

- Fluency of English language is required;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on 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:

- Deliverable 1 An inception report and workplan is developed and submitted to be endorsed by PIFS: 10% of total contract amount
- Deliverable 2 A draft PRED is developed together with an associated implementation plan, monitoring and evaluation (M&E) framework, and a resourcing plan. These drafts should be submitted to PIFS to be presented to the Pacific Economic Committee (PEC), FOC Sub-Committee on the 2050 Strategy and other relevant forums for consideration: 30% of total contract amount
- Deliverable 3 Extensive consultations with relevant stakeholders in the development of the PRED are conducted: 20% of total contract amount
- Deliverable 4 Following the consultations on the draft, a final PRED is developed and accompanied by a final implementation plan, M&E framework, and a resourcing plan. These should be submitted to PIFS: 30% of total contract amount
- Deliverable 5 Presentation of the final documents to PIFS, PEC, FOC Sub-Committee on the 2050 Strategy and Forum Economic Ministers: 10% of total contract amount

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

Cumulative analysis

The award of the contract shall be made to the individual consultant 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.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1 Master's degree or equivalent in economics, finance and policy development related to strategic planning – Max 5 points
- Criteria 2 Fluency in English and Excellent interpersonal and communication skills are highly desirable - Max 5 Points

- Criteria 3 Experience working with International and/or regional organizations and with an understanding of national processes - Max 20 points
- Criteria 4 Minimum of 15 years working in areas of policy planning and development, work experience in the Pacific region is highly desirable – Max 20 points
- Criteria 5 Has clear understanding of critical issues affecting Pacific economies – Max 20 Points

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 or P11**, 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. [Only request b) If applicable. A methodology is recommended for intellectual services, but may be omitted for more support services]
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Incomplete proposals may not be considered.

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

All applications must be clearly marked with the title of consultancy and submitted by 5:00pm, 24th November 2022(Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or etenderbox.pacific@undp.org