



MINISTRY OF ENVIRONMENT

EXPRESSION OF INTERESTS

Consultancy to Prepare, Execute and Report on Fiji Component's under the Ridge to Reef (R2R) International Waters Project

The Pacific Ridge to Reef programme is a Global Environment Facility (GEF) multi-focal area programme guiding coordinated investment of GEF grant funding across its focal areas of biodiversity conservation, land degradation, climate change adaptation and mitigation, sustainable land management, sustainable forest management, and international waters in Pacific SIDS. It is a multi-agency initiative involving the United Nations Development Programme (UNDP), the United Nations Food and Agriculture Organization (FAO), and the United Nations Environment Programme (UNEP) as GEF implementing agencies.

Executed regionally by the Pacific Community through the GEF Pacific Ridge to Reef International Waters project (GEF Pacific R2R IW), the operations of the R2R programme is supported in areas of science-based planning, human capital development, policy and strategic planning, results-based management, and knowledge sharing. Implemented through the GEF Pacific R2R IW project the R2R IW national pilot projects are designed to strengthen R2R integration by establishing synergies between sector agencies and the GEF National R2R STAR Projects, governments and communities, civil society and the private sector.

Fiji IW R2R project is a sub project of the regional R2R project pursuant to Memorandum of Agreement between SPC and Fiji government through the Ministry of Environment to deliver specific outputs and achieve mainstreamed R2R approach. Fiji's R2R IW project will focus on testing and enhancing integrated management of a series of forested watersheds to protect land, water, forest and biodiversity resources, maintain carbon stock, and protect coastal mangrove and coral reef marine protected areas (MPA).

Fiji IW R2R project demonstration site is the Waimanu catchment located in the Namosi - Naitasiri topography and is one of three rivers draining large amounts of fresh water into the Rewa River and into the sea. Fresh water from the upper Wainibuku, Wainimala and Waibau rivers flows into the Waimanu River, which in turn flows directly into the Rewa River and Delta. The Waimanu River is situated in an ideal central location to be a major source of drinking water. One of the key project benefits is the development and adoption of a Waimanu Catchment Management Plan that connects effective management of water, land, forest and coastal ecosystems using the Ridge to Reef approach. Key elements of the plan which are useful for up-scaling for future investments includes rapid resource assessment, diagnostic analysis, and ecosystem goods and services to attain the key information to devise of the management, implementation plan and guideline for Waimanu catchment.

OBJECTIVE OF CONSULTANCY

The main task of the consultant is to conduct the following:

1. The consultant is required to coordinate activities on Viti Levu where Project activities will be implemented in the Waimanu Catchments. Detailed activities listed in IW Results Framework.
2. The consultant will be responsible to work closely with other organizations based at each catchment site and undertaken all necessary activities as identified in the annual work plan.
3. The consultant will be required to undertake extensive consultations, meetings, discussions and brainstorming within communities to ensure that the project activities are well understood and each activity is implemented in Partnership with them.
4. The consultant will on a daily basis follow up with all key actors on implementation of the project, also provide the needed support to the national R2R project team (STAR) and effectively carry out the activities in agreed work plan, and assist the PICU to timeously report on the programmatic and financial progress of the project.
5. The consultant will report directly to the Director Environment. The consultant will on a weekly basis meet and consult the PICU (SPC) for further clarifications regarding implementation of activities on the ground. Coordinate all activities of the project within the agreed budget to achieve the expected outputs of the project in consultation with the Project Management Unit and SPC.
6. Work in partnership with the STAR R2R National Project Team to promote the ridge to reef programmatic approach.
7. Manage working relationships with all partners to ensure their support towards the GEF IW R2R Project and the GEF STAR R2R project.
8. Ensure that the GEF IW R2R project is implemented by the application of the Guiding Principles of the Ridge to Reef Approach in the Pacific.
9. Submit quarterly narrative and financial reports in a timely manner to the Project Coordination Unit at SPC. Develop and submit annual work plan and budget requests to SPC for approval. Coordinate meetings of the Project Advisory Committees and Consultations with stakeholders. Manage, monitor and report on the project risks and milestones.

SCOPE OF WORK

The consultancy will be active till the end of September, 2021. The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule. The consultant, in consultation with the Ministry Environment through the Regional Ridge to Reef International Water Fiji Project, and the Pacific Community (SPC), is expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

CONDITIONS

The applicant should have the following attributes:

- At least 10 years' experience in watershed management planning in Fiji and the Pacific Islands
- Have well recognized university achievements in field related to environment management, natural resources management, water resources management and/or climate change
- Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring and evaluation
- Excellent verbal and written communication and interpersonal skills in multicultural environment. A basic knowledge of the Fijian language & culture would be an advantage
- An understanding of the importance of working alongside indigenous people and local communities to deliver the best conservation outcomes

APPLICATION PROCESS

To apply and be eligible for consideration applicants must submit the following three documents;

The application must include Curriculum Vitae with full contact details of three referees, a cover letter summarizing your experience and qualification for this consultant, fee proposal and work plan with timelines to undertake this assignment.

