**TERMS OF REFERENCE**

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| **Location** | Home-based with travel to Port Moresby, Papua New Guinea |
| **Application deadline** | October 12, 2016 |
| **Type of Contract** | Individual Contractor |
| **Post Level** | International Consultant to undertake Mid-Term Review of Forest Carbon Partnership Facility’s REDD+ Readiness Project in Papua New Guinea |
| **Languages required:** | English |
| **Duration of Initial Contract:** | 25 days  |

**BACKGROUND**

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| Papua New Guinea (PNG) has one of the most significant areas of largely-intact tropical forest in the world, although these forests are facing acute and imminent threats. The Papua New Guinea Forest Authority (PNGFA) estimates that approximately 80% of the total area of the country is covered by natural forests, of which 60% are considered intact forests.Approximately 10 per cent of global GHG emissions are caused by land-use change and, in particular, the destruction of tropical forests. Slowing deforestation and forest degradation is a likely cost effective way of reducing carbon emissions compared to other mitigation strategies, such as curbing emissions from power stations. 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 Papua New Guinea (GoPNG) is receiving international support from a number of bilateral and multilateral sources to prepare the country for implementing REDD+ under the UNFCCC, including through a readiness grant from the World Bank’s Forest Carbon Partnership Facility (FCPF). A major component of the FCPF project is to support the development of PNG’s National REDD+ Strategy. The project outcomes are as follow:Outcome 1: Capacities exist for effective and efficient management of REDD+, including full and effective participation of all relevant stakeholders;Outcome 2: National REDD+ StrategyAs delivery partner for the PNG FCPF grant, UNDP is coordinating a Mid-Term Review (MTR) of the PNG FCPF REDD+ Readiness project that will provide an overview of the progress made in the implementation of the project. The focus will be on assessing the progress made in achieving the two above-stated outcomes and their respective subcomponents. The MTR will also assess an analysis of progress achieved in those activities that are financed by the FCPF Readiness Fund.  |

**DUTIES AND RESPONSIBILITIES**

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| **Scope of Work**An independent international consultant will conduct the mid-term evaluation. He/she will look at the following aspects:1. **An overview of progress on REDD+ Readiness activities since 2015**

The overview will focus on achievement of the two main outcomes of the FCPF REDD+ Readiness project and its outputs against the original proposal, specifically on the following:1. Outcome 1: Capacities exist for effective and efficient management of REDD+, including full and effective participation of all relevant stakeholders;
	1. REDD+ Management Arrangements;
	2. Communications and Information Sharing systems;
	3. Consultation and Participation
2. Outcome 2: National REDD+ Strategy
	1. Assessment of Land Use, Land Use Change, Forest Law, Policy and Governance;
	2. REDD+ Strategy Options;
	3. REDD+ Implementation Framework;
	4. Social and Environmental Impacts addressed, including grievance mechanism
3. **Project relevance and strategy**
* How and why project outcomes and strategies contribute to the achievement of the expected results;
* Examine their relevance and whether they provide the most effective way towards results;
* Do the outcomes developed during the inception phase still represent the best project strategy for achieving the project objectives (in light of updated underlying factors)? Consider alternatives;
* Were the relevant country representatives, from government and civil society, involved in the project preparation?
1. **Preparation and readiness**
* Are the project’s objectives and outcomes clear, practicable and feasible within its timeframe?
* Were the capacities of executing institution and counterparts properly considered when the project was designed?
* Were lessons from the previous phases of the project properly incorporated in the project design?
* Were the partnership arrangements properly identified and the roles and responsibilities negotiated prior to project approval?
* Were counterpart resources (funding, staff and facilities), enabling legislation, and adequate project management arrangements in place at the project entry?
1. **Underlying factors/Assumptions**
* Assess the underlying factors beyond the project’s immediate control that influence outcomes and results;
* Consider the appropriateness and effectiveness of the project management strategies for these factors;
* Re-test the assumptions made by the project management and identify new assumptions that should be made;
* Assess the effect of any incorrect assumption made by the project.
1. **Project organization/management arrangements**
* Were the project roles properly assigned during the project design?
* Are the project roles in line with the UNDP and FCPF programme guides?
* Can the management arrangement model suggested by the project be considered as an optimum model? If no, please come up with suggestions and recommendations
* Were the management arrangements suggested by the project document implemented and how efficient they are?
1. **Project budget and duration**
* Assess if the project budget and duration were planned in a cost-effective way;
1. **Design of Project Monitoring and Evaluation system**
* Examine whether or not the project has a sound M&E plan to monitor results and track progress towards achieving project objectives;
* Examine whether or not the M&E plan includes a baselines (including data, methodology, etc.), SMART indicators and data analysis systems, and evaluation studies at specific times to assess results and adequate funding for M&E activities;
* Examine whether or not the time frame for various M&E activities and standards for outputs are specifies;
1. **Gender perspective**
* Extent to which the project accounts for gender differences when developing project interventions; - How gender considerations are mainstreamed into project interventions.
1. **A review of Compliance with the Common Approach**

