

## TERMS OF REFERENCE

### **<sup>1</sup>Consultancy to Prepare a Rapid Resource Assessment, Diagnostic Analysis & Ecosystem Goods & Services for the Waimanu Catchment**

#### **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. Conduct and develop Rapid Resource Assessment (RRA), including amongst others, the following activities:

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<sup>1</sup> Interested individuals or consulting firms have the choice to carry out all the three technical streams of work, 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.

- Undertake rapid resource assessment with appropriate methodology in consultation with the project manager and the science team of the Regional Programme Coordinating Unit at SPC.
- Consolidate the information gathered and report provided.

2. Undertake a diagnostic analysis for the Waimanu catchment, including amongst others, with following activities:

- Identify & prioritise the challenges and problems associated with the Waimanu catchment.
- Gather and interpret information on the environmental impacts and socio-economic consequences of each problem.
- Analyze the immediate, underlying, and root causes for each problem, and in particular identify specific practices, sources, locations, and human activity sectors from which environmental degradation arises or threatens to arise.
- Identification and evaluation of options for reform and action.

3. Conduct Ecosystem Goods and Services with consultation on the methodology with the science team of the Regional Programme Coordinating Unit at SPC. For instance,

- Valuation of EGS requires inventory and assessment of goods and services that may be captured from RRA/RapCA work in point 1 above
- Methods employed for valuation may be consistent and comparable to that used in similar work in other areas in Fiji and other PICs

### 3. Expected Outputs:

The key output are as follows:

- Rapid Resource Assessment Report
- Diagnostic Analysis Report
- Ecosystem Goods and Services Report

Hard and soft copies of the final plan to be presented to the Ministry of the 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.

No	Output/ Milestone	Schedule
1	<p><b><u>Rapid Resource Assessment</u></b></p> <ul style="list-style-type: none"> <li>• Undertake primary assessment with appropriate method in consultation with the project manager and the science team of the Regional Programme Coordinating Unit at SPC.</li> <li>• Consolidate the information gathered and report provided.</li> </ul>	Month 1
2	<p><b><u>Diagnostic Analysis</u></b></p> <ul style="list-style-type: none"> <li>• Identify &amp; prioritise the Waimanu catchment problems.</li> <li>• Gather and interpret information on the environmental impacts and socio-economic consequences of each problem.</li> <li>• Analyze the immediate, underlying, and root causes for each problem, and in particular identify specific practices, sources,</li> </ul>	Month 2

	locations, and human activity sectors from which environmental degradation arises or threatens to arise. <ul style="list-style-type: none"> <li>• Identification and evaluation of options for reform and action.</li> </ul>	
3	<b><u>Ecosystem Good and Services</u></b> <ul style="list-style-type: none"> <li>• Conduct Ecosystem Goods and Services with consultation on the methodology with the science team of the Regional Programme Coordinating Unit at SPC.</li> </ul>	Month 3

#### 4. Duration of Work

- The consultancy is for 90 days (3 months) starting no later than 2<sup>nd</sup> August 2020 and completing not later than 31 October 2020.
- 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 duty station is at the Contractor's discretion. Work can be completed at the Contractor's convenience, however regular consultation with the Ministry of Environment, National Project Manager and RPCU for input into the development of procedure and to facilitate any further information needed by the Consultant(s).

#### 6. Payment Schedule

The consultancy costs to deliver on all the three streams of work shall be no more than \$FJ50, 000 and the contract price is lump sum payments based on milestones delivered. This is equivalent to no more than FJ\$16,666.66 for each technical stream of work.

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	August 2020	10 %
2	Delivery of output 1-2	September 2020	60%
3	Delivery of output 3	October 2020	30%

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 to proceed with final payments.

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

	<b>CRITERIA</b>	<b>% Weighting</b>	<b>Points Attainable</b>
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 climate change.	10%	10
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
	<b>Total</b>	<b>100%</b>	<b>100</b>
	<b>Qualification/Minimum score</b>	<b>70%</b>	<b>70</b>

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.

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

Technical evaluation grid

Criteria	Score Weight (%)	Total Obtainable Score (Points)
<b>Completeness</b> Technical proposal with annexes to substantiate the experience of the candidate or showing examples of its work similar to this consultancy	40%	40
<b>Overall quality of the technical proposal</b> - 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
<b>Total Score</b>	<b>100%</b>	<b>100</b>
<b>Qualification Score</b>	<b>70%</b>	<b>70</b>

## 8. Institutional Arrangement

The consultant(s) or service provider will be monitored, overseen and supervised by the Director, Ministry of Environment through the Project Manager of the Fiji International Waters Ridge to Reef Project, 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 24<sup>th</sup> of July either a hardcopy or electronically to:

### Hard Copy:

*“CONFIDENTIAL – Consultancy to Prepare a Rapid Resource Assessment, Diagnostic Analysis & Ecosystem Goods & Services for the Waimanu Catchment”” and delivered to the address below at or before 4.00 pm on the 24<sup>th</sup> of July, 2020.*

*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