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Pacific Integrated Water Resources Management (IWRM) Planning Programme
Invitation for Expressions of Interest for
Providing technical assistance to the Nadi Basin Catchment Committee to
undertake an IWRM Governance Review
(Extension of Submission Deadline)

BACKGROUND

The Applied Geoscience and Technology Division (SOPAC) of the Secretariat of the Pacific Community (SPC) currently executes the European Union (EU) funded Pacific Integrated Water Resources Management (IWRM) Planning Programme. The Programme is designed to support 14 Pacific Island Countries to strengthen their governance structures and frameworks to mainstream IWRM approaches into national planning processes. Through this Programme, SOPAC technical support has been requested to assist the Nadi Basin Catchment Committee (NBCC) in the preparation of an IWRM Governance Review for the Nadi Basin.

The NBCC was established in 2009 with the assistance of the Pacific IWRM Demonstration Project (the Demonstration Project), implemented by SOPAC and funded by the Global Environment Facility (GEF). The Demonstration Project is designed to “improve flood preparedness and integrate land and water management planning within the Nadi Basin using an integrated flood risk management approach,” and the NBCC was formed to oversee and coordinate the implementation of the Demonstration Project.

Further to ensuring the smooth implementation of activities and achievement of outputs by the Demonstration Project, the NBCC is responsible for planning and coordinating the sustainable development and management of Nadi catchment water resources, with the aim of implementing an IWRM approach. On completion of the Demonstration Project in 2013, it is envisaged that the NBCC will continue to function in this role.

The responsibility for protecting and managing the Basin’s water resources lies across multiple government agencies and communities. However, these various agencies are still in the process of developing capacity and establishing policy settings, and difficulties remain in implementation and coordination of the various efforts. In these circumstances, there is significant potential for IWRM approaches to help address these issues by encouraging collaboration between the communities who rely on fresh water and the various agencies who provide the service and others who manage the same.

In this regard, the establishment of the NBCC is a good first step towards implementing an IWRM approach. It is a multi-sector body, representing the key stakeholders (both land and water managers and users) within the Basin. Collectively, its members represent the strength, capacity, policies and enforcement powers of the various departments and organizations involved in the management and use of the Basin’s water resources.

Although still in its infancy, the NBCC is progressing its long-term plans for the effective management of the Nadi Basin Catchment area. Issues of interest and discussion in the NBCC's quarterly meetings range from water issues, land use, flood mitigation and protection, water supply, development plans, policies and legislation and gravel extraction. NBCC members have supported and assisted the installation of water level recorders, a flood early-warning system, initiated demos for proper land use practices in the upper and mid catchment areas and initiated contact with communities. The direction of the NBCC has also been sought on a number of work programs for implementation in the Nadi Basin.

To assist these efforts, subcommittees have been formed to focus specifically on the four project components: Community Liaison, Technical, Governance and Planning, and Land and Water Use. One of these subcommittees, the Governance and Planning Subcommittee (GPSC) has been tasked with providing technical advice and guidance to the NBCC with regards to the governance and planning aspects of the Demonstration Project, and also in regard to the broader implementation of IWRM approaches in the Basin. Such guidance and advice will empower the NBCC in making sound decisions to manage water resources within the Nadi Basin.

In early 2011, Fiji participants in the Pacific IWRM Planning Programme sought support from the Programme to assist the GPSC to undertake this function. This support was discussed by the GPSC, and in April 2011 the Subcommittee agreed to seek the Technical Assistance described in these ToR, centred around the development of an IWRM Governance Review for the Basin.

The key products of the Technical Assistance will not only be the IWRM Governance Review but also, importantly, a strengthening of the capacity of the NBCC and its Governance and Planning Subcommittee to effectively drive river basin management initiatives into the future.

These Terms of Reference outline the core activities of this technical assistance; however the details of individual tasks and their implementation will need to be determined during initial detailed discussions with SOPAC and the NBCC.

ASSIGNMENT INFORMATION

Specialty: Catchment Management and Water Resources Governance

Location:

1. NBCC offices, Nadi, Fiji.
2. SOPAC head office, Suva, Fiji.
3. Consultancy home office.

Timing and Duration: The work is required to be undertaken over a total of 12 weeks equivalent full time (EFT) input over a total period of 6 months (September 2011 to February 2012). This input will need to be split between up to 4 missions in-country, of relative durations to be decided on consultation with the client, with no more than 4 weeks EFT of input occurring from the Consultancy's home office.

SCOPE OF WORK

The overall objective of the Programme of which this work is a part of is to contribute to the sustainable development of Fiji through the integrated management of the water resources of the Nadi Basin.

The objective of this technical assistance is to support the NBCC, and its GPSC, to draft a comprehensive IWRM Governance Review for the Nadi Basin. An important component of this will be improving the capacity and level of engagement of the NBCC and its GPSC through their active participation in the development of the Review. This “experiential” component will be critical to the success of the technical assistance, and should aim to increase the relevance and profile of the NBCC and GPSC, along with the interest and engagement of its members.

The IWRM Governance Review should identify the key barriers and opportunities to the implementation of IWRM approaches in the Basin, and assist the Committee to identify practical ways forward. In identifying these barriers and opportunities, the consultancy should work closely with the NBCC, GPSC and key Basin stakeholders to examine and assess key elements of governance, including but not limited to:

- Institutional responsibilities and capacity;
- Regulatory and policy settings;
- Resources and economic incentives;
- Implementation arrangements;
- Mechanisms for incentives and enforcement;
- Information collection, management, use and exchange; and
- Coordination.

The development of the Governance Review should also consider the various elements of the use and management of the Basin’s fresh water resources, including but not limited to:

- The integration of land and water management activities;
- Flood preparedness and integrated flood risk management;
- Water sharing and abstraction;
- River management, including protection of beds, banks and riparian vegetation;
- Management of gravel and sand extraction activities;
- The provision of safe and efficient drinking water supplies;
- Sanitation and sewage disposal;
- Engagement of the community in the protection of local water resources;
- Water source protection and control of polluting activities (diffuse and point-source);
- Resilience to the impacts of climate variability and climate change;
- Conservation of water-dependent ecosystems; and
- Water resources data collection, management and assessment.

The Consultancy will be required to work in close consultation with the NBCC, GPSC and the project manager of the Demonstration Project. In undertaking this work, the Consultancy will contribute to building the ongoing capacity of both the NBCC and GPSC. The Consultancy will therefore be required to apply a highly participatory method during the assignment, and undertake coaching and targeted training of Committee and Subcommittee members in order

to better enable their meaningful participation in this and future Basin management processes.

The Consultancy shall perform the following services in accordance with the terms and conditions of these Terms of Reference, and a work plan to be finalised in consultation with SOPAC and the NBCC.

1. Assist the NBCC, through its GPSC, to identify and analyse the following with respect to the Nadi Basin catchment area:
 - a. Under existing legislation and policies relevant to the management of water resources:
 - i. Identify statutory processes and tools under existing legislation and policies; Identify the responsible authority in the case of each process and/or tool ;
 - ii. Analyse the effectiveness of existing procedures and tools;
 - iii. Identify opportunities to strengthen an IWRM approach (ie; where relevant existing legislation and policy is not being utilised);
 - iv. identify impediments to the achievement of IWRM (ie; conflicts, gaps and barriers [institutional, regulatory, technical, financial, etc] in legislation and policy)
2. Review current operations and status of the NBCC, and make recommendations to improve its capacity to effectively achieve IWRM in the NBC area, including:
 - a. analyse and document achievements and difficulties;
 - b. Consider whether the location and status of NBCC as a committee within the Division of Lands and Water Resource Management is sufficient;
 - c. Consider whether NBCC presently has sufficient authority; and
 - d. Analyse the potential impediments to the serious consideration of any future NBCC recommendations as to legislative change.
3. Design and implement a participatory training programme to strengthen the capacity of the NBCC and GPSC to effectively engage in the IWRM Governance Review and future regulatory and policy issues; and
4. Assist the NBCC and GPSC in the design of communication materials to assist in raising the awareness of members and stakeholders in the applicability of relevant regulatory and policy instruments.

DELIVERABLES

1. A project inception report, including a work plan and schedule for training activities, consultation and development of the IWRM Governance Review;
2. A summary of results of consultation with all stakeholders;
3. A report on the review of IWRM Governance and institutional arrangements for the management of water resources, including recommendations on the strengthening the application of IWRM approaches;

4. A report on the current operation of the NBCC, with relevant recommendations for improvements to its effectiveness;
5. Summary documents for communication with Government and stakeholders;
6. Delivery of a training programme to strengthen the capacity of the NBCC and GPSC to effectively engage in the IWRM Governance Review and future regulatory and policy issues;
7. Designs for communication materials to assist in the awareness and application of relevant regulatory and policy instruments; and
8. A Mission Report, to be produced within the allocated time period for the project, detailing clear conclusions and recommendations in response to these Terms of Reference, and with outputs 1 to 5 above attached as appendices.

REQUIRED EXPERTISE

The Consultancy will need to draw on expertise and experience in a broad range of catchment management issues, including governance, legislation and policy development, planning and consultation and financial management. Direct experience in the operations of a catchment management body or river basin organisation, and in the implementation of water sector reform, will be advantageous.

This expertise can be provided through individual consultants or multiple specialists operating under a single firm or organisation. In this regard, River Basin Organisations, Catchment Management Authorities, and Management Boards with the necessary expertise and experience, together with a preparedness to take into account local conditions and culture, are encouraged to apply.

IMPLEMENTATION AND MANAGEMENT ARRANGEMENTS

The consultancy will be recruited and contracted by SOPAC in Fiji under the EU-funded Pacific IWRM National Planning Programme, being responsible to Ms Rhonda Robinson, Project Coordinator. Overall supervision of the consulting services will be undertaken by SOPAC, with the input and advice of the NBