Terms of Reference

Lead International Consultant
to develop Papua New Guinea’s National REDD+ Finance & Investment Plan and REDD+ Funding Proposal for the Green Climate Fund

Project Title: REDD+ Readiness project – Forest Carbon Partnership Facility
Type of Contract: Individual Contract
Duration: 80 days over the period of 8 months starting in May 2017
Location: Home based, Port Moresby
Application Deadline: April 26, 2016

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

1. PROJECT DESCRIPTION

Papua New Guinea (PNG) has been one of the fastest growing economies globally this century with average growth rates above 6%¹. This rapid growth has been driven primarily by the expansion of foreign investment within the natural gas sector and high prices for PNG’s central exports many of which are transported to rapidly growing Asian economies. This growth has built on a long history of natural resources being at the centre of the PNG economy with exports and employment dominated by mining, natural gas, logging and agriculture. While this rapid growth has delivered significant changes in PNG’s main urban areas and those communities benefiting directly from foreign investment, the country still faces significant challenges in meeting the objectives of Vision 2050 and in providing development opportunities for all while also maintaining its natural environment.

Over 85% of the nation’s 7.3m population are based in rural areas and rely primarily on subsistence agriculture for survival and have limited access to health centres, education or broader development opportunities. Falling commodity prices since 2012 have also left the country facing significant economic challenges despite ongoing growth.

PNG has a significant area of intact tropical forest covering 77.8% of the country’s 46.9m ha of land. Together with the forest of West Papua (Island of New Guinea) they represent one of the largest areas of intact tropical forest in the world. PNG’s forests are also highly diverse, including 14 distinct forest types, with carbon-rich low altitude tropical forest constituting over 50% of forest area.

The country’s forests are critical to the livelihoods and economy of the country. The ecosystem services forests provide help to maintain access to water and suitable agricultural land for PNG’s predominantly rural population as well as helping to protect key infrastructure, people and crops from flash flooding and landslides. Forests also play a direct role in supporting the livelihoods or rural communities with more than 500 species of wild growing plants identified as being used for food and the value of annual bush meat consumption estimated to be equivalent to $26million if alternative meats had to be sourced\(^2\).

These economic values sit alongside the deep social and cultural values attributed to forests across PNG. With over 90% of the land area under customary land ownership, PNG’s forests are at the center of the cultural identity of many communities.

Since 2005, PNG has been at the forefront of intergovernmental negotiations under the United Nations Framework Convention on Climate Change (UNFCCC) to develop an international mechanism to compensate developing countries for reducing emissions from deforestation and forest degradation (REDD+). To be eligible to receive results-based finance for REDD+ results-based actions under the UNFCCC, PNG will have to develop the following elements:

- A National Strategy or Action Plan;
- A national forest reference emission level and/or forest reference level;
- A robust and transparent national forest monitoring system for the monitoring and reporting of the REDD+ activities;
- A system for providing information on how the safeguards on local community and forest biodiversity are being addressed and respected throughout the implementation of the REDD+ activities while respecting sovereignty.

The Government of PNG is receiving international support from a number of bilateral and multilateral sources to prepare the country for implementing REDD+ under the UNFCCC, including through readiness support from the World Bank’s Forest Carbon Partnership Facility (FCPF), which is being delivered by UNDP.

In 2016-2017, with the support of UNDP/FCPF project, a National REDD+ Strategy (NRS) was developed and submitted to the Government of PNG for review and endorsement. The NRS marks a major milestone in PNG’s transition from the REDD+ Readiness Phase to REDD+ implementation.

The NRS was developed over an 18-month period through a process of structured consultation and awareness raising with key stakeholders from government agencies, civil society and the private sector. It builds on the experiences of early REDD+ readiness activities in PNG, including the

development of pilot activities, and the ongoing assessment and analysis work that has focused on key areas of action on REDD+ including reviews of forest sector financing, commercial agricultural development, stakeholder engagement processes and land use mapping. Much of this work was compiled in an Issues and Options Paper for REDD+ in PNG, which set out the key decision and action areas for REDD+ in PNG and was circulated widely for consultation, the feedback from which was central to creating the NRS³.

PNG is still at an early stage of its REDD+ development process. Thus, while the NRS marks a critical step in the nation's REDD+ development process further action is needed to ensure that the NRS is effectively financed, that proposed policies and measures are developed and tested, and that long term sustainable financing and management systems are in place.