The Terms of Reference for the Consultancy is accessible on <https://www.mowe.gov.fj>

SUBMISSION

The application must include Curriculum Vitae with full contact details of three referees, a cover letter summarizing your experience and qualification for this consultant, fee proposal and work plan with timelines to undertake this assignment.

Applications to be submitted by March 17th, 2021 either a hardcopy or electronically to:

Hard Copy:

"CONFIDENTIAL – Consultancy to prepare, execute and report on Fiji Component's under the Ridge to Reef (R2R) International Waters Project" and delivered to the address below at or before 4.30 pm on March 17th, 2021.

*Permanent Secretary
Ministry of Environment
318 Toorak Rd,
Bali Tower,
P. O. Box 2109, Government buildings
Suva
Fiji.*

Electronically:

Email Ms. Rajeshni Lata - rajeshni.lata@govnet.gov.fj

NO LATE APPLICATION WILL BE CONSIDERED.

TERMS OF REFERENCE

¹Consultancy to Prepare, Execute and Report on Fiji Component's under the Ridge to Reef (R2R) International Waters Project

1. Background

The Pacific Ridge to Reef programme is a Global Environment Facility (GEF) multi-focal area programme guiding coordinated investment of GEF grant funding across its focal areas of biodiversity conservation, land degradation, climate change adaptation and mitigation, sustainable land management, sustainable forest management, and international waters in Pacific SIDS. It is a multi-agency initiative involving the United Nations Development Programme (UNDP), the United Nations Food and Agriculture Organization (FAO), and the United Nations Environment Programme (UNEP) as GEF implementing agencies.

Executed regionally by the Pacific Community through the GEF Pacific Ridge to Reef International Waters project (GEF Pacific R2R IW), the operations of the R2R programme is supported in areas of science-based planning, human capital development, policy and strategic planning, results-based management, and knowledge sharing. Implemented through the GEF Pacific R2R IW project the R2R IW national pilot projects are designed to strengthen R2R integration by establishing synergies between sector agencies and the GEF National R2R STAR Projects, governments and communities, civil society and the private sector.

Fiji IW R2R project is a sub project of the regional R2R project pursuant to Memorandum of Agreement between SPC and Fiji government through the Ministry of Environment to deliver specific outputs and achieve mainstreamed R2R approach. Fiji's R2R IW project will focus on testing and enhancing integrated management of a series of forested watersheds to protect land, water, forest and biodiversity resources, maintain carbon stock, and protect coastal mangrove and coral reef marine protected areas (MPA).

Fiji IW R2R project demonstration site is the Waimanu catchment located in the Namosi - Naitasiri topography and is one of three rivers draining large amounts of fresh water into the Rewa River and into the sea. Fresh water from the upper Wainibuku, Wainimala and Waibau rivers flows into the Waimanu River, which in turn flows directly into the Rewa River and Delta. The Waimanu River is situated in an ideal central location to be a major source of drinking water.

One of the key project benefits is the development and adoption of a Waimanu Catchment Management Plan that connects effective management of water, land, forest and coastal ecosystems using the Ridge to Reef approach. Key elements of the plan which are useful for up-scaling for future investments includes rapid resource assessment, diagnostic analysis, and ecosystem goods and services to attain the key information to devise of the management, implementation plan and guideline for Waimanu catchment.

2. Scope of Work:

The main task of the consultant is to conduct the following:

¹ Interested individuals or consulting firms have the choice to carry out all the three technical streams of work, or or just one or two Interested individuals or consulting firms have the choice to carry out all the three technical streams of work, or just one or two.

1. The consultant is required to coordinate activities on Viti Levu where Project activities will be implemented in the Waimanu Catchments. Detailed activities listed in IW Results Framework.
2. The consultant will be responsible to work closely with other organizations based at each catchment site and undertaken all necessary activities as identified in the annual work plan.
3. The consultant will be required to undertake extensive consultations, meetings, discussions and brainstorming within communities to ensure that the project activities are well understood and each activity is implemented in Partnership with them.
4. The consultant will on a daily basis follow up with all key actors on implementation of the project, also provide the needed support to the national R2R project team (STAR) and effectively carry out the activities in agreed work plan, and assist the PICU to timeously report on the programmatic and financial progress of the project.
5. The consultant will report directly to the Director Environment. The consultant will on a weekly basis meet and consult the PICU (SPC) for further clarifications regarding implementation of activities on the ground. Coordinate all activities of the project within the agreed budget to achieve the expected outputs of the project in consultation with the Project Management Unit and SPC.
6. Work in partnership with the STAR R2R National Project Team to promote the ridge to reef programmatic approach.
7. Manage working relationships with all partners to ensure their support towards the GEF IW R2R Project and the GEF STAR R2R project.
8. Ensure that the GEF IW R2R project is implemented by the application of the Guiding Principles of the Ridge to Reef Approach in the Pacific.
9. Submit quarterly narrative and financial reports in a timely manner to the Project Coordination Unit at SPC. Develop and submit annual work plan and budget requests to SPC for approval. Coordinate meetings of the Project Advisory Committees and Consultations with stakeholders. Manage, monitor and report on the project risks and milestones.

