



State of the Coast Report (SoC)

and

Strategic Action Plan (SAP)

{Standard Consultancy Template}

TERMS OF REFERENCE FOR DEVELOPING STATE OF THE COAST REPORT & STRATEGIC ACTION PLAN FOR [insert COUNTRY name]

THE PACIFIC COMMUNITY

The Pacific Community (SPC) is an international organisation established and owned and governed by its 26 members including 22 Pacific Island Countries and Territories (PICTs). It is the largest scientific and technical international organisation in the Pacific, working for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures.

Pursuant to its mandate, SPC and United Nations Development Programme (UNDP) signed a Project Cooperation Agreement providing the legal basis for the implementation of a regional project that that supports 14 Pacific Islands Countries (PICs) in maintaining and enhancing ecosystems goods and services of natural resources.

THE GEF PACIFIC RIDGE TO REEF PROGRAMME

The GEF Pacific Ridge to Reef Programme is a multi-country, multi-GEF agency programmatic initiative guiding the coordinated investment amounts to USD 90.4 million with co-financing of about USD 333 million. The GEF investment finances measures that contribute to the six multiple focal areas of biological diversity conservation, land degradation, climate change adaptation and mitigation, sustainable land management, sustainable forest management, and international waters in Pacific small island developing states.

The GEF Pacific R2R Programme aims to deliver tangible and quantifiable local and global environmental benefits through maintaining and enhancing PICs ecosystem goods and services (provisioning, regulating, supporting and cultural) by focusing on cross-cutting approaches and integration to Water, Land, Forest and Coastal Management to Preserve Biodiversity, Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods.

The SPC Regional IW R2R project is one of the 15-child projects under the GEF Pacific Ridge to Reef Programme that also provides programme coordination support.

The GEF-funded Programme is implemented by the United Nations Development Programme (UNDP), the Food and Agriculture Organization of the United Nations (FAO), United Nations Environment (UNEP)

guided by the Programme Framework Document (PFD).

INTERNATIONAL WATERS (IW) RIDGE TO REEF (R2R) PROJECT

The Ridge to Reef concept aims to provide a holistic resource management approach for protecting coastal areas by targeting environmental degradation in the uplands ("ridge") or land-based activities causing waste pollution that impact aquifers, groundwater and coastal ecosystems through waste discharge and sedimentation. Restoring the shoreline and protecting marine ecosystems ("reef"), can result in mitigating storm surges, indiscriminate excessive exploitation of biodiversity and degradation of habitats.

The GEF Pacific R2R IW Project, hereinafter referred to as the Regional Project, was designed around this approach, and aims to test the mainstreaming of 'ridge-to-reef' (R2R) and climate resilient approaches to integrate land, water, forest and coastal management in the PICs through strategic planning, capacity building and piloted local actions to sustain livelihoods and preserve ecosystem services.

This Regional Project provides the primary coordination vehicle for the national R2R STAR and International Water Projects that are part of the Pacific R2R Programme, by building on nascent national processes from the previous GEF IWRM project.

The R2R Programme fosters sustainability and resilience for each island through: reforms in policy, institutions, and coordination; building capacity of local institutions to integrate land, water and coastal management through on-site demonstrations; establishing evidence-based approaches to integrated coastal management (ICM) planning; improved consolidation of results monitoring and information and data required to inform cross-sector R2R planning approaches.

The Regional Project will also focus attention on harnessing support of traditional community leadership and governance structures to test the mainstreaming of R2R, and improve the relevance of R2R investments integrating land, water, forest, biodiversity and coastal resource management, including MPAs, from 'community to cabinet'.

RATIONALE

The Regional Project aims to develop national and regional Strategic Action Frameworks for ICM/IWRM and the supporting documents, national State of the Coast Reports and Diagnostic Analysis Reports, and Demonstration Site Diagnostic Reports.

State of the Coasts or State of the Islands (SoC or SOI) reports are important basis for decision making to mainstream the R2R approach in natural resource management and planning. Understanding the status of the natural resources and its corresponding stressors will help ensure effective management and a sustainable flow of ecosystem goods and services.

