**Terms of Reference**

**International Consultant to Support the Development of Papua New Guinea’s National REDD+ Strategy**

**Project Title:** REDD+ Readiness project – Forest carbon Partnership Facility  
**Type of Contract:** Individual Contract  
**Duration:** 45 days over 5 months from September 2016 – January 2017  
**Location:** Port Moresby  
**Application Deadline:** September 14, 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 one of the most significant areas of largely-intact tropical forest in the world, although these forests appear to be facing acute and imminent threats. The Papua New Guinea Forest Authority (PNGFA) estimates that approximately 80% of the total area of the country is covered by natural forests, of which 60% are considered intact forests.

Approximately 10 per cent of global GHG emissions are caused by land-use change and, in particular, the destruction of tropical forests. Slowing deforestation and forest degradation is a likely cost effective way of reducing carbon emissions compared to other mitigation strategies, such as curbing emissions from power stations. 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 Papua New Guinea (GoPNG) 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). A major component of the FCPF project is to support the development of PNG’s National REDD+ Strategy.

2. SCOPE OF WORK

The objective of this assignment is to support the development of PNG’s National REDD+ Strategy. In undertaking this assignment the international consultant (working closely with a national consultant, the FCPF team, government counterparts, private sector stakeholders and NGOs) will:

1) Facilitate the solicitation of feedback from the report on issues and options for REDD+ in PNG,
2) Support the design and drafting of PNG’s National REDD+ Strategy document,
3) Support initial stakeholder consultations on the Strategy,
4) Develop a proposal for PNG’s FCPF readiness top-up grant request.

The international expert will take conceptual leadership of the tasks under this assignment, while working in close coordination and consultation with the national consultant, government, UNDP and FCPF staff and the UNDP regional technical advisor. Key elements of the assignment will include:

1. Solicit feedback from stakeholders on PNG’s REDD+ issues and options report

A report on the issues and options for PNG’s National REDD+ Strategy will be finalized in August 2016. Feedback on this report from stakeholders will form the basis of the vision for REDD+ that will be set out in detail in the Strategy document. The Climate Change and Development Office (CCDA) will lead the organization and delivery of these consultations, with support from other government agencies, in particular PNGFA, and UNDP. The first activity under this assignment is to support the dissemination of information on the issues and options report, and the gathering of feedback from stakeholders, as part of a clearly defined stakeholder engagement plan that the consultant will help develop and implement. The international consultant will consider the outcomes of a validation workshop on PNG’s REDD+ issues and options held in September 2016. At this stage in the assignment the consultant will also gather experiences and lessons learned from the National REDD+ Strategy (or Action Plan) processes that other REDD+ countries have followed, and document best practices, for sharing with stakeholders in PNG and consideration/incorporation into the PNG Strategy development process.
2. **Support the design and drafting of PNG’s National REDD+ Strategy**

The development of PNG’s National REDD+ Strategy will be informed and structured to reflect the decisions made on the issues and options report. This will include decisions on PNG’s vision for REDD+ (level of ambition in terms of emission reductions, sectoral and cross-sectoral commitments), the scope of REDD+ in PNG, scale (including priority intervention sites), priority drivers of deforestation and forest degradation to be addressed, and priority policies and measures (PAMs) for REDD+ implementation in PNG.

Building on these preliminary decisions and consolidating them further though additional technical work and stakeholders engagement processes, the strategy will include sections on:

- PNG’s development and forest context including how REDD+ is aligned with and integrated within the wider development processes (including SDGs, STaRS, MTDP, relevant sectorial policies, and related planning process and strategic documents);
- Legal and institutional framework for REDD+ implementation;
- PNG’s Vision for REDD+, including principles and objectives for REDD+ implementation, emissions reductions objectives and relation to PNG’s INDC and sectoral and cross-sectoral commitments;
- Drivers and agents of deforestation and forest degradation;
- Operational components for REDD+ implementation: national forest monitoring system (NFMS), the forest reference emission level (FREL) and the safeguards and safeguards information system (SIS), including how they will be coherently aligned;
- Policies and measures (PAMs) for REDD+ implementation in PNG and how they a) address the direct and indirect drivers of deforestation and forest degradation in PNG, and b) build on and complement existing PAMs, and including training and capacity building needs;
- Stakeholder engagement and participation – both during the design/consultation phase of the Strategy and during implementation;
- Financial aspect for REDD+ implementation, comprising a) a financial mechanism for investment and results-based payments, and b) financing plan to set out budget needs, potential sources and approaches to resource mobilization;
- Monitoring and evaluation.

3. **Support stakeholder consultations on PNG’s National REDD+ Strategy**

Following the production of a full draft of PNG’s National REDD+ Strategy, the consultant will support the organization and delivery of a series of sectoral and cross-sectoral meetings and workshops throughout the drafting process to gather feedback and input for the Strategy. The consultant will develop preparatory information materials, such as background briefs or others, for these consultation meetings, where necessary. The consultant will also support the organization and delivery of a national
consultation workshop on the Strategy that will bring together all relevant stakeholders for solicitation of inputs.