Report on actions taken to comply with the various aspects of the Common Approach: stakeholder engagement; social and environmental safeguards; grievance redress mechanism; and disclosure of information**Expected Outputs and Deliverables**

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| **Deliverables/ Outputs** | **Estimated Duration to Complete** | **Target Due Dates** | **Certifying/ Authorizing officer** |
| * Payment upon certification and acceptances of a detailed work plan (inception report) shortly after inception mission describing specific methodologies, work flow, structure of deliverables, output delivery timeline, individual interviews and focus group meetings, as appropriate;
 | 5 days(home-based) | 30 October 2016 | FCPF CTA |
| * Payment upon certification and acceptances of draft Mid-Term Review Report. It should be logically structured, contain evidence-based findings, conclusions, lessons and recommendations. Prior to submission of the final report the draft version shall be circulated for comments to the UNDP-FCPF team, Climate Change and Development Authority and PNG Forest Authority as well as other stakeholders (to be specified in the inception report). Indicative outline of the mid-term evaluation report is provided below.
 | 10 days(5 days in-country;5 days home-based) | 15 November 2016 | FCPF CTA |
| * Payment upon certification and acceptances of a Final Mid-Term Review report. The final report will be submitted upon review and acceptance of the draft report and presented in a way that will make the information accessible and comprehensible.
 | 8 days(3 days in-country;5 days home-based) | 30 November 2016 | FCPF CTA |
| * Payment upon certification and acceptances of an evaluation executive summary. The evaluation report should include comprehensive and information-rich executive summary. This summary will be used as a stand-alone product to enhance the readership of the evaluation, and should be understandable to non-technical readers
 | 2 days(home-based) | 10 December 2016 | FCPF CTA |

 **Institutional Arrangement**The work will be undertaken during October – November 2016 and the results will be presented in December 2016. The International Consultant will undertake **two missions** (5 days for MTR and 3 days for presenting the MTR results) to PNG. The International Consultant will be supervised by the Regional REDD+ Technical Advisor in UNDP Bangkok Regional Office with the support of FCPF Chief Technical Advisor in PNG.The FCPF project management unit (PMU) will provide support to the consultant with regard to logistics when in PNG, including introductions to key stakeholders and organization and financing of workshops.**Duration of the Work**The duration of the assignment is 25 days October to December 2016. In accordance with expected outputs and deliverables, the International Consultant submits reports to FCPF REDD+ Project Chief Technical Advisor for review outputs, comments, certify approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the International Consultant should notify the FCPF REDD+ Chief Technical Advisor in advance to take necessary steps. **Duty Station**The duty station for this assignment is home-based with travel to Port Moresby, Papua New Guinea. During the mission, the International Consultant will be working at FCPF Project Management Unit, located in Climate Change and Development Authority in Port Moresby. |