The production of SoC and SAP are important steps of the theory of change of the Regional Project's Science to Policy Strategic Framework. In setting out this theory of change, there was an underlying premise that this work is customizable. And that some countries may choose the State of the Environment (SoE) reporting process and not the SoC, both of which are relatively similar in scope and intended use. The DPSIR framework drives the preparation of both SoC and SoE processes, and either would serve as basis for mainstreaming R2R in natural resource management and planning, into policy or legislation.

The overarching strategic results framework relates to the achievement of the following outcome:

Outcome 3.1: National and regional strategic action frameworks for ICM/IWRM endorsed nationally and regionally

Indicator 3.1.3: Number of demonstrable use of national 'State of the Coasts' or 'State of the Islands' reports in national and regional action planning for R2R investment

Target 3.1.3: National 'State of the Coasts' or 'State of the Islands' reports for 14 PICs completed and launched to Pacific Leaders during National Coastal Summits (Yr. 3) in coordination with national R2R projects and demonstrated as national development planning tool, including guidelines for diagnostic analyses of coastal areas

Additional to these directly related elements are the following outcomes that contribute to the development of the State of Coast reports through methodology development, data collection and analysis:

Outcome 1.1: Successful pilot projects testing innovative solutions involving linking ICM, IWRM and climate change adaptation [linked to national STAR projects via larger Pacific R2R network]

Outcome 1.2: National diagnostic analyses for ICM conducted for prioritizing and scaling-up key ICM/IWRM reforms and investments

STATE OF THE COAST REPORT (SoC)

The National State of the Coast (SoC) reporting process uses the DPSIR framework to provide specific indicators for monitoring and reporting and, also uses available data to describe various aspects of the coastal environment. Therefore, the SoC will be developed concurrently with the State of the Coast Diagnostic Reports. Much of the general information that many similar international reports contain will be provided in the diagnostic report. Notwithstanding, the SoC report remains indicator specific such that it provides the following benefits: -

- (i) Identify indicators that are already monitored or can be easily monitored by countries over time;
- (ii) Consistent format and indicators for application and monitoring across the region
- (iii) Allows the report to be updated periodically to establish status and trends over time;
- (iv) Keeps the report concise and accessible;
- (v) Synchronizes indicator data with online databases and GIS mapping.

Moreover, SoCs are compiled with information collected through the identification and characterisation stage, and include stakeholder identified policy or intervention options from the diagnostic and systems analysis stage.

STRATEGIC ACTION PLAN (SAP) or STRATEGIC ACTION FRAMEWORK (SAF) FOR ICM/IWRM

Community led ICM/IWRM reform options are identified and debated through organised and facilitated open forums. Assessment is supported through model analysis of influence of alternative reform options on a system over time. The Action Framework includes statement of vision, goals, and guiding principles; priority areas of action and a costed 5-year action plan. These will be approved at the inter-ministerial level. At this stage, the approach would be mainly open policy assessment forums, and with feedback on framework development.

Output	National Strategic Action Framework (SAF) for R2R
Expected time	National dialogue and debate – 4 weeks Draft framework preparation – 2 weeks National consultation and revisions – 4 weeks Final framework endorsed – 2 weeks

GOAL & OBJECTIVE(S)

The overarching purpose of the consultancy is to develop the SoC and SAP following clear processes set out in the R2R documentations.

The consultant will be expected to facilitate and support community led systems analysis articulate and understand the most pressing and priority environmental problems, and identify, evaluate, and characterize the most feasible ICM/IWRM policy interventions.

Specific objectives are as follows: -

- (i) Conduct SoC and SAP workshops;
- (ii) Collate recent and relevant scientific and technical information relative to the integrated management of water, land, and coast in the Pacific for online repository;
- (iii) Prepare and submit SoC and SAP workshop reports;
- (iv) Prepare and submit draft & final draft SoC and SAP Reports.

