



State of the Coast Report (SoC) Diagnostic Analysis

{Standard Consultancy Template}

TERMS OF REFERENCE FOR DEVELOPING STATE OF THE COAST DIAGNOSTIC ANALYSIS & REPORTING 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. And works 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

A significant focus of the Regional IW R2R Project is on the development of national and regional Strategic Action Frameworks for ICM/IWRM and the supporting documents, and national State of the Coast Reports and Diagnostic Reports.

The State of the Coast diagnostic technical reports are important bases 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 goods and services.

The production of a demonstration site and island diagnostic analyses and reporting are important steps in 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 preparation and delivery on diagnostic analyses for ICM/IWRM reforms and investments is one important deliverable for the overarching strategic results framework of the project. The relevant details set out in the project document are as follows: -

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

Indicator 1.2.1: By end of the project, number of diagnostic analyses conducted for priority coastal areas

Target 1.2.1: 14 diagnostic analysis for ICM/IWRM and CCA investments conducted to inform priority areas for scaling-up in each of 14 participating PICs

Indicator 1.2.2: Number and quality of ICM-IWRM investments incorporating baseline environmental state and socio-cultural information for the prioritization of investment sites

Target 1.2.2: Up to 14 ICM-IWRM investments utilizing methodology and procedures for characterizing island coastal areas for ICM investment developed by the project
Additional to these directly related elements are the following outcome that the products of diagnostic reporting will contribute to:

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

DEMONSTRATION SITE DIAGNOSTIC ANALYSIS

The overall goal of site diagnosis is to allow for a precise characterization of [insert pilot site name] in relation to Ridge to Reef objectives and program of activities. As such, the diagnosis provides a baseline, against which the effectiveness and efficiency of the project can be evaluated. To this end, the operator will update baseline with mid-term and end-of-project diagnoses.

The objectives of the initial diagnosis is to provide guidance on the ways that important flows have been altered and the impacts of those alterations. The common framework of R2R allows the operator to carry out initial, mid-term and end-of-project diagnoses on the pilot sites in a coherent and consistent manner. As a guiding framework, it leaves room for adjustment to reflect each pilot site's specific contexts.

The site diagnostic process provides a structured approach to identify, understand, and prioritize key issues impacting on the ecosystem goods and services. A range of risk assessment tools such as problem-tree and causal links analysis are available to the operator. The diagnostic analysis will scale the relative importance of source and causes (from the 'immediate' to the 'root') of the problems along the R2R continuum, and, to identify potential preventive and remedial actions.

Community-led systems analysis is conducted at the identified priority site to articulate the most pressing environmental problems. Outcomes of this analysis, and data collected through the identification and characterization stage are used to identify the most feasible ICM/IWRM policy or intervention options. Focused group discussion and policy identification forums are central aspects of the diagnostic process.

ISLAND DIAGNOSTIC ANALYSIS (IDA)

The Ridge to Reef Programme Island Diagnostic Analysis (IDA) is derived from the Global International Waters Assessment (GIWA), the GEF Transboundary Diagnostic Analysis (TDA), and Pacific IWRM Diagnostic Analysis methodologies. The substance of these methodologies have been adapted to suit the broader ecosystem approach of the R2R Programme and include terrestrial and marine ecosystems.

The main role of the IDA is to identify, quantify, and set priorities for environmental problems that are cross-sectoral (or from ridge-to-reef) in nature. In particular, the IDA aims to:

- Agree on the scope, values, objectives, and responsibilities;
- Identify & prioritize the ridge to reef issues or problems;
- 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 identify specific practices, sources, locations, and human activity sectors from which environmental degradation arises or threatens to arise;
- Identify and evaluate options for reform and action.

The resulting approach is a highly collaborative process to be used as a major strategic planning tool for integrated coastal management (ICM) in country. The IDA provides the factual basis for the strategic component of the IDA/SAP Process – strategic thinking, planning and implementation of the SAP. The IDA should be part of a larger facilitative process of engagement and consultation with all the key stakeholders from the initial IDA steps through to the subsequent development of alternative solutions during the formulation of the ICM/R2R Strategic Action Programme.

GOAL & OBJECTIVE(S)

The overriding purpose of a diagnostic analysis consultancy is to support community led systems analysis, understand and articulate 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 Demonstration Site Diagnostic Analysis workshops;
- (ii) Conduct the SoC Diagnostic Analysis workshops;
- (iii) Collate recent and relevant scientific and technical information relative to the integrated management of water, land, and coast in the Pacific for online repository;
- (iv) Prepare and submit site & IDA workshop reports;
- (v) Prepare and submit draft & final draft SoC Diagnostic 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 done. This covers a detailed field implementation plan for the diagnostic workshops and related activities;
- (ii) Draft diagnostic workshop reports for site diagnostic and IDA;
- (iii) Draft demonstration site diagnostic report which follows a template provided, , including supplementary documents and means of verification of indicators;
- (iv) Draft SoC Diagnostic 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.

