Terms of Reference

National Consultant
to support the development of a National Palm Oil Policy and Platform

Project Title: REDD+ Readiness project – Forest carbon Partnership Facility
Type of Contract: Individual Contract
Duration: 45 days over November 2016 – March 2017
Location: Port Moresby
Application Deadline: November 23, 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. Forests are also a vital resource for the local population particularly in the remote rural areas of PNG, providing food, fibre, building materials, and support a variety of wildlife and ecosystem services.

A mechanism for Reduced Emissions from Deforestation and Degradation (REDD+) being developed through the United Nations Framework Convention on Climate Change (UNFCCC) provides an opportunity to support PNG’s efforts to reduce levels of deforestation and help to maintain and protect its natural forest. PNG has been a leading proponent of REDD+ at the international level, and has made significant progress towards developing the capacity to engage in an international mechanism on REDD+. This progress has initially been supported by the UN-REDD Programme and is now being aided by the Forest Carbon Partnership Facility (FCPF) through a project that will run until the end of 2018.

Increases in land clearance for agriculture are likely to increase in a country with population growth of over 2%, increasing global demand for agricultural commodities and only 4% of land area currently dedicated to agriculture when an estimated 30% is considered suitable for agriculture. Agriculture is a mainstay of the PNG economy and thus represents an important area for economic growth and
stability. The sector accounted for 19% of total exports and 25% of GDP in 2010, as well as forming a major part of rural economy on which 80% of the population directly depend. As such there is a need to ensure that continued agricultural development not only supports economic growth and poverty alleviation, but is also socially and environmentally sustainable. A report on sustainable commodity production in PNG, commissioned by FCPF in 2016, found that sustainable agricultural commodities production can provide strong benefits for PNG’s people, economy and the environment by increasing employment, protecting the environment and associated livelihoods and health benefits, helping to secure and diversify the exports market, and securing foreign exchange.

Palm oil is the primary source of agricultural export revenue in the country and is likely to have the most impact on forest cover change in the short to medium term due to its currently unregulated expansion. It is therefore proposed that PNG’s national REDD+ strategy will focus its efforts on abating the impacts of this sector. The FCPF sustainable commodities report set out two recommendations: 1) development of a national policy for sustainable palm oil, and 2) establishing a multi-stakeholder palm oil platform (PNGPoP).

2. SCOPE OF WORK

The objective of this assignment is to support an International Consultant in undertaking a Palm Oil policy review and developing a National Palm Oil platform in Papua New Guinea. The National Consultant will help to collect necessary normative – legislative documents related to agricultural commodities as well as arrange meetings with national and international stakeholders. The consultant will also help develop communications materials and facilitate stakeholder consultations to ensure a broad base of understanding is reached and all relevant stakeholders have input to the process of developing the policy and platform.

Key elements of the assignment will include:

- Collect data and policy documents related to Palm Oil;
- Solicit feedback from stakeholders on the establishment of National Palm Oil Platform
- Participate in the development of policy options for a national policy for sustainable palm oil
- Assist in the development of an improved regulatory framework and enforcement mechanisms;
- Identify best strategies to resolve land concession issues;
- Identify and establish of new public-private partnerships;
- Identification and implementation of necessary capacity building programs;
- Development of economic and policy incentives;
• Any other activities deemed necessary to ensure the long-term sustainability of the palm oil sector in PNG.
• Assist in establishment of a multi-stakeholder national action plan for the long-term sustainability of palm oil;
• Monitor and adapt actions that address the root causes limiting the sustainability of the PNG palm oil sector;
• Establish partnerships and coordinate existing actions that advance the sustainability of palm oil produced in PNG. Platform participants should include government leadership at ministerial level; representatives of the office of the Prime Minister, CEPA, DAL, DNPM, PNGFA, DLPP, CCDA, OPIC, provincial departments, smallholders/customary landowners, private sector (existing and new operators), civil society, global partners, UN agencies (as appropriate), donors and financial institutions.

The consultant will help International Consultant in the development of terms of reference for the platform, support stakeholder consultations including sharing of best practices from commodities platforms in other countries and incorporation of feedback, and work with stakeholders to develop and implement a roadmap towards establishment of the platform. Critical to this process will be identifying a lead agency to support the platform in terms of political leadership as well as identifying potential funding sources for the sustainability of the platform.

3. EXPECTED OUTPUTS/DELIVERABLES

The National expert will, with the support of an International 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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<tbody>
<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</td>
<td>10 December 2016</td>
<td>FCPF CTA</td>
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<tr>
<td>• Organization of meetings, participation in inception mission with international consultant and prepare summary report</td>
<td>10 days</td>
<td>15 December 2016</td>
<td>FCPF CTA</td>
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of consultations conducted

- Report on existing regulatory framework/enforcement mechanisms, economic, fiscal and policy incentives, existing capacity building programs, land concessions issues for the production of palm oil and recommendations for improvement to inform the policy options for a sustainable palm oil policy
  
  10 days  
  25 December 2016  
  FCPF CTA

- Electronic library of agricultural commodities in PNG – the library should include all existing normative, legislative documents related to commodities
  
  5 days  
  31 January 2017  
  FCPF CTA

- Preparation of information materials such as briefs, executive summaries on development of national policy and platform
  
  5 days  
  FCPF CTA

- Organization and participation in workshop and narrative report including participants’ feedback
  
  5 days  
  25 February 2017  
  FCPF CTA

- A summary report of feedback received on the draft analytical report to inform the final report
  
  5 days  
  31 March 2017  
  FCPF CTA

4. INSTITUTIONAL ARRANGEMENTS

The work will be undertaken over period of November 2016 - March 2017. The National Consultant will provide assistance in meetings to discuss the draft report on stakeholders’ participation with key stakeholders at the national level and will follow this with further stakeholder consultations.

Following the development of a draft assessment report the consultant will also take part in consultation workshop to present findings and gather feedback on their recommendations.

The National Consultant will provide reports according to Section 3 of the ToR “Expected outputs and deliverables”.

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. The consultant will be responsible for her/his own transport within Port Moresby.
5. DURATION OF THE ASSIGNMENT

The duration of the assignment is 45 days over five months from November 2016 to March 2017. In accordance with expected outputs and deliverables, the National 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 National 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.

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 5 years progressive experience in natural resource management or a related field;
- Experience with agricultural commodities necessary. Particular work with sustainable standards and certification advantageous.
- Policy and economic analysis of the land use sector important. Experience with palm oil advantageous;
- Knowledge of REDD+, in particular in areas concerning economics and financing, would be an advantage;
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Experience of PNG and the Pacific is 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 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 payment¹.

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.

National 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 November 23, 2016 by sending their application packages to registry.pg@undp.org with the subject line “FCPF REDD+ National Consultant to support the development of a Palm Oil Policy and Platform”.

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.

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 National 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 5 years progressive experience in natural resource management or a related field;
- Experience with agricultural commodities necessary. Particular work with sustainable standards and certification advantageous.
- Policy and economic analysis of the land use sector important. Experience with palm oil advantageous;
- Knowledge of REDD+, in particular in areas concerning economics and financing, would be an advantage;
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Experience of PNG and the Pacific is an advantage.

**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