3. Expected Outputs:

The key outputs are as follows:

The consultant will be required to maintain accountability of activities, process and transactions to SPC and the Government of Fiji on the implementation of activities and timely execution of all project deliverables as encapsulated within the log frame of the project.

- Progress reporting of project activities is on a monthly basis however subject to fortnightly update meeting with SPC.
- Develop and submit quarterly narrative and financial reports in a timely manner to the PICU SPC.
- Develop and submit annual work plan and budget requests to SPC for approval.
- Manage, monitor and report on the project risks.
- Manage working relationships with all partners to ensure their support toward the GEF 1W R2R Project & GEF STAR R2R project.
- The consultant to liaise closely with the R2R STAR Project Team and Director Environment.

Hard and soft copies of the final plan to be presented to the Ministry of Environment (R2R IW Fiji Project) within each output or milestones of the working contract, including a report on the process undertaken to complete the assessment.

4. Duration of Work

- The consultancy will be active till the end of September, 2021.
- The consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule.
- The consultant, in consultation with the Ministry Environment through the Regional Ridge to Reef International Water Fiji Project, and the Pacific Community (SPC), is expected to propose a work layout, plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

5. Duty Station

The consultant will be based at the Ministry of Environment Office as the main duty station; with field work and community consultation visits to project sites (Waimanu Catchment) frequent traveling will be necessary. The consultant will report to office from 8am – 4.30pm from Monday to Thursday and 8am – 4pm on Fridays. The Consultant shall observe and adhere to the Civil Service Code of Conduct & General Orders.

6. Payment Schedule

The consultancy costs to deliver on all the three streams of work shall be no more than \$50,000 and the contract price is lump sum payments based on milestones delivered.

Tranche	Milestones/Outputs	Deadline/Date	% Payment
1	Submission of a (i) signed contract agreement by the consultant(s) and Ministry of Env, and (ii) work plan and schedule	March 2021	10 %
2	Delivery of output 1-2	June 2021	35%
3	Delivery of output 3 -4	June 2021	35%
4	Delivery of Final Project report	August 2021	20%

The consultant(s) is expected to produce and submit a final report upon successful completion of activities according to the agreed schedules. The final report will be reviewed, and clear recommendations and instructions provided through the Report Appraisal Form for Consultants. The appraisal may find that all deliverables meet the requirements of the contract and therefore recommend proceeding with final payments.

7. Qualification of the successful contractor and criteria for assessment.

	CRITERIA	% Weighting	Points Attainable
1	At least 10 years' experience in watershed management planning in Fiji and the Pacific Islands.	10%	10
2	Have well recognized university achievements in field related to environment management, natural resources management, water resources management and/or	10%	10

	climate change.		
4	Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring and evaluation.	20%	20
5	Excellent verbal and written communication and interpersonal skills in multicultural environment. A basic knowledge of the Fijian language & culture would be an advantage.	10	10
6	An understanding of the importance of working alongside indigenous people and local communities to deliver the best conservation outcomes.	10	10
7	Detailed technical proposal/workplan and methodology.	20%	20
8	Detailed financial proposal.	20%	20
	Total	100%	100
	Qualification/Minimum score	70%	70

The technical proposal of those candidates obtaining minimum score of 70 points would be included in the shortlist.

Once a candidate is shortlisted, the candidates will be assessed afresh using the criteria below. These criteria will serve as bases for the final selection and ranking.

Evaluation grid	Score weight (%)	Total obtainable score (Points)	Minimum score required (Points)
Technical evaluation grid	70%	70	49
Financial evaluation grid	30%	30	21
Total	100%	100	70

Technical evaluation grid

Criteria	Score Weight (%)	Total Obtainable Score (Points)
Completeness Technical proposal with annexes to substantiate the experience of the candidate or showing examples of its work similar to this consultancy	40%	40

Overall quality of the technical proposal		
<ul style="list-style-type: none"> - Methodological approach - Clear deadlines of the expected outputs - Feasible schedule of field activities/community visits, inception, briefing, debriefing - Presentation of the results to various stakeholders 	60%	50
Total Score	100%	100
Qualification Score	70%	70

8. Institutional Arrangement

The consultant(s) or service provider will be monitored, overseen and supervised by the Director, Ministry of Environment through the Project Management Unit (PMU), in close cooperation with the Regional Program Coordination Unit (RPCU), Pacific Community (SPC) Campus in Fiji.

The final report should be presented to the Ministry of Environment, RPCU - Pacific Community (SPC) and the Project Steering Committee of the Fiji IW R2R Project. The results and highlights of the reports are also expected to be presented to the local communities in the Waimanu Catchment.

9. Application submission date and additional information

The application must include Curriculum Vitae with full contact details of three referees, a cover letter summarizing your experience and qualification for this consultant, fee proposal and work plan with timelines to undertake this assignment. Applications to be submitted by March 17th, 2021 either a hardcopy or electronically to:

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Permanent Secretary

Ministry of Environment

318 Toorak Rd,

Bali Tower,

P. O. Box 2109, Government buildings

Suva

Fiji.

Electronically:

Email Ms. Rajeshni Lata - rajeshni.lata@govnet.gov.fj