**UNDP / GEF**

**Terms of Reference**

**Climate Change/Marine Ecosystems Specialist (Tuvalu)**

**Project Name:**

Effective and Responsive Island-Level Governance to Secure and Diversify Climate Resilient Marine-Based Coastal Livelihoods and Enhance Climate Hazard Response Capacity

**Title of the Consultancy:**

National Consultant – Climate Change/Marine Ecosystems Specialist (Tuvalu)

**Objectives:**

Under the overall guidance from the Fiji Multi-Country Office (MCO) and the Project Development Specialist, the Climate Change/Marine Ecosystems Specialist will work to prepare a UNDP/GEF compliant full-size project document. He/She will facilitate the collection and synthesis of baseline information, key partners and stakeholders, current policy framework and capacity/research gaps. He/She will facilitate local stakeholder consultations, consolidate stakeholder input and guide the preparation of the project in line with national priorities.

1) **GENERAL BACKGROUND**

The Government of Tuvalu has been granted funds under the Least Developed Countries Fund (LDCF) administered by the Global Environment Facility (GEF) to prepare a project linked to the enhancement of resilience of marine-based coastal livelihoods and climate hazard response capacity, benefiting all islands of Tuvalu. Both national and local authorities need additional investment and technical support in ensuring that their development agenda is not undermined by a changing climate.
In this regard, the Project will provide additional resources necessary to ensure that communities in Tuvalu continue to maintain viability of marine-based coastal livelihoods and to enhance capacity to respond to increasing climate induced hydro-meteorological risks. The main project components include: (i) implementation of community-based climate resilient livelihood options to reduce vulnerability to future climate change; (ii) enhanced communication of climate risks, connectivity and coordination to increase the response capacity of outer islands to increasingly frequent storms; (iii) and inclusive local planning, budgeting and budget execution for strengthened climate resilience.

The project is seeking a qualified short-term National Consultant to fill the position of a **Climate Change/Marine Ecosystems Specialist**, working alongside an international Project Development Specialist and National Disaster Risk Management Specialist. The Consultant will work to prepare a UNDP/GEF compliant full-size project document. He/She will facilitate the collection and synthesis of baseline information, key partners and stakeholders, current policy framework and capacity/research gaps. He/She will facilitate local stakeholder consultations, consolidate stakeholder input and guide the preparation of the project in line with national priorities.

### 2) FUNCTIONS/KEY RESULTS EXPECTED

**COMPONENT 1 – Technical Definition and Capacity Needs Assessment**

- Data collection on existing marine protected areas (both formal and informal) and relevant policies and plans;
- Summarize the existing practices towards managing informal marine protected areas including zoning, resource stock surveys, monitoring and enforcement;
- Summarize the current state of relevant climate risk and vulnerability analysis available in the country, with a focus on marine ecosystems, livelihoods and management;
- Identify and review existing vulnerability studies and assessments of climate change on marine ecosystems and marine-based coastal livelihoods;
- Assess the existing level of marine resource utilization for household consumption and commercial purposes;
- Assess the current level of Special Development Expenditure invested in enhancing the baseline development related to fisheries and protected areas;
• Assess existing land-use practices and planning to gauge the potential, risks and needs of in-land fisheries development;
  
• Identify menu of suitable marine-based livelihood options in support of climate resilience livelihood;
• Assess existing capacities at sector and outer island levels to apply climate science information in planning and implementing sustainable use of marine resources linked to local development planning – both in terms of functional and technical capacities for organizations and individuals;
• Assess existing capacities of Community Fisheries Centers and relevant CSOs in incorporating available climate change information in adjusting the services they provide;
• Assess existing awareness of target communities of climate hazards, risk, and adaptation strategies and methods.
• Identify possible sites for the introduction of climate resilient marine-based coastal livelihood options including near-shore cage farming, in-land spawning and aquaculture.

**COMPONENT 2 – Institutional Arrangements, Monitoring and Evaluation**

• Assist the Project Development Specialist in the design of a Strategic Results Framework and the delineation of indicative project activities, with a specific focus on Component 1 of the Project Identification Form – Implementation of community-based climate resilient livelihood options;
• Define key project roles, responsibilities and project management arrangements for the project, specifically with respect to Component 1;
• Develop a replication and sustainability strategy for the project;
• Define a project sustainability strategy to ensure replication of project benefits beyond the lifetime of the project.

