



# Terms of Reference (TOR)

## For Restoring Island Resilience (RIR)

### Invasives Project Consultant

Cook Islands Restoring Island Resilience project

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## 1. Position information

<b>Title:</b>	RIR Invasives Project Consultant
<b>Project Name:</b>	Cook Islands Restoring Island Resilience (RIR) Project – known as RIR Invasives project
<b>Reports to:</b>	Manager Environmental Stewardship division, Cook Islands National Environment Service
<b>Working arrangements</b>	This is a part-time position based in the Cook Islands and can be conducted remotely
<b>Expected Places of Travel:</b>	Rarotonga, Atiu and Mauke
<b>Duration of consultancy:</b>	13 months

## 2. Background

The National Environment Service is undertaking invasive species projects in the islands of Atiu, Mauke and Rarotonga, under the Restoring Island Resilience (RIR) project.

The RIR project aims to restore island ecosystems and resilience by managing invasive species. This project is funded by the Pacific Regional Invasive Species Management Support Service (PRISMSS), which is part of the Secretariat of the Pacific Regional Environment Programme (SPREP), who will provide oversight and technical expertise in conducting invasive species management activities.

For the Cook Islands, there are two major programs under the RIR project –

1. **War on Weeds (WOW):** this focuses on eradicating priority weeds that are at low distribution, primarily through the use of herbicides. There are 4 invasive weeds that will be targeted:
  - a. Honolulu rose *Clerodendrum chinense* in Rarotonga
  - b. Dodders, *Cuscuta campestris* in Rarotonga
  - c. Giant reed, *Arundo donax* in Rarotonga
  - d. Red passionfruit, *Passiflora rubra* in Mauke
2. **Resilient Ecosystems Resilient Communities (RERC):** this focuses on managing priority invasive species in an area of ecological importance, and replanting native species in the same area over a period of time, ensuring to remove the seed bank of invasive species. This program will take place only in Atiu, focusing on the following invasive species:
  - a. Wild pigs – to be managed through a pig hunting program
  - b. African tulip trees, *Spathodea campanulata* – physical labour and herbicides to address this species
  - c. Rats and wild cats – use of traps.

The Project Consultant will be responsible for organizing, planning and execution of the PRISMSS Resilient Ecosystems, Resilient Communities (RERC) project activities in Atiu, and the PRISMSS War on Weeds (WOW) project activities in Mauke and Rarotonga, Cook Islands.

The Project Consultant will work closely with the NES, Cook Islands Ministry of Agriculture, Island Governments and local communities in particular the islands of Atiu and Mauke, and SPREP to ensure that the project activities and outputs are delivered, and timelines are met in accordance with the costed workplan. The Project Consultant will ensure awareness and communication contents are successfully delivered, and in-country invasive species activities align with regional guidelines and national legislation and policies. This position shall be operational until June 2026.

### **3. Objectives**

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The main objective of the Terms of Reference is to outline the scope, responsibilities and timelines for Restoring Island Resilience (RIR) Invasives Project Consultant

### **4. Stakeholders and Coordination**

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The consultant will work closely with the NES Environmental Stewardship Manager and NES Biodiversity Coordinator, to ensure timely completion of the activities and quality of the project final outputs. The consultant is also expected to engage with key partners of the project, including relevant staff from the Cook Islands National Environment Service, Ministry of Agriculture, Atiu Island Government, Mauke Island Government, and also local communities in particular the islands of Atiu and Mauke, and SPREP for the project activities.

The NES may establish a technical working group for the project consisting of members from the above agencies, and the consultant will be a member of this group, and coordinate project activities and lead discussions.

### **5. Scope of Work**

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During the process, the consultant will:

#### ***5.1. Project coordination***

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- 5.1.1.** Provide national coordination for the PRISMSS RERC and WOW programmes in the Cook Islands to ensure project activities are implemented.
- 5.1.2.** Provide logistical support for the efficient delivery of services required by the project, such as project meetings, workshops or other events and services
- 5.1.3.** Co-ordinate and communicate with external stakeholders and local communities for effective implementation of the project activities;



- 5.1.4. Monitor the use of equipment and chemicals to ensure its use are for the efficient implementation of the project outputs
- 5.1.5. Liaise with the PRISMSS RERC and WOW technical leads on progressing site management plans and activities.

