

TERMS OF REFERENCE

Reference	PN/FJI10-26-16
Consultancy Title	Senior Advisor - Environmental and Social Safeguard Policies and Guidelines
Project Name:	Implementing a “Ridge to Reef” approach to protect biodiversity and ecosystem functions in Nauru (R2R Nauru)
Location	Nauru
Application deadline	30 September 2016
Type of Contract	Individual Contractor
Languages required:	English
Duration of Initial Contract:	<ul style="list-style-type: none"> ▪ 70 days excluding international travel (45 working days in country and 25 days home-based) ▪ October 2016-September 2017

BACKGROUND

Nauru is a small island state and one of the smallest independent nations in the world. It is located 41 km south of the equator at 0o32’02.5 South and 166o55’57.8 East which is in the dry belt of the equatorial oceanic zone. The one island nation is roughly 6 km by 4 km in length and width respectively covering a land area of 21 km² and with an estimated population of 10,084 in 2011. The country has a coastline of 30 km and claims an Exclusive Economic Zone (EEZ) of 309,888km². The island is divided into 14 different districts of varying sizes and number of inhabitants which are all situated along the coast except for 1 and with a population density of over 1,500 persons per km². Surrounding the island is a fringing coral reef ranging from 120m to 300m wide, which drops away sharply on the seaward edge to a depth of 4,000m. The central plateau which lies between 20-45 meters above sea level is comprised of a matrix of coral-limestone pinnacles and limestone outcrops between which extensive deposits of high grade phosphate rock are found.

The increasing high levels of marine resources exploitation including fishing pressure and use of unsustainable fishing practices have directly decreased resource stocks and Nauru’s inshore fisheries food security. These threats are compounded by rapid population growth which is increasing the demand for protein sources from the marine ecosystem and the impacts of climate change which is weakening the resilience of the marine ecosystem to such pressures.

To be able to manage these threats and ensure the sustainability of the fisheries and marine resources, the Locally Managed Marine Area network/framework is introduced as a remedial measure to help Nauru biodiversity rehabilitate and mitigate threats. It’s been proven to be effective system in maintaining and preserving island biodiversity and cultural heritage. The system is proposed as an initiative of the Nauru Ridge to Reef project.

The Nauru Ridge to Reef (R2R) GEF Project has been designed to develop, establish and implement a government and community partnership approach to increase knowledge for better management of natural resources and ecosystem services for the entire Island of Nauru (South Pacific) through innovative integrated land, water, biodiversity, coastal and marine management approaches thereby protecting and increasing livelihoods opportunities, food security, and enhancing climate resilience. These goals will be achieved by building Nauru’s capacity to implement a comprehensive cross sectorial regime for sustainable land, freshwater water, solid waste, coastal and marine area

management and ensuring the initiatives are mainstreamed and established into all levels of decision making including government policy, laws and regulations and community plans.

This project is designed to build stronger linkages between sustainable development and management of freshwater ecosystems (e.g. ground water systems for Nauru) and coastal/marine areas and promotes the implementation of holistic, integrated management of the nation's natural resources. The *R2R Nauru Project* will deliver its community outputs through the development of pilot sites located in five (5) districts of Nauru, which include; Ana bar, Anibare, Ijuw, Meneng and Buada.

Objectives:

The **Senior Advisor - Environmental and Social Safeguard Policies and Guidelines** is expected to identify key strategies to institutionalise or mainstream the ridge to ridge approach to achieve the protection of biodiversity and ecosystem functions in Nauru. This include strengthening the institutions (policies/strategies/plans) & legal framework of the various sectors of environment (biodiversity conservation, land use, sustainable land management, and integrated water management). Similarly to develop or recommend a plan to implement or put into effect the strategies identify which entail development of policies, plans, legislations and regulations. The task involves conducting an assessment or review of institutional needs/gaps and the development of policies. Provide training capacity to support the activation/implementation of the policies; devise mechanisms to enforce it (legal provisions); evaluate over a time frame (policy review); recommend ways to sustain these frameworks/processes (plan).

Ridge to Reef is an integrated approach which cooperatively view threats/issues related to the management of the terrestrial as equally important to that of the marine environment. He/She will be required to work side by side with other international experts to achieve outputs under this consultancy.

DUTIES AND RESPONSIBILITIES

The Senior Advisor - Environmental and Social Safeguard Policies and Guidelines will be expected to conduct the following for each of the outputs under Component 3: Governance and Institutions;

Outcome 3.1:

Biodiversity conservation and SLM mainstreamed in policy and regulatory frameworks.

Output 3.1.1

Relevant policies developed for **key sectors such as environment, waste management, natural resource management, coastal fisheries, and agricultural land-use** developed.