To achieve this the NRS will be supported by a National REDD+ Finance and Investment Plan (NRFIP), which will provide a detailed breakdown of activities to be undertaken in the coming five years, including clear budgets and approaches to financing.

In this regard, UNDP through the Government of PNG, particularly the Climate Change and Development Authority (CCDA) is in process of recruitment of international and national experts to assess financial landscape and identify opportunities to promote inter-sectoral planning, mainstream REDD+ objectives in national and sub-national planning and budgeting as well as fill existing knowledge and finance gaps which is critical while developing NRFIPPNG’s NRFIP.

Once the financial gaps to support REDD+ within the sectors have been identified, the Government of PNG, through UNDP as accredited entity, will develop a funding proposal for the implementation of PNG’s NRFIP for submission to the Green Climate Fund (GCF)⁴.

2. SCOPE OF WORK

Based on PNG’s NRS and other relevant inputs, including the associated Issues and Options Paper, the UNDP PNG Country Office and CCDA are seeking a qualified International Consultant to lead the development of a comprehensive National REDD+ Finance and Investment Plan (NRFIP), based on a robust theory of change and meeting the UNFCCC, GCF and Government requirements, which will guide the operationalization of the NRS for the implementation of REDD+ PNG between 2018-2022.

Specific objectives:

Support the Government of PNG in developing a robust NRFIP and REDD+ Funding Proposal for the Green Climate Fund, including:

- A robust theory of change;
- A detailed action plan, including leading and contributing agencies and stakeholders, scope and scale, volume of activities and timeline, quantified targets, expected carbon and non-carbon benefits, risk/benefit assessment and provisions to respect and monitor REDD+ and GCF safeguards, financial needs and respective sources and modalities;
- Overarching resource mobilization framework;
- A robust monitoring and evaluation framework.

³ The full paper is available from (http://www.pngreddplus.org.pg/)
⁴ For more information about Green Climate Fund please visit http://www.greenclimate.fund/home
NFRIP formulation will promote adequate multi-sector and stakeholder engagement for a comprehensive, transparent and well-documented participatory process, until final endorsement.

The International Consultant will take conceptual leadership of the tasks under this assignment (International and National Consultants on REDD+ economic assessment, Land-Use Planning, Governance, Community Development and Safeguards and Safeguards Information System), while working in close coordination and consultation with the team of consultants on REDD+ Financial Mapping Assessment (International and National Consultants to undertake financial mapping assessment in the agriculture, environment, land-use and forestry sectors), Government of PNG, UNDP/FCPF project staff and the UNDP regional technical advisor.

The International Consultant will develop the NFRIP, and notably the implementation framework, detailed budget and resource mobilization framework, in close connection with the following complementary processes:

**a) The technical dialogue on implementation of NRS policies and measures with support from the CCDA and the FCPF REDD+ Project:**

- The International Consultant will assist this dialogue by attending key meetings and consultations, providing technical advice on specific issues, particularly related to the detailing and quantification of activities, budgets, targets, economic and financial analyses and financial options, and supporting formulation of detailed action plans for the implementation of each policy and measure. Such detailed action plans will be the backbone of the NFRIP implementation framework.

- The International Consultant will be actively involved and support the formulation of REDD+ actions in accordance with the scope of NRS policies and measures. However, focused expertise and attention is expected to secure connection with, and contribute to advance, the following specific agendas:
  - Aligning REDD+ with existing relevant forest and rural incentive instruments;
  - Engaging the private sector and leveraging private investment for REDD+ implementation;
  - Designing sustainable and attractive business models for the protection and conservation of natural forests.

**b) The policy dialogue between government agencies and development partners in PNG:**

- The International Consultant will assist this dialogue by preparing technical notes as requested by the Government of PNG to inform policy-level discussions. The NFRIP and the resource mobilization framework will be formulated in a step-wise approach, reflecting progress and directions set by the policy dialogue and its financial component. Focused expertise and attention is expected to secure connection with, and contribute to, the advancement of the following specific agendas:
  - National commitment for REDD+ and mapping of domestic public resources to implement NRS policies and measures;
- International commitment for REDD+ in PNG, including but not limited to partnerships with international donor organisations;
- Potential support from the GCF to the implementation of PNG’s NFRIP.

c) Development of a fully-fledged GCF Funding Proposal for the implementation of PNG’s NFRIP with particular focus in two pilot provinces: Madang and East New Britain:

- Based on the findings of the REDD+ financial mapping assessment and detailed REDD+ actions, the International Consultant, in close consultation with the Government of PNG and FCPF team, UNDP Regional Office in Bangkok as well as other key agencies, will develop a fully-fledged funding proposal for NFRIP implementation in the two pilot provinces of Madang and East New Britain.