**COMPETENCIES**

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| * Strong interpersonal and communication skills;
* Strong analytical, reporting and writing abilities skills;
* Openness to change and ability to receive/integrate feedback;
* Ability to plan, organize, implement and report on work;
* Ability to work under pressure and tight deadlines;
* Comprehensiveness knowledge of REDD+ project implementation, monitoring and evaluation
* Outstanding communication, project management and organizational skills;
* Excellent presentation and facilitation skills.
* Demonstrates integrity and ethical standards;
* Positive, constructive attitude to work;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
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**REQUIRED SKILLS AND EXPERIENCE**

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| **Education*** Master’s degree or equivalent in natural resource management, forestry or related field

**Work experience*** A minimum of 10 years of relevant experience in natural resource management, climate change, REDD+, environment policy;
* Experience with project monitoring and evaluation, particularly in the forest sector and/or with REDD+ readiness projects;
* Prior work experience with REDD+ planning and implementation; sound understanding of REDD+ institutional framework including safeguards, grievance redress and fund mechanism; proven experience of project design, financial planning, monitoring and evaluation; and familiarity with Theory of Change concepts;
* Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication as well as analytical skills.

**Language requirements*** Fluency in written and spoken English.

**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 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 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 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[[1]](#footnote-1).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. International Consultant is responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.orgPayments will be done upon completion of the deliverables/outputs and as per below percentages:* Deliverable 1 - Payment upon certification and acceptances of a detailed work plan (inception report) shortly after inception mission describing specific methodologies, work flow, structure of deliverables, output delivery timeline, individual interviews and focus group meetings, as appropriate: **10% of total contract amount**
* Deliverable 2 - Payment upon certification and acceptances of draft Mid-Term Review Report. It should be logically structured, contain evidence-based findings, conclusions, lessons and recommendations. Prior to submission of the final report the draft version shall be circulated for comments to the UNDP-FCPF team, Climate Change and Development Authority and PNG Forest Authority as well as other stakeholders (to be specified in the inception report). Indicative outline of the mid-term evaluation report is provided below: **20% of total contract amount**
* Deliverable 3 - Payment upon certification and acceptances of a Final Mid-Term Review report. The final report will be submitted upon review and acceptance of the draft report and presented in a way that will make the information accessible and comprehensible: **60% of total contract amount**
* Deliverable 4 - Payment upon certification and acceptances of an evaluation executive summary. The evaluation report should include comprehensive and information-rich executive summary. This summary will be used as a stand-alone product to enhance the readership of the evaluation, and should be understandable to non-technical readers: **10% of total contract amount**

**Evaluation Method and Criteria**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.The Technical and the Financial Proposal submitted to by the International 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 Consultants proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual consultants 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 consultants 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 feesThe award of contract shall be based on the individual consultant who receives the highest cumulative score.**Technical criteria**The following criteria will be used to evaluate the individual consultants’ technical proposals:Education – 10 points * Master’s degree or equivalent in natural resource management, forestry or related field

Experience – 50 points * A minimum of 10 years of relevant experience in natural resource management, climate change, REDD+, environment policy;
* Experience with project monitoring and evaluation, particularly in the forest sector and/or with REDD+ readiness projects;
* Prior work experience with REDD+ planning and implementation; sound understanding of REDD+ institutional framework including safeguards, grievance redress and fund mechanism; proven experience of project design, financial planning, monitoring and evaluation; and familiarity with Theory of Change concepts;
* Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication as well as analytical skills.

Language Requirements – 10 points * Fluency in written and spoken English.

**Documentation required**Qualified candidates are requested to apply by October 12, 2016 by sending their application packages to registry.pg@undp.org with the subject line “International Consultant to undertake a Mid-Term Review of FCPF REDD+ Project 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 ofPrice Proposal and Schedule of Payments”.

**Note: Incomplete applications will not be considered. Please make sure you have provided all requested materials.**Incomplete proposals may not be considered.**Annexes*** Annex I - [Individual IC General Terms and Conditions](http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf)
* Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](https://info.undp.org/global/documents/cap/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx)

For any clarification regarding this assignment please write to registry.pg@undp.org |

1. *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.*  [↑](#footnote-ref-1)