- a) Review and finalise sectoral polices under DCIE responsibilities including NBSAP
- b) Review and develop an Environment and Social Safeguard Policy and Guidelines for DCIE
- c) Review and develop a Land Use Policy Framework

Output 3.1.2

- a) Capacity strengthening of national agencies associated with new policies and framework process development and formulation, including drafting of legislation;
- b) Develop and deliver capacity building and training courses to relevant government sectors/staff involved in policy formulation to increase knowledge, skills, and capacity

Through these activities, the consultant should be able to also:

- Undertake a situational analysis (formative research) to review/assess the gaps under the broad areas of environment and enhance understanding of the various dynamics related to Environment Management (R2R approach) and submit to key government stakeholders
- Review the gaps under the broad areas of environment that will support the R2R approach/aim of project and provide recommendations to key government stakeholders
- Formulate the overarching environment policy based on the situation analysis/review conducted in consultation with stakeholders
- Develop and recommend mechanisms/plans/framework to activate/implement¹, maintain², the policies/plans developed
- Facilitate the endorsement of policy by the Government of Nauru (cabinet paper, presentation)
- Develop training modules/objectives to strengthened national agencies with the introduction, review, execution, maintenance, monitoring and evaluation of the new policies and framework processes (supported by the Land use & MMA & MSP Experts)
- Support the communication team advocating or creating awareness for the policies throughout the development stages

Timelines & Due dates

Deliverables	Timeline
1. Delivery of activities with achieved results as per output 3.1.1. The achievements must contribute to the overall project indicators and targets under outcome 3.	55 days
2. Delivery of activities with achieved results as per output 3.1.2. The achievements must contribute to the overall project indicators and targets under outcome 3.	10 days
3. Delivery of activities with achieved results as per output 3.1.3. The achievements must contribute to the overall project indicators and targets under outcome 3.	5 days

Resources Provided

- All in-country transport cost associated to the achieving project activities
- Office space in-county
- All meeting costs related to the project
 - All technical training, field surveys, workshop etc cost associated to achieving project activities

Supervision/Reporting

- To UNDP for all achieved deliverables which must be endorsed by CIE with the support of R2R PMU & TWG;
- To Nauru R2R PMU/TWG for all activities in-country and logistic support. Workplan must also be provided to PMU for endorsement before any submission to UNDP
- Presentation to key working groups and committees as advised by PMU/TWG of work outcomes as when expected.
Progress reporting on all achieved outcomes when needed.

Duration of the Work

The consultant will be required to work for 70 days excluding international travel. 45 days will be in country and 25 days home based. The assignment will be from October 2016 – September 2017.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications

Minimum educational qualifications

- University Masters in the area of public policy, legislation, governance and development or areas closely related to environment governance

Experience & skills

- Minimum of 10 years' experience in reviewing and developing public policy and institutional support particularly in areas related to environment and resource management
- Sound understanding and application of policy concepts, methodologies and tools
- Has worked and experiences in the Pacific region conducting similar work with evidence of achievement would be an advantage;
- Demonstrates capacity (evidence) to interpret/analyze data and information into policy planning and management approach;
- Experience in multi-level dialogue/education/training, transforming technical data, information, concepts to a wider, diverse audience (donor, government, civil society and ngo)
- Experience in developing and implementation of training modules

Competencies

- In-depth knowledge on development issues
- Ability to advocate and provide policy advice
- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources

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 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:

Milestone	Due Date
1. 20% of the contract amount to be paid upon submission of a signed contract and approved work plan	October 2016
2. 20% of the contract amount to be paid upon submission and approval of an assessment report on the status of Nauru's Environmental and Governance-	February 2017

gaps and links to support the implementation of R2R approach. The report should provide recommendations on actions needed to bridge to the gaps	
3. 40% of the contract amount to be paid upon submission and approval of the final draft versions of the: 1) Revised Sectorial Policies under DCIE, 2) Environmental and Social Safeguard Policy and Guidelines and 3) Land-Use Policy. A first and 2 nd draft must be presented to the key stakeholders involved before the final draft is developed for DCIE to action as final.	April 2017
4. 20% of the contract amount to be paid upon submission and approval of the training course and a report on the delivery of the training course as per 3.1.2 to the relevant government sectors/staff involved. The course must be able to provide knowledge on step by step guidelines on how to formulate policies etc.	July 2017

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 will be evaluated based on the following methodology:

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)

Evaluation Criteria (70%)	
1. Qualifications	
University Masters in the area of public policy, legislation, governance and development or areas closely related to environment governance however a PhD is an added advantage	5%
2. Experience and Skills	
Minimum of 10 years' experience in reviewing and developing public policy and institutional support particularly in areas related to environment and resource management	10%
Evidence of experience in the application of policy concepts, methodologies and tools	10%
Has 5 years of experience in the Pacific region conducting similar work with evidence of achievement;	10%
Demonstrates capacity (evidence) to interpret/analyse and integrate data and information into policy planning and management approach;	5%

Evidence of experience in multi-level dialogue/education/training, transforming technical data, information, concepts to a wider, diverse audience (donor, government, civil society and ngo)	5%		
Evidence of experience in the development and delivery of training policy development	5%		
3. Competency			
Experience and In-depth knowledge on development issues	5%		
Ability to lead strategic planning, results-based management and reporting and lead in formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources	5%		
Familiarity with the goals and procedures of international organizations, in particular of the GEF and the UNDP.	5%		
Experience of evaluating technical projects and organizational strategy, policy development and change management will be an advantage.	5%		
Evaluation Criteria	70%		
Financial	30%		

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **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;
- **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered. The templates are available on the procurement section of UNDP Pacific Office in Fiji's website: www.pacific.undp.org

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](#)
- Annex III- [P11](#)

Consultancy Proposal should be emailed procurement.fj@undp.org no later than **30th September, 2016 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

For any clarification regarding this assignment and/or submission of proposals please write to Mr. Ronald Kumar on procurement.fj@undp.org. Proposals should be addressed to the Procurement Unit, UNDP Pacific Office in Fiji, Kadavu House, Suva.