Ensuring alignment with the NRS and requirements from the UNFCCC, GCF and the Government, and building on the REDD+ Issues and Options Paper which the assignment shall complement as appropriate, the NFRIP is expected to include at least the following sections and elements (actual structure to be defined during the inception period):

- **National context:**
  - National development context
  - Purpose of the NFRIP
  - Principles of REDD+ implementation
  - Alignment of the NFRIP with governmental priorities
  - Synthesis of drivers/barriers and stakes for REDD+ in PNG

- **Strategic framework**
  - Theory of Change and description of its main components
  - Impact objectives (carbon, non-carbon)
  - Thematic and geographic priorities

- **Implementation framework**
  - Simplified logical framework and budget, as well as chronogram
  - Financial mobilisation objectives and plan
  - Institutional and operational arrangements
  - M&E and MRV framework
  - Risk management framework (incl. safeguards)

- **Appendix**
  - Detailed budget and resource mobilization framework (noting that resource mobilization framework could be extracted as a stand-alone document)
  - Description of programmes/projects, with for each: a narrative, a budget and financing plan, roles and responsibilities, and expected timeline
A more detailed description of the expectations for some of these sections is given below. National context and strategic framework are expected to rely heavily on the NRS and Issues and Options Paper, while the implementation framework will be the significant focus of this assignment.

- **National context, including in particular:**
  - The strategic context: describe the relevant national, sub-national, regional, global, political, and/or economic factors that help to contextualize the document, including existing national and sector policies and strategies;
  - The contribution to national priorities: describe how the NRS and NFRIP contribute to the country’s NDC or other identified priorities for low-emission and climate-resilient development;
  - The baseline scenario: describe and quantify the drivers of deforestation and forest degradation and key barriers, as well as their trends (carbon, including the overall FREL/FRL, and non-carbon);

- **Strategic framework:**
  - A robust theory of change, clearly linking NFRIP components to the drivers and barriers, and the results framework;
  - The outcomes and impact that the NFRIP will aim to achieve in improving the baseline scenario (including, but not only, against the FREL/FRL);
  - The main components of the theory of change, as well as the detailed definition of the related activities and planned measures of the NFRIP, clearly describing how they link to the objectives, outputs and outcomes, in line with the results framework;
  - The paradigm shift potential, describing:
    - **The contribution to the creation of an enabling environment:** (i) how proposed measures will create conditions that are conducive to effective and sustained participation of private and public sector actors in low-carbon and/or resilient development, (ii) how the proposal contributes to innovation, market development and transformation (e.g. Introducing and demonstrating a new market for deforestation free commodities, using innovative funding scheme or making government transfer to provinces conditional to the respect for land use plans). This should also include (iii) how proposed measures are expected to contribute to strengthen the national / local regulatory or legal frameworks to systematically drive investment in low-emission activities, promote development of additional low-emission policies, and/or improve climate-responsive planning and development (e.g. Certification and traceability of commodity production, Land use planning that includes deforestation criteria)
    - **The potential for knowledge and learning:** how the NFRIP contributes to the creation or strengthening of knowledge, collective learning processes, or institutions.
  - The sustainable development potential: Identification and quantification of the multiple benefits of REDD+ (environmental, social and economic co-benefits), including gender-sensitive development impact
- A technical assessment, describing why particular options have been considered as the most appropriate for the NFRIP

- An implementation framework, which should include:
  - A coherent portfolio of inter-linked programmes/projects that will allow the implementation of the various components of the theory of change, clearly (i) identifying investment priorities, and (ii) explaining how best available technologies and practices have been considered and applied, and if innovations/modifications/adjustments have been or will be made based on industry best practices (as applicable). Each main component should also clearly identify how it will build on and ensure synergies with other relevant public and private initiatives;
  - A results framework with associated indicators, baselines, targets, means of verification and assumptions;
  - A chronogram of investments and a timeline of how REDD+ phase II and III are expected to take place, and which investments are expected to be financed from which phase of REDD+;
  - Institutional and implementation arrangements: (i) respective roles and responsibilities in the overall supervision, financial management, implementation of the various components and at the various levels of territorial governance, etc.), (ii) links and synergies with existing operational instruments;
  - Drawing on the Results Framework, (i) define the financing needs and a detailed budget indicating the secured funding and its multiple sources, as well as financing gaps, with financial mobilisation objectives and plans (sources, mechanisms, instruments, etc.);
  - A monitoring, reporting and evaluation framework, including specific arrangements for MRV and information management;
  - A risk management framework, taking into account the UNFCCC and GCF safeguards, as well as an adaptive management framework including procedures for the review and update of the NFRIP based on lessons learned in implementation.