EXPECTED DELIVERABLE OUTPUTS

The Consultant(s) must prepare and submit the following outputs: -

- (i) Proposal outlining a methodology, workplan and process on how the tasks required will be conducted. This covers a detailed field implementation plan for the diagnostic workshops and related activities;
- (ii) Draft workshop reports for SoC and SAP;

- (iii) Draft SoC report which follows a template provided, including supplementary documents and means of verification of indicators;
- (iv) Draft SAP reports which follows a template provided, including supplementary documents and means of verification of indicators;
- (v) Final reports on country visits, workshop process and outcomes, training materials and outcomes;
- (vi) Collection of scientific and technical information for online repository;
- (vii) Field survey notes from the Consultant(s) at the completion of the field surveys or diagnostic workshops; materials including maps, photos and presentation slides provided to the assignment team for final consultations with local communities;
- (viii) Lessons learned report from diagnostic analyses consultations and related forums and the preparation of diagnostic reports following a template provided;
- (ix) Consultancy report with a hard copy and e-copy in MS word version of all reports are to be submitted;
- (x) A power-point presentation of the diagnostic reports containing the highlights and key results and other relevant details – to be presented by the Lead Consultant and Team in a public seminar to the PSC. Similarly, a separate visit to key communities in a demonstration site can be arranged to present the results and reports;
- (xi) Complete of the Roster of Experts on the Pacific R2R Programme Website.

SCOPE OF WORK

The scope of work will follow the methods and processes set out in the R2R SoC/SAP documentations, which indicate the flow of information and outcomes to be documented and processed at each stage of the R2R science to policy process. For instance, the technical diagnostic analyses and results specific to cross-sectoral (ridge-reef) and inter-connecting problems and environment/socio-economic impacts provide a basis for further consideration and input into the preparations of the SoC/SAP or uptake in future R2R/ICM/IWRM planning.

Accordingly, the main task of the consultant(s) is to prepare the SoC report and SAP for [insert COUNTRY name]. The consultancy to deliver on outputs will follow the SoC/SAP development process including, amongst others, the following activities:

- (i) Mobilize SoC/SAP development team, which could be the same team used for IDA work;
- (ii) Review and analysis of data/information stemming from site and island diagnostic analyses;
- (iii) Review and populate skeletal draft SoC prepared in the margin of diagnostic analysis work;
- (iv) review diagnostic reports and workshop reports including notes from group discussions, and extract relevant details for the SoC/SAP;
- (v) Collect additional data and information from other sources, if required;

- (vi) Conduct SoC/SAP follow up workshops or consultations incl. prior planning, coordination, and preparation of workshop materials;
- (vii) SoC targeted workshops may be held jointly with the IDA considering a first rough draft SoC is a deliverable of the IDA process. The workshop provides the opportunity to discuss key sections of – pressures affecting the coast, catchment/coastal environments, and governance of the coast. Additional features for discussion would include guidelines for conducting the SoC/SAP process, thematic maps and summary of indicators and status;
- (viii) SAP targeted workshops normally plan for high level debates and open discussion forum possibly through the Inter-Ministry Committee given its contribution to reviewing or formulating policies and legislations –responsible for the environment and relevant to R2R approach;
- (ix) Identification of leverage points;
- (x) Brainstorm/ priority systems and plans, ideas and options for reform, intervention, and action;
- (xi) Strategise the new ideas and opportunities– prioritising alternatives;
- (xii) Policy identification and evaluation of options for REFORM and ACTION – factual data and information is drawn from IDA and SoC;
- (xiii) Draft SoC and SAP following given templates;
- (xiv) Draft SoC/ SAP workshop reports

APPROACH & DURATION

The approach is participatory and supported by the establishment of a SoC/SAP development team. The expected duration of work is not more than 2-months, commencing on the date of signing the contract. The consultant shall be engaged to undertake the consultancy in accordance with a planned schedule.

The consultant(s), in consultation with the national lead agency and the Pacific Community (SPC) is expected to propose a work plan, budget and timelines to achieve the expected outputs with the appropriate methodology.