**COMPONENT 3 – Stakeholder Consultations and Involvement Plan**

• Analyze the existing stakeholder baseline of the project by inventorying relevant stakeholders and developing a stakeholder involvement plan for the project;
• Coordinate negotiations and consultations with relevant government agencies, project stakeholders and potential project partners to collect input and define a basic project strategy;
• Ensure that project design is aligned specifically with respect to the SPC-led Vulnerability and adaptation of coastal fisheries to climate change project;
• Carry out selected community-based consultations to assess existing vulnerabilities to help support project design including selection of proposed marine-based coastal livelihood interventions on the ground;
• Undertake baseline survey as basis for elaboration of the GEF specific Adaptation Monitoring framework and indicators (AMAT).

COMPONENT 4 – Financial Planning and Co-financing Definition

• Support the International Project Development Specialist in financial management planning and identifying and finalizing project co-financing requirements, with respect to ecosystem services and assets.

COMPONENT 5 – Drafting of Full-size UNDP/GEF Compliant Project Document

• Liaise with the International Project Development Specialist and provide him/her with local assessment information needed to formulate a complete, UNDP/GEF compliant full-size project document

3) KEY DELIVERABLES

The Consultant will support the International Project Development Specialist in providing a comprehensive UNDP/GEF LDCF compliant set of project documents. The key deliverables in support of this product are as follows:

• Assessment of marine ecosystem functions, status and vulnerability to climate risks
• Assessment of current use of marine ecosystem for livelihoods with gender-disaggregated information
• Assessment of the operation, management, effectiveness and vulnerability of marine protected areas
• Assessment of land-use in coastal areas for current and potential fisheries-related development
• Capacity assessment of key stakeholders including communities, Kaupules, CFCs, CSOs, etc, for developing/enhancing climate-resilient marine-based coastal livelihood options
• Problem analysis and strategy for promoting climate-resilient marine-based coastal livelihood options
• Stakeholder involvement plan
• Strategic Results Framework for the project
• Review and inputs to finalized project documentation (Prodoc, CEO Endorsement Template, AMAT Framework) as directed by the international project development specialist

These sections are indicative; As templates may be subject to change, the Consultant will be required to obtain guidance from the UNDP/GEF Regional Technical Advisor, UNDP MCO and the International Project Development Specialist on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP MCO requirements.

4) QUALIFICATIONS

Education: Postgraduate degree or equivalent education in ecosystems and biodiversity, natural resources and/or environment related discipline.

Experience: • Experience and skills in facilitation or multi-stakeholder workshops and broad-based consultative processes;

• Previous experience of working with International Organisations and ideally on the development of GEF projects;

• Excellent analytical skills;

• Excellent verbal and written communication skills in English;

• Very good inter-personal skills and the ability to work with a multitude of stakeholders;

• Proficiency in computers; good working knowledge of word processing and spreadsheet programmes, particularly MS Word and MS Excel.

5) OTHERS
Time frame: The timeframe for this assignment will be a total of 150 working days over a period from March 2012 to October 2012. During this time the Climate Change/Marine Ecosystems Specialist will be expected to be in Funafuti as well as make occasional visits to the project areas across the country.

Inputs: The Project Development Specialist is required to have his/her own computer for the consultancy, and availability to travel to at least some Islands in Tuvalu during the duration of the consultancy.

APPLICATIONS SUBMISSION

All applications must include a Results-Oriented Curriculum Vitae with full contact details of three referees and P-11 form to be submitted by March 16, 2012, 5:30PM Fiji Time either electronically to david.lumutivou@undp.org or addressed under confidential cover to:

Climate Change/Marine Ecosystems Specialist (Tuvalu)

C/- UNDP Resident Representative

UNDP

Private Mail Bag

Suva.

Incomplete applications will not be considered.

Further queries about the consultancy can be directed towards Winifereti Nainoca (winifereti.nainoca@undp.org)

Women candidates are encouraged to apply.
**The Fiji Office covers Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu**