## ***5.2. Project management, monitoring and reporting***

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- 5.2.1. Undertake project activities in line with project plans and budgets;
- 5.2.2. Analyse and process data relevant to the project, including utilising GIS to develop maps;
- 5.2.3. Carry out routine monitoring of project implementation activities and complete project deliverables against agreed timelines
- 5.2.4. Compile and prepare progress and expenditure reports as required by the PRISMSS RIR project workplan and budget allocation, or as required by the National Environment Service
- 5.2.5. Develop and Maintain a Risks and Issues Register and include health and safety in the reporting to SPREP.
- 5.2.6. Participate in national, regional and/or international meetings or workshops where relevant to support implementation of the project
- 5.2.7. Facilitate any other work required by the NES to enhance delivery of project activities, that will be communicated by NES minimum three days in advance

## ***5.3. Communication, Awareness and stakeholder engagement***

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- 5.3.1. Facilitate and assist with in-country training and networking activities to promote knowledge sharing on invasive species management across target audiences.
- 5.3.2. Communicate to the public, other Government agencies, NGOs, private sector or key stakeholders the objectives, deliverables and outcomes of the RIR Project
- 5.3.3. Raise public awareness on the project through the NES' owned communication assets
- 5.3.4. Promote the project among national and local stakeholders, ensuring consistent communications materials and tools, including presentation and reporting templates;
- 5.3.5. Contribute to NES & PRISMSS communications and media releases to raise the profile of Invasive Species management at the national and regional stage.
- 5.3.6. Ensure that media releases and communication materials shared on local channels are aligned with the NES & PRISMSS communication strategy key messaging and visibility guidelines.

## **6. Expected Results**

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Expected results from this consultancy work for the Cook Islands RIR project are noted below:



- The project is implemented and executed effectively within agreed timelines and budget
- Project stakeholders (Ministry of Agriculture, Island Governments of Mauke and Atiu etc.) are well informed of project activities for smooth project implementation
- Data is analysed to produce project outputs as required
- Project reports (financial and progress) are developed accurately and submitted on time
- Project outputs and documents are readily available and accessible to key stakeholders, and have been translated into Cook Islands Maori where appropriate
- In-country training activities are conducted to promote effective management of invasive species
- Clear communication of objectives, deliverables and outcomes to internal stakeholders (meetings/workshops, reporting) and external stakeholders (a diverse combination of television, newspaper, social, online or radio)
- Public is educated on the project and particularly on environmental impacts of invasive species and their management
- GIS map of invasive species on the three islands is produced
- Promotional and outreach materials are consistent with project branding/messaging and accessible to stakeholders
- Regular engagement with the National Biodiversity Committee/Kopapa Ao Ora Natura, and the project technical working group

## **7. Reporting Requirements**

The consultancy will end on 5 June 2026, with the possibility of a contract extension. The consultant will be required to produce the following deliverables within expected timeframes:

<b>Deliverables</b>	<b>Timeframe</b>
<ul style="list-style-type: none"> <li>• Inception meeting of the project technical working group and meeting report</li> <li>• Provide training on the application of herbicides to key stakeholders who will implement the project, particularly those within the WG</li> <li>• Delimiting survey completed for priority weeds and restoration site, and datapoints have been digitalized in a:               <ul style="list-style-type: none"> <li>○ Map of infested areas at landscape is produced (WOW)</li> <li>○ Map of the Management units for the restoration site defined for initial control, follow up control, and forest protection (RERC)</li> </ul> </li> <li>• Rat stations have been set up in Atiu</li> <li>• Pig management operation is underway in Atiu</li> <li>• Initial control phase of Red passionfruit in Mauke is underway</li> <li>• Initial control phase of Honolulu Rose, Dodders and Giant reed in Rarotonga is underway</li> </ul>	30 May 2025