PAYMENT SCHEDULE

The consultancy costs to deliver on the consultancy shall be no more than [insert USD amount] and the contract price is lump sum payments based on milestones delivered.

<i>Milestones/outputs</i>	<i>Deadline (date)</i>	<i>% Payment</i>	<i>Amount in (USD)</i>
Submission of a (i) signed contract agreement by the consultant(s) and the host agency of the national IW R2R project, and (ii) work plan and schedule	1 st November 2020	0 (due to COVID-19 situations)	

Scientific and technical information compilation	1 st November 2020	15	
SoC/SAP workshop reports	30 th January 2021	30	
Draft SoC/SAP Technical Reports	30 th January 2021	30	
Final handover report of works completed, and all documentation including raw or processed data, data sheets, imageries, photos, video clips, etc.	30 th January 2021	10	
Lessons Learned Report And Roster of Experts online form	30 th January 2021	15	
	TOTAL	100 %	

The consultant(s) is/are expected to produce and submit final reports upon successful completion of activities according to the agreed schedules. The final reports 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.

QUALIFICATION OF THE SUCCESSFUL CONTRACTOR AND CRITERIA FOR ASSESSMENT

	CRITERIA	% Weighting	Points Attainable
1	At least 10 years' experience in watershed management planning in [insert COUNTRY name] 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 local 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 with this consultancy	40%	40
Overall quality of the technical proposal 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%	60
Total Score	100%	100
Qualification Score	70%	70

Only technical proposals that obtained a minimum of 70 points would be considered for the financial evaluation grid.

With the complexity and the limited budget of this consultancy, it is important that the consultant should at least obtain a minimum accumulative score of 70 points for both technical and financial evaluation grid to be considered. This is to ensure quality of the technical outputs and ensure value for money.

INSTITUTIONAL ARRANGEMENT

The consultant(s) or service provider will be monitored, overseen and supervised by the Head of the national lead agency of the national IW R2R project or GEF Focal Point, in close cooperation with the Regional Program Coordination Unit (RPCU), Pacific Community (SPC) Campus in Fiji.

The final reports should be presented to the national lead agency of the national IW R2R project, RPCU - Pacific Community (SPC) and the Project Steering Committee of the national IW R2R Project. The results and highlights of the reports are also expected to be presented to the local communities in the demonstration site and relevant national committees responsible for the environment.

APPLICATION SUBMISSION DATE & 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 consultancy, fee proposal and work plan with timelines to undertake this assignment. Applications to be submitted by [insert DATE] either a hardcopy or electronically to:

REFERENCE DOCUMENTS:

The following reference documents are accessible and available on request and some are accessible online <https://www.pacific-r2r.org/meeting-documents>

- (i) Regional guidelines for implementing R2R Science to Policy Strategic Framework [RSTC-TC-S1 WP.19]
- (ii) Revised strategy on IDAs and SoCs (Theory of Change) – RSTC5 WP4 dated July 17, 2019
- (iii) State of the Coasts Draft Table of Contents [SPC/GEF-R2R/RPSC.2/11]
- (iv) SoC report template
- (v) Report Appraisal Form for Consultants
- (vi) [GEF Pacific R2R Programme Framework Document](#)
- (vii) RBM System of the GEF Pacific R2R Programme and Regional IW R2R Project

Moreover, the following annexes shall form part of the TOR in which the Consultant is expected to understand and comply with in the duration of the consultancy.

Annex 1: Consultancy Report Template

The Consultant must fill in this report template in submitting the final draft report.

Annex 2: List of governance, socio-economic & environmental indicators for Ridge to Reef – State of the Coast Report

The consultant is expected to read and understand the list of indicators..

Annex 3: Report Appraisal Form for Consultants

The RPCU shall review the Consultant's final draft report or final report with clear recommendations and instructions. On the one hand, the appraisal may suggest more work on the draft report highlighting specific sections to work on, and in doing so holding off payments till revised version of the report is submitted and meets the expectations. On the other hand, the appraisal may find the number and quality of all deliverables meet the requirements of the contract and therefore recommend proceeding with final payments.