**ANNEX A: Draft Implementation Plan for PPG Phase**

<table>
<thead>
<tr>
<th>What</th>
<th>By when</th>
<th>UNDP C</th>
<th>NC, IC Co, RTA</th>
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<tbody>
<tr>
<td>Assemble Project Team</td>
<td>March 2012</td>
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<tr>
<td>Perform background research on projected CC impacts, available</td>
<td>March 2012</td>
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<tr>
<td>research reports, other relevant projects and relevant policies</td>
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<tr>
<td>Launch project preparation phase &amp;</td>
<td>End March 2012</td>
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<td>hold first project preparation/inception meeting with government</td>
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<td>representatives</td>
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<tr>
<td>Stakeholder consultations, technical assessments, drafting</td>
<td>April to May 2012</td>
<td></td>
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<td>of individual sections of the project document</td>
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<tr>
<td>Draft Strategic Results Framework available for review by UNDP CO and</td>
<td>May 2012</td>
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<tr>
<td>RTA</td>
<td></td>
<td></td>
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<tr>
<td>Co-financing setup defined and co-financing letters solicited</td>
<td>June 2012</td>
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<tr>
<td>Implementation and management arrangements defined</td>
<td>June 2012</td>
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<td></td>
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<tr>
<td>First draft of project document available and shared with UNDP CO,</td>
<td>Early July 2012</td>
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<tr>
<td>and RTA for review</td>
<td></td>
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<td>(rev, RTA)</td>
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<tr>
<td>Review of 1st Draft completed and feedback by UNDP CO and RTA provided</td>
<td>Mid July 2012</td>
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<tr>
<td>Remaining consultations &amp; clarifications to address review comments</td>
<td>July 2012</td>
<td></td>
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<tr>
<td>completed</td>
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<tr>
<td>Second draft of full-size project document incl. final SRF, budget</td>
<td>Early August 2012</td>
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<td>and all Annexes complete</td>
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<tr>
<td>Revised Draft of full-size project document circulated to national</td>
<td>August 2012</td>
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<td>stakeholders, and UNDP for final review and comments</td>
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<tr>
<td>All co-financing letters and LoEs available</td>
<td>August 2012</td>
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<td>Final revisions completed</td>
<td>September 2012</td>
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<tr>
<td>CEO Endorsement template compiled</td>
<td>September 2012</td>
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<tr>
<td>Complete submission package sent to Bangkok for final review / fine-</td>
<td>Late September 2012</td>
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Complete submission package sent to NY for technical and financial review and clearance

| October 2012 | RTA, PTA |
| Final Submission to the GEF Secretariat | October 2012 | UNDP |

Note:

IC: International consultant (Project Development Specialist)

NC: National consultants (Disaster Risk Management Specialist and Marine Ecosystem Specialist)

RTA: Regional Technical Advisor (Yusuke Taishi)

PTA: Principal Technical Advisor (Pradeep Kurukulasuriya, UNDP-GEF, NY)

GEF OFP: GEF Operational Focal Point (Department of Environment)

UNDP CO: UNDP Multi Country Office Fiji

ANNEX B:

Proposals should contain the following information

i) **Technical proposal** including a P11 form (available on the UNDP website [www.undp.org.fj](http://www.undp.org.fj)), an updated current CV, contact details of at least three referees and a cover letter setting out:

- How the applicant meets the selection criteria
- Evaluation approach and methodology

ii) **Financial Proposal**

The consultant is requested to provide a proposal or quotation of the fees/cost for the services which will be rendered using the following format and **should be separate from the technical proposal**.
Daily consultancy rates

Travel

To and from home country

Other miscellaneous expenses

(please state)

The consultant is expected to work with the Project Development Specialist to produce a common plan of activities including relevant workshop programs.

**Reporting Requirements:**

The consultant will be monitored, overseen and supervised by UNDP in cooperation with the Director of the Department of Environment.

The consultant will be held accountable to the Head of the Environment Unit in UNDP MCO

Progress and final reports submitted to UNDP shall be in English.

**Evaluation Method**

Individual consultants will be evaluated using the UNDP cumulative analysis method - Combination of the weighted technical and financial score to obtain the total score.

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<thead>
<tr>
<th>A</th>
<th><strong>Technical</strong></th>
<th>(70%)</th>
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<tbody>
<tr>
<td>i)</td>
<td>Demonstrated experience in developing UNDP/GEF compliant project documents (experience especially in climate change adaptation is an asset)</td>
<td>10%</td>
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<td>ii)</td>
<td>Relevant experience: in ecosystems and biodiversity, natural resources and/or environment related discipline and/or with a 10 year Pacific work experience</td>
<td>25%</td>
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<td>Demonstrated ability to research, analyse and present workable solutions to a range of issues affecting coastal and marine environments</td>
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<td>iv)</td>
<td>Demonstrated experience in negotiating and interacting with both internal and external stakeholders on complex natural resource management issues</td>
<td>10%</td>
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<td>vi)</td>
<td>High level facilitation, communication and presentation skills</td>
<td>10%</td>
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<tr>
<th></th>
<th>Financial</th>
<th>(30%)</th>
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<tr>
<td>Total</td>
<td>(100%)</td>
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The award of the contract will 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only technically qualified proposals will be further considered for financial evaluation.

The designated weights for the technical and financial criteria are 70% and 30% respectively.