<ul style="list-style-type: none"> <li>• Awareness programs and workshops have been carried out in Atiu, Mauke and Rarotonga, where appropriate</li> </ul>	
<ul style="list-style-type: none"> <li>• Project technical working group meeting(s)</li> <li>• Regular updates to the project technical working group</li> <li>• Invasive species management activities have been conducted, as per the work plan           <ul style="list-style-type: none"> <li>○ At least 30% of infested areas have been initially managed – progress map, Photos (WOW)</li> <li>○ Atiu has completed the initial phase of the restoration framework (RERC)</li> <li>○ At least 20% of the allocated restoration site has been managed – progress map, photos (RERC)</li> </ul> </li> <li>• Progress reports of work conducted on the three islands submitted to NES</li> <li>• Support NES in preparation of project annual progress report to SPREP</li> <li>• Support coordination of project activities and meetings during SPREP in-country visit</li> <li>• Education and awareness materials, including at least 3 press releases have been distributed.</li> <li>• Awareness programs and workshops have been carried out in Atiu, Mauke and Rarotonga</li> </ul>	<p>1 August 2025</p>
<ul style="list-style-type: none"> <li>• Project technical working group meeting(s)</li> <li>• Regular updates to the project technical working group</li> <li>• Invasive species management and monitoring activities have been conducted, as per the work plan           <ul style="list-style-type: none"> <li>○ At least 60% of infested areas have been initially managed – progress map, Photos (WOW)</li> <li>○ At least 60% of the restoration site have been managed with rat traps set up at the site– progress map, photos (RERC).</li> </ul> </li> <li>• Progress reports of invasive species work on the three islands submitted to NES</li> <li>• Support NES in preparation of progress reports to SPREP</li> <li>• Awareness programs and workshops have been carried out in Atiu, Mauke, and Rarotonga</li> <li>• Awareness signs, notice boards and/or boards are erected</li> <li>• At least 3 press releases to update on the progress of the project</li> </ul>	<p>1 February 2026</p>
<ul style="list-style-type: none"> <li>• Regular updates to the project technical working group</li> <li>• Project technical working group meeting(s), including final meeting at the conclusion of the project</li> <li>• Invasive species management, monitoring and control activities as per the work plan for each island, have been completed           <ul style="list-style-type: none"> <li>○ At least 90% of infested areas are managed and followed up – progress map, Photos (WOW).</li> <li>○ At least 90% of the allocated restoration site is restored – progress map, photos (RERC)</li> </ul> </li> </ul>	<p>31 May 2026</p>



<ul style="list-style-type: none"> <li>• Progress reports of work conducted on the three islands submitted to NES</li> <li>• Support NES in preparation of progress reports to SPREP</li> <li>• At least 3 press releases to update on the progress of the project and project results</li> <li>• Provide support to the Cook Islands for the seventh Pacific Invasive Learning Network meeting</li> </ul>	
<ul style="list-style-type: none"> <li>• Reports from meetings conducted are submitted to NES</li> <li>• All data (raw and analysed) and maps are submitted to NES</li> <li>• Final project report of work conducted by the project</li> <li>• Exit debrief with NES, including recommendations on how to maintain or improve invasive species management in the islands</li> </ul>	<p>End of contract 5<sup>th</sup> June 2026</p>

## **7. Variation of Services**

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Both parties may agree to vary any of the terms and conditions under this Agreement subject to the written agreement of both parties.

## **8. Deliverables/Final Products Expected**

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The expected final outputs from this assignment are:

1. Report/s from consultations or meetings with key stakeholders, the technical working group and NES is submitted.
2. Eradication/management of the target invasive species of the project
3. Maps produced which show distribution of the invasive species being targeted in the 3 islands.
4. Progress reports and a final project report are submitted.
5. Exit debrief report

Draft and final documents should be submitted in Microsoft Word. Presentation slides should be submitted as Microsoft Powerpoint, Canva or Google slides.

## **9. Work arrangements**

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This position is based the Cook Islands (Rarotonga, Atiu or Mauke) and can be conducted remotely, except where meetings with the Technical Working Group, National Environment Service, or key stakeholders on the three islands, are required in-person.

## **10. Key selection criteria**

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Key selection criteria for this consultancy are listed below. To be considered, your proposal MUST include a response against each criteria (maximum two pages please). Relative importance of each criteria is shown by the weighting.





<b>Criteria</b>	<b>Weighting</b>
1. At least a Bachelor's degree in Agricultural Science, Environment, Natural Sciences, Project Management or related field	15
2. At least 15 years of relevant work experience in <ul style="list-style-type: none"><li>- Management or control of invasive species, including plants, pigs, rats and cats;</li><li>- Safe application of herbicides;</li><li>- Data collection and data analysis;</li><li>- Project management;</li><li>- environmental protection and natural resource management;</li></ul>	30
3. Demonstrated experience in coordinating projects, producing GIS maps, and monitoring of project activities	20
4. Demonstrated experience in delivering stakeholder consultations or meetings in Rarotonga and Pa Enua across a diverse range of stakeholders (government, private sector, landowners, NGO, youth and women, communities etc.)	10
5. Proficiency in Cook Islands Maori and English (both oral and written)	15
6. Demonstrate skill in report writing and conducting presentations in Maori and English.	10
<b>Total</b>	<b>100</b>
<b>Minimum technical score to proceed to stage 2</b>	<b>70</b>

## **11. Financial proposals**

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All financial proposals to carry out the work must be submitted and use the template provided (Annex 1).

All prices in the proposal must be presented in New Zealand Dollars (NZD).

Financial proposals must include professional fees and any other costs associated with the completion of this work such as tax.

## **12. Evaluation process**

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In submitting a proposal, bidders should demonstrate a clear understanding of this TOR and how your experience and skills make you suitable for this consultancy.



Proposals will be assessed and evaluated as follows:

- Technical criteria: 70% weighting
- Financial proposal: 30% weighting

A two-stage procedure will be used in evaluating the proposals:

#### Stage 1: Technical (70%)

The technical proposal is evaluated on the basis of responsiveness to the competency requirements as weighted in Section 6 and information provided in the applicant's CV. Proposals must receive a minimum technical score of 70 of the total obtainable score (100) to proceed to Stage 2.

#### Stage 2: Financial (30%)

The financial proposal of those bidders who have attained a minimum score of 70 in the technical evaluation will be assessed and compared.

The contract will be awarded to the bidder offering the best value for money taking into account the summed scores of the technical and financial evaluations.

The successful bidder will be required to sign a standard Cook Islands Government contract for the delivery of services. The standard contract conditions are not negotiable.

### **13. Remuneration**

Remuneration will be made to the consultant at each payment schedule noted below, upon clearance and approval of the satisfactory submission of results from the NES Environmental Stewardship Manager.

- First payment at 30% upon signing of contract.
- Second payment at 20% upon submission of the final version of the delimiting survey for priority weeds and restoration site, and digitization of the datapoints
- Third payment at 20% upon submission of progress reports, data and maps demonstrating 60% of infested areas have been managed.
- Final payment at 30% upon receiving all final reports and exit debrief with NES



## **14. How to apply**

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Applications **must** include:

1. Response against each of the Key Selection Criteria (refer Section 6) (maximum 2 pages)
2. Completed Financial Proposal using template provided in Annex 1. This should provide a detailed outline of the costs involved in successfully delivering this project in NZD (including tax).
3. Curriculum Vitae/resume to demonstrate the requisite skills and experience to carry out this contract successfully.

Applications that do not address all the requirements stated above will not be considered.

Note: consultant must be able to provide their own laptop for this consultancy work. All information collected during this consultancy work is the property of NES and must be submitted to NES.

Proposals should be emailed to [jessie.nicholson@cookislands.gov.ck](mailto:jessie.nicholson@cookislands.gov.ck) or [nes@cookislands.gov.ck](mailto:nes@cookislands.gov.ck) with the subject line heading 'NBSAP Maori translation Consultant'

**Closing date: Friday 25<sup>th</sup> April 2025 at 4pm** Cook Islands local time.

Late applications will not be considered.



## Annex 1. Financial proposal

Outline your financial proposal for this project. Please ensure that the costing is fully itemised and that you use the table below.

Item description <sup>1</sup>	Unit	No. of units	Unit cost NZD	Total NZD
Consultant fees	Day			
Other costs <i>(fully itemise all extra costs)</i>				
<i>Add extra lines as needed</i>				
<b>Total</b>				

**Notes:**

- 1 Delete items that are not applicable or add other items as required
- 2 Total cost must include PAYE tax