METHODOLOGY

The methods and logistics should follow details set out in the IDA documentation. The main technical role of an IDA is to identify, quantify, and set priorities for environmental problems that are cross-sectoral in nature. The key steps in the TDA/SAP development process are:

- (i) Collection and analysis of data/information;
- (ii) Identification & prioritisation of the cross-sectoral (ridge to reef) problems. For instance, causal loop diagrams of inter-connecting problems for a catchment area;
- (iii) Determination of the environmental and socio-economic impacts;
- (iv) Analysis of the immediate, underlying, and root causes – scaling the relative importance of sources and causes of the problem within R2R system or catchment area;

- (v) Identification of leverage points;
- (vi) Brainstorm/ priority systems and plans, ideas and options for reform, intervention, and action;
- (vii) Strategise the new ideas and opportunities– prioritising alternatives;
- (viii) Drafting the R2R IDA reports (where desired);
- (ix) Policy evaluation: recommendations for policy or reform.

Based on the above, the IDA provides the factual basis for the strategic component of the IDA/SAP, and its process focuses on the following: -

1. IDENTIFYING and quantifying ridge to reef problems

- Identifying problems that are currently affecting the environment
- Take note of the magnitude of the problems, area impacted, the number of household, etc.
- Identify the sources of these problems e.g. Hotel source? Village? Piggery?

2. PRIORITIZING the problems

- After identifying the problems, prioritize the problem - based on its magnitude including environmental and socio-economic impact, - Prioritizing the problems will hopefully eliminate secondary or lesser problems, to highlight main issues that need urgent attention

3. Gather and Interpret information on the IMPACTS of each problem

- These impacts include environmental and socio-economic in nature
- Note that there is a difference between the 'problem' and the 'impact' of the problem

4. Analyze the CAUSES for each problem

- To identify causes we may need to investigate further;- The causes may be deep like a tap-root system, so digging will help identify immediate =, underlying and root causes of the problems;
- This section would also include highlighting specific practices, sources, locations and human activities that have caused the environmental problems or threats.

5. Identification and evaluation of options for REFORM and ACTION

- This would be part of the next steps and the way forward;
- The IDA actually provides the factual basis for the formulation of a Strategic Action Plan (SAP) for Ridge to Reef.

The IDA needs the establishment of a development team requiring fair representation of different community groups (site diagnostic) and agencies or organizations in government, private sector, civil society, NGOs, INGOs (island diagnostic), traditional leadership, women and youth groups.

SCOPE OF WORK

The main task of the consultant(s) is to undertake a diagnostic analysis for the, including amongst others, with following activities:

- (i) Conduct and facilitate diagnostic analysis stakeholder consultations or workshops;
- (ii) Problem articulation - Identify & prioritise the challenges and problems associated with the [site, IDA];
- (iii) Problem understanding - Gather and interpret information on the environmental impacts and socio-economic consequences of each problem;
- (iv) Data processing & reporting - 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;
- (v) Policy evaluation - Identify and evaluate options for reform and action;
- (vi) Strategise the new ideas and opportunities – prioritizing alternatives;
- (vii) Draft a diagnostic analysis report following given templates;
- (viii) Draft diagnostic workshops reports.

APPROACH & DURATION

The approach is participatory and supported by the establishment of a diagnostic 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, in consultation with the national lead agency 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.

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	1 st September 2020	20	

schedule			
Scientific and technical information compilation	30 th September 2020	5	
Site diagnostic workshop report	30 th September 2020	5	
Draft Demonstration Site Diagnostic Report	30 th September 2020	20	
Draft SoC Diagnostic Workshop Report		10	
Draft SoC Diagnostic Report	30 th November 2020	20	
Final handover report of works completed, and all documentation including raw or processed data, data sheets, imageries, photos, video clips, etc.	30 th November 2020	10	
Lessons Learned Report And Roster of Experts online form	30 th November 2020	10	
	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 [country?] 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	20%	20

	planning, field assessment, stakeholder consultations and oversight, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring and evaluation.		
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

Only technical proposals 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 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	60%	60

- Feasible schedule of field activities/community visits, inception, briefing, debriefing		
- Presentation of the results to various stakeholders		
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 [DATE] either a hardcopy or electronically to:

REFERENCE DOCUMENTS:

The following reference documents are accessible and available 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 – diagnostic report contents & schedule for preparation [SPC/GEF-R2R/RPSC.2/12]
- (iv) Demonstration Site Diagnostic Analysis report template
- (v) National IDA report template
- (vi) Developing an IDA
- (vii) Report Appraisal Form for Consultants