4. **Develop a proposal for PNG’s FCPF readiness top-up grant request**

On the basis of the contents of PNG’s National REDD+ Strategy and progress made under each of the outputs of the FCPF readiness project, the consultant will develop a $5m proposal to be submitted to the FCPF for additional readiness finance. The consultant will work closely with the FCPF PMU and government agencies, as well as other donor and technical cooperation partners, including FAO, the EU and JICA, to ensure that the proposal addresses real gaps and needs in PNG’s REDD+ readiness plan. The proposal will be structured in such a way that 1) will lead the country towards enhanced action at the provincial and local level (while maintaining and building on the national REDD+ architecture), and 2) maps a clear path for PNG towards results-based payments under the UNFCCC.

The development of the top-up grant proposal will also consider additional financing needs for PNG as the country moves towards REDD+ implementation, including feasibility studies that would be relevant for an application for a REDD+ investment finance grant under the Green Climate Fund (GCF).

3. **EXPECTED OUTPUTS/DELIVERABLES**

The international expert will, in collaboration with a national expert, 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>
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<tr>
<td>• A detailed work plan (inception report) shortly after inception mission describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, inputs required from national experts and stakeholders, and any other items, as appropriate;</td>
<td>5 days (home-based)</td>
<td>10 October 2016</td>
<td>FCPF CTA</td>
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<td>• Policy brief on best practices from other REDD+ countries on the National REDD+ Strategy (or Action Plan) development process;</td>
<td>5 days (home-based)</td>
<td>15 October 2016</td>
<td>FCPF CTA</td>
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<td>• List of institutional stakeholders and consultation plan, including a list of preparatory materials for the consultations, report of stakeholder</td>
<td>3 days (Home-based)</td>
<td>30 October 2016</td>
<td>FCPF CTA</td>
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4. INSTITUTIONAL ARRANGEMENTS

The work will be undertaken over a six month period from September 2016, with the international consultant undertaking at least three visits to PNG. Following stakeholder consultations on the issues and options report, the consultant will support a validation workshop organized by CCDA to set out PNG’s vision for REDD+, scope and scale of implementation, priority drivers to be addressed and policies and measures to be implemented. Following the drafting of PNG’s National REDD+ Strategy, the consultant will support a consultation workshop organized by CCDA to present the document to stakeholders.

The FCPF project management unit (PMU) will provide support to the consultant with regard to logistics when in PNG, including introductions to key stakeholders and organization and financing of workshops. Travel outside of Port Moresby, if required, will be covered by UNDP. The consultant will be responsible for her/his own transport within Port Moresby.

5. DURATION OF THE ASSIGNMENT

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<th>Event Description</th>
<th>Duration</th>
<th>Date</th>
<th>Responsibility</th>
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<tr>
<td>Consultations, and feedback received, on issues and options paper.</td>
<td>10 days (5 days in-country; 5 days home-based)</td>
<td>15 November 2016</td>
<td>FCPF CTA</td>
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<td>A short policy brief summarizing PNG’s National REDD+ Strategy;</td>
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<tr>
<td>Consultation workshop on PNG’s National REDD+ Strategy, and record of feedback received;</td>
<td>5 days (in-country)</td>
<td>30 November 2016</td>
<td>FCPF CTA</td>
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<td>PNG’s National REDD+ Strategy;</td>
<td>10 days (5 days in-country; 5 days home-based)</td>
<td>31 December 2016</td>
<td>FCPF CTA</td>
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<tr>
<td>FCP top-up grant ($5m) proposal.</td>
<td>7 days (3 days in-country; 4 days home-based)</td>
<td>15 January 2017</td>
<td>FCPF CTA</td>
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The duration of the assignment is 45 days over five months from September 2016 to January 2017. In accordance with expected outputs and deliverables, the International Consultant submits reports to FCPF REDD+ Project Chief Technical Advisor for review outputs, comments, certify 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 Port Moresby, Papua New Guinea and Homebased.

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

Education
• Post-graduate degree (MSc or PhD) in agriculture, natural resources economics, development economics, finance, or closely related field.

Work experience
• A minimum of 10 years progressive experience in natural resource management or a related field;
• Strong understanding of REDD+ under the UNFCCC, including application of REDD+ concepts and implementation in developing country contexts;
• Experience with REDD+ development and implementation in PNG, or the Pacific region;
• Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
• Experience of PNG is a requirement.

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 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 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 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\(^1\).

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.

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

### 9. APPLICATION PROCEDURES

Qualified candidates are requested to apply by September 14, 2016 by sending their application packages to registry.pg@undp.org with the subject line “FCPF REDD+ International Consultant on the development of a National REDD+ Strategy”.

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.

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\(^1\) 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.
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 Consultants proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual consultants 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 consultants 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. [30 Points] x [USD lowest] / [USD other] = points for other proposer’s fees

The award of contract shall be based on the individual consultant who receives the highest cumulative score.

**Technical criteria**
The following criteria will be used to evaluate the individual consultants’ technical proposals:

Education – 10 points
- Post-graduate degree (MSc or PhD) in agriculture, natural resources economics, development economics, finance, or closely related field.

Experience – 50 points
- A minimum of 10 years progressive experience in natural resource management or a related field;
- Strong understanding of REDD+ under the UNFCCC, including application of REDD+ concepts and implementation in developing country contexts;
- Experience with REDD+ development and implementation in PNG, or the Pacific region;
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Experience of PNG is a requirement.

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

Prepared by: ____________________

_Mirzohaydar Isoev, FCPF REDD+ Chief Technical Advisor_

Approved by: ____________________

_Hisashi Izumi, Head of Programme, UNDP PNG Country Office_