

Request for Expressions of Interest

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)

Consultant

Assignment Title: Consultancy to develop sixth national report for Tonga

Reference No. MEIDECC29/2018-19

The Contracting Entity acting on behalf of the Ministry of *Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communication* has received funding from the Government, and intends to apply part of the proceeds for the following consulting services.

1. Background

Main objective of the project is to provide financial and technical support to GEF-eligible parties to the convention on Biological Diversity (CBD) in their work to develop high quality, data-driven sixth national reports (6NR) that will improve national decision-making processes for the implementation of national biodiversity strategies and action plans and that report on progress towards achieving the Aichi Biodiversity Targets and inform both the fifth Global Biodiversity Outlook (GB05) and the Global Biodiversity Strategy of 2021-2030.

The key role of the consultant is to develop/draft the sixth national report writing for Tonga on its status development accordingly to the project objective, and to work closely together with the technical/steering committee in confirming data and information for the report.

2. Scope of services

The Consultant through this work is expected to provide the following outputs:

1. National Biodiversity Planning and Reporting.
 - A. Review existing information and prepare a scoping report/zero draft each Aichi Biodiversity Target (ABT) to include;
 - a. Preparation of initial draft elements of the national report, including data and progress assessments that are already available for each ABT.
 - b. Identify information gaps in each ABT that is required to undertake the assessment of implementation measures and the assessments of progress towards national targets required in 6NR sections II and III.
 - B. Conduct consultations with stakeholders in collaboration with MEIDECCCC, Department of Environment to verify data and progress assessments and address information gaps for each ABT that will include;
 - a) Facilitating a process that convenes experts from a full range of disciplines, including gender equality women's rights experts, women's organizations, indigenous groups and business sectors, to determine the status of NBSAP implementation, identify data gaps and validate spatial information; and

- b) Working with experts during stakeholder workshops to draw conclusions on national progress related to NBSAP implementation and achievement of ABT, in support of Decision VII/25.
- C. Develop Reports for each ABT, which strive to be gender responsive, considering the resources and timeframe of the project. Reports are based on the information collected during the activities that are described above and will include;
 - a. Developing progress assessments for ABT
 - b. Reviewing NBSAP implementation.
 - c. Reviewing actions to mainstream biodiversity.
 - d. Assessing of the effectiveness of the actions undertaken to implement the Strategic Plan and NBSAPs.

The individual assessments serve as a series of small, stand-alone reports, which when combined, constitute the main body of the 6th NR.

- D. Compilation of the final 6th National Report that will include;
 - a. Compiling the target level assessments into a comprehensive draft 6th NR, and following all formatting requirements to ensure consistency across targets;
 - b. Circulation of the draft 6th NR to the SC and DEPT of Environment for a technical peer review.
 - c. Revising the assessment to incorporate additional data sources and technical expertise;
 - d. Facilitating additional stakeholder consultations, as needed.
 - e. Developing a final 6th NR report; and
 - f. Obtaining final approval from steering committee.
- 2. Development of data layers for 6th NR project technical package and spatial data support.
 - a. Developing geospatial datasets including those prepared internally and those acquired from external sources.
 - b. Producing monthly report regarding status and updates of data layers and spatial database.
 - c. Supporting the achievement of delivery targets and results as outlined in the project work plan.
 - d. Produce spatial maps that clearly illustrate information required for development of robust 6th National Reports.

In order to achieve the expected outputs, the consultant will have to conduct the following:

- 1. To collect data from relevant sectors and line ministries, complete the data entry into the 6th NR given database and carry out desktop review.
- 2. Furnish the Technical/Steering Committee of the project (NR) with draft report and progress update. Specific to the Report write up, consultant is
 - a. To collaborate closely with PMU office to review, verify data collected, analysed, interpreted and summarize findings from all data collected by the project.
 - b. To finalize the individual sector reports received by PMU and compile into the finalize report. Submit a draft copy of the report to the Committee.
 - c. Ongoing communications with PMU for clarification on the reporting content.

- d. Ensure that all recommended amendment to the draft copy is included in the final report component and to use the reporting format and design advised.
 - e. Regularly consult line ministries database, information shared and relevant resources to ensure quality of report provided is updated and of quality assurance.
 - f. Submit a final report for data entry and report writing.
3. Meet the timeline for the draft report write up for 2019 as indicated below
 - a. First draft due to PMU-April, 2019
 - b. Second draft due Technical Committee-May, 2019
 - c. Final Report-June 2, 2019.

The Contracting Entity now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required **minimum qualifications and relevant experience to perform the Services**. Detailed information on the types of services, requirements for this consulting service will be outlined in the Terms of Reference.

Requirement for Qualifications & Experience

Minimum educational qualifications and experiences for the monitoring team:

- ***University degree (at least Masters or equivalent) in the area of marine science, environment science, environment management, or equivalent,***
- ***At least 5 years’ experience in report writing in relevant areas of in the area of marine science, environment science, environment management, or equivalent.***

Functional Competencies:

- ***Demonstrates integrity by demonstrating positive values and ethical standards through his/her actions.***
- ***Displays gender, religion, race, nationality and age sensitivity and adaptability***
- ***Treats all people fairly without favouritism***
- ***Analytical judgement, results-orientation and efficiency in a multi-tasking environment***
- ***Shares information, knowledge and experience through effective and frequent communication.***
- ***Experience and technical understanding on development context and issues in the Tonga with focus on resource management.***
- ***Ability to plan and prioritize work effectively in order to keep deadlines.***
- ***Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders.***
- ***Ability to work in an organized and systematic manner and demonstrate professionalism with high level of integrity in the day-to-day performance of duty.***
- ***Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment.***
- ***Consistently approaches work with energy and a positive, constructive attitude.***
- ***Demonstrates openness to change and ability to manage complexities.***

- *Demonstrates strong commitment and a patience to deal with competing deadlines, demands, and interests.*
- *Ability to build consensus and a garner support under complex situations.*
- *Remains calm, in control and a good humoured even under pressure.*
- *Exudes a friendly atmosphere where colleagues/counterparts can easily ask questions and seek assistance.*

Consultants will be responsible for planning and implementation of the activities in close collaboration with national stakeholders and local communities to achieve the expected deliverables. He/ She also be responsible for reporting deliverables to PMU.

A Consultant will be selected in accordance with the **Lump Sum Method** set out in the Public Procurement Regulations 2015. Further information can be obtained at the address below during office hours **8.30am to 4.30pm**.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **16th May 2019 at 12.00pm (noon) Tongan time**.

Seiloima Fisi'ikava Fakaotka

Tel: 7400743

Email: sfisiikava@finance.gov.to

Central Procurement Unit of the Ministry of Finance and National Planning

St George Palace Building, Ground floor

Taufa'ahau Road

Nuku'alofa/Tonga.