Terms of Reference

National Consultant to strengthen inter-agency coordination and planning on REDD+ in Papua New Guinea

Project Title: REDD+ Readiness project – Forest Carbon Partnership Facility
Type of Contract: Individual Contract
Duration: 8 months (with possibility of extension)
Location: Port Moresby, NCD, Papua New Guinea
Application Deadline: May 24, 2017

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 sourced².

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

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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 NRS\(^3\).

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 order to make the process inclusive and participatory, there is a need to support inter-sectoral coordination to improve participation of all relevant stakeholders from the government, civil society and private sectors in the joint development of NRFIP and positioning of PNG to support REDD+ before the global community.

In this regard, Climate Change and Development Authority (CCDA), as PNG’s leading government agency to coordinate climate change and UNDP/FCPF REDD+ project are seeking a qualified full-time national consultant to strengthen inter-agency coordination and planning on REDD+ in the country.

2. SCOPE OF WORK

Under overall guidance of CCDA’s REDD+ and Mitigation General Manager and direct supervision of the FCPF Chief Technical Advisor and in close collaboration with the CCDA REDD+ and FCPF teams, the National Consultant will be responsible for the provision of day-to-day support to promote and strengthen inter-agency coordination and planning on REDD+. Specifically, the National Consultant will perform the following duties:

- In close collaboration with CCDA REDD+ and FCPF teams coordinate with target sectors (government, civil society and private) on the development of their action areas under the National REDD+ Strategy to ensure effective consultation and coordination;
- Provide assistance for Technical Working Committees on National REDD+ Strategy, Safeguards and Safeguards Information System and other climate change-related groups;
- Strengthen coordination between mitigation and adaptation within CCDA to provide coherent messages to sector agencies;
- Make sure the ongoing sectoral assignments (agriculture, forestry, environment and land-use) are in line with National REDD+ Strategy Policies and Measures;
- Provide support on matters regarding the development, direction, capacity and coordination of activities within NRS and NRFIP to ensure that all stakeholders work together effectively;
- Provide coaching and mentoring to key partners to support the capacity development processes (support sector agencies in understanding climate change concepts through capacity building trainings, workshops and study–tours);

\(^3\) The full paper is available from (http://www.pngreddplus.org.pg/)
- Assess capacity levels and existing planning frameworks in sectors;
- Support the development of a framework / tool to support integrated climate compatible planning at sector level, linked with DNPM and other relevant agencies;
- Support the development of sector mitigation plans with target on land use change and forestry for relevant sectors;
- Participate proactively in the development of stakeholder engagement plans at the national and subnational levels;
- Support and participate in information exchange and coordination mechanisms with partners and relevant information systems/units

3. EXPECTED OUTPUTS/DELIVERABLES

The National Consultant will 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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</thead>
<tbody>
<tr>
<td>Payment upon acceptance and certification of an Inception report summarizing approach to improve cross-sectoral coordination and planning on REDD+;</td>
<td>A month</td>
<td>May 25, 2017</td>
<td>FCPF CTA</td>
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<tr>
<td>Payment upon receipt and certification of a targeted workplan on integration of climate change into sector planning;</td>
<td>A month</td>
<td>June 25, 2017</td>
<td>FCPF CTA</td>
</tr>
<tr>
<td>Payment upon receipt and certification of an assessment of capacity levels and existing planning frameworks in sectors</td>
<td>A month</td>
<td>July 31, 2017</td>
<td>FCPF CTA</td>
</tr>
<tr>
<td>Payment upon receipt and certification of the developed framework / tool to support integrated climate compatible planning at sector level, linked with DNPM and other relevant agencies;</td>
<td>A month</td>
<td>August 31, 2017</td>
<td>FCPF CTA</td>
</tr>
<tr>
<td>Payment upon receipt and certification of the draft sector mitigation plans with target on land use change and forestry for relevant sectors</td>
<td>A month</td>
<td>September 30, 2017</td>
<td>FCPF CTA</td>
</tr>
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</table>
- Payment upon receipt and certification of the revised sector mitigation plans with target on land use change and forestry for relevant sectors | A month | October 31, 2017 | FCPF CTA
- Payment upon receipt and certification of the summary reports/minutes of Technical Working Committees and other inter-agency meetings; | A month | December 31, 2017 (or after TWC meetings) | FCPF CTA
- Payment upon receipt and certification of the final report bringing together findings from all tasks, with executive summary and final visual representation of results. | A month | December 31, 2017 | FCPF CTA

4. INSTITUTIONAL ARRANGEMENTS

The assignment will be performed under overall supervision of the Climate Change and Development Authority in close collaboration with relevant government agencies at national and provincial levels as well as team of international and national consultants.

The FCPF REDD+ Project Management Unit (PMU) in consultation with UNDP Regional Hub will provide technical advice on the methodological approach throughout the assignment.

The National Consultant will be placed within the CCDA’s REDD+ Division and closely work with the team to ensure that all CCDA activities are effectively consulted/advised with relevant stakeholders.

The assignment will be carried out in parallel with the REDD+ Financial mapping assessment. The National 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.

Following the drafting of an inception report the National Consultant will meet with relevant stakeholders and gather data and information for the assignment.

The FCPF PMU will provide support to the National Consultant with regard to logistics, including introductions to key stakeholders and organization and financing of workshops, if needed.

5. DURATION OF THE ASSIGNMENT

The assignment will be undertaken over a period of up to 8 months, starting at the end of May 2017. In accordance with expected outputs and deliverables, the National Consultant submits reports to FCPF REDD+ Project Chief Technical Advisor and CCDA’s REDD+ General Manager for reviewing outputs, comments, and certifying 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

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

Work experience

- Demonstrated experience in planning, strategy and policy development at the national level; especially in designing national strategies for forests, land use and/or natural resources;
- Strong understanding of climate change issues, 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 National 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 National 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 National 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\(^4\).

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 National Consultant is responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The National Consultant is 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 **May 24, 2017** by sending their application packages to registry.pg@undp.org with the subject line “National Consultant to strengthen inter-agency coordination and planning on climate change 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.

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\(^4\) **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 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. [30 Points] x [USD lowest] / [USD other] = 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
- University degree in Forestry, Natural Resources Management, Social Science, Economy, Business, Finance or related disciplines

Experience – 50 points
- Demonstrated experience in planning, strategy and policy development at the national level; especially in designing national strategies for forests, land use and/or natural resources;
- Strong understanding of climate change issues, 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: ____________________  
Mirzohaydar Isoev, FCPF REDD+ CTA

Approved by: ____________________  
Gwen Maru, Programme Analyst, UNDP PNG Country Office