3. EXPECTED OUTPUTS/DELIVERABLES

The International Consultant will, in collaboration with national and international consultants, deliver the following outputs:

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Certifying/ Authorizing officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment upon acceptance and certification of an Inception report (15-20 pages)</td>
<td>10 days</td>
<td>May 25, 2017</td>
<td>FCPF CTA</td>
</tr>
</tbody>
</table>
summarizing initial findings and approach to conduct the study, including timeline and workshops. The report must include a description of specific methodologies, guiding note on development of the NFRIP at national and sub-national levels (Madang and ENB) in PNG.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Milestone Date</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Payment upon receipt and certification of reports from the consultations and decision-support processes, including all the related documents (list and compilation of relevant datasets, research reports and legal documents) and material, such as technical notes, workshop notes, meeting minutes or PowerPoints.</td>
<td>20 days (10 days in-country and 10 days home-based)</td>
<td>September 30, 2017</td>
<td>FCPF CTA</td>
</tr>
<tr>
<td>• Payment upon receipt and certification of a final draft of the NFRIP, which shouldn’t be more than 60 pages (appendix not included)</td>
<td>20 days (10 days in-country and 10 days home-based)</td>
<td>November 30, 2017</td>
<td>FCPF CTA</td>
</tr>
<tr>
<td>• Payment upon receipt and certification of developed fully-fledged GCF Funding Proposal for the implementation of PNG’s NFRIP with particular focus on two pilot provinces: Madang and East New Britain</td>
<td>20 days (10 days in-country and 10 days home-based)</td>
<td>November 30, 2017</td>
<td>FCPF CTA</td>
</tr>
<tr>
<td>• Payment upon receipt and certification of the final report bringing together findings from all tasks, with executive summary and final visual representation of results.</td>
<td>10 days (10 days home-based)</td>
<td>December 31, 2017</td>
<td>FCPF CTA</td>
</tr>
</tbody>
</table>

4. INSTITUTIONAL ARRANGEMENTS

The study will be conducted as a partnership and under the co-supervision of the Climate Change and Development Authority in close collaboration with relevant ministries at national and provincial levels. The FCPF REDD+ Project will provide facilitation and technical backstopping, in connection with other related processes particularly the REDD+ financial mapping assessment and linking up with other ongoing assignments.

The International Consultant will lead and oversee the assignment in close collaboration with national and international experts that the work builds on the data collected at national level through the work on the REDD+ financial mapping assessment, REDD+ financial and economic assessment, land-use planning as well as safeguards and safeguards information system (SIS) to make NFRIP development more coherent and comprehensive.
The FCPF REDD+ Project Management Unit (PMU) in consultation with UNDP Regional Hub will provide technical advice on the methodological approach throughout the study.

As it was noted above, the study will be carried out in parallel with the REDD+ Financial mapping assessment. The International Consultant will seek to maximize integration and complementarity with that parallel processes in the work it does to ensure the study outputs can strengthen NFRIP and offer a useful case study for mainstreaming climate objectives into PNG master planning.

All data is collected, results and outputs of the study, including the financial database and produced infographics, will be transferred to CCDA and other government partners by the International Consultant.

Following the drafting of an inception report the International Consultant will travel to PNG to meet with relevant stakeholders and gather data and information for the assignment. The International Consultant will return to PNG towards the end of the assignment to present findings, and in doing so raise the awareness of stakeholders on NFRIP development process. Travel expenses including transportation will be responsibility of the International Consultant.

The FCPF PMU will provide support to the International Consultant with regard to logistics when in PNG, including introductions to key stakeholders and organization and financing of workshops.

5. DURATION OF THE ASSIGNMENT

The work will be undertaken over a period of up to 8 months, starting in May 2017. In accordance with expected outputs and deliverables, the International Consultant submits reports to FCPF REDD+ Project Chief Technical Advisor for reviewing outputs, comments, and certifying approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the International Consultant should notify the FCPF REDD+ Chief Technical Advisor in advance to take necessary steps.

6. DUTY STATION

The duty station for this assignment is home-based with travel to Port Moresby, Madang and ENB provinces, Papua New Guinea.

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

Education

- Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, Business, Finance or related disciplines

Work experience

- A minimum 5 years of demonstrated experience in strategy and policy development at the national level; especially in designing national strategies for forests, land use and/or natural resources;
- In-depth understanding of UNFCCC and/or GCF requirements, particularly as regards to national REDD+ strategy/plan and climate and/or land use finance
- Knowledge of the institutional and legal framework in PNG;
- Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the programme in English;
- Demonstrated ability to work well in multidisciplinary teams and manage complex tasks
- Experience with REDD+ in PNG or the Pacific region an advantage.

Language requirements
- Fluency in written and spoken English.

8. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

In accordance with UNDP IC guidelines, the proposal must include “Lump Sum Amount” approach which is closely linked to deliverables. It must be “all-inclusive” and shall take into account various expenses incurred by the International Consultant during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services.

All envisaged travel costs must be included in the financial proposal. If duty travels are expected, UNDP will provide the International Consultant with the UN’s Daily Subsistence Allowance (DSA) rates prevailing at the time of sourcing, for the duty station and all other cities indicated in the TOR as part of duty travel destinations. This will give the International Consultant an indication of the cost of living in a duty station/destination, to aid their determination of the appropriate fees and financial proposal amount, but it does not imply that Offerors are entitled to DSA payment. 5

The initial payment shall include the actual cost of the IC’s travel to arrive at the designated Duty Station. Such cases therefore imply that the completion of the journey can be considered as one of the deliverables payable upon arrival.

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

The International Consultant is responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The International Consultant is also required to comply with the UN security directives set forth under dss.un.org

9. APPLICATION PROCEDURES

5 Individuals on IC are not UN staff are therefore not entitled to DSAs. All living allowances required to perform the demands of the TOR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.
Qualified candidates are requested to apply by **April 26, 2017** by sending their application packages to [registry.pg@undp.org](mailto:registry.pg@undp.org) with the subject line “International Consultant to National REDD+ Plan in PNG”.

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work (if applicable). Please paste the letter into the "Resume and Motivation" section of the electronic application.

- **Filled P11 form** including past experience in similar projects and contact details of referees, please upload the P11 instead of your CV.

- **Financial Proposal** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days – in home office and on mission, travel – international and local, per diems and any other possible costs). For more details, please see Section 8. “Scope of Price Proposal and Schedule of Payments”.

**Note:** Incomplete applications will not be considered. Please make sure you have provided all requested materials.

### 10. EVALUATION OF APPLICANTS

Applicants will be evaluated based upon the offer which gives the best value for money based on the Lump Sum proposal submitted, selected by the UNDP PNG Country Office in consultation with the UNDP Bangkok Regional Hub Technical Advisor.

The Technical and the Financial Proposal submitted to by the International Consultant will be evaluated on the basis of the weight of the technical criteria [70] and of the financial proposal [30].

The evaluation will be performed in two stages:

**Stage One (Technical Evaluation of Proposals).** All Individual Contractors proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual contractors to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter.

**Stage Two (Financial Evaluation).** The financial proposals of all the individual contractors who pass stage one will be evaluated. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. 

\[
\text{[30 Points]} \times \frac{\text{[USD lowest]}}{\text{[USD other]}} = \text{points for other proposer’s fees}
\]

The award of contract shall be based on the individual contractor who receives the highest cumulative score.
**Technical criteria**

The following criteria will be used to evaluate the individual contractors’ technical proposals:

**Education – 10 points**
- Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, Business, Finance or related disciplines

**Experience – 50 points**
- A minimum 5 years of demonstrated experience in strategy and policy development at the national level; especially in designing national strategies for forests, land use and/or natural resources;
- In-depth understanding of UNFCCC and/or GCF requirements, particularly as regards to national REDD+ strategy/plan and climate and/or land use finance
- Knowledge of the institutional and legal framework in PNG;
- Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the programme in English;
- Demonstrated ability to work well in multidisciplinary teams and manage complex tasks
- Experience with REDD+ in PNG or the Pacific region an advantage.

**Language Requirements – 10 points**
- Fluency in written and spoken English.

**Prepared by: ____________________**

*Peter Katapa, FCPF REDD+ Project Manager*

**Approved by: ____________________**

*Gwen Maru, Programme Analyst, UNDP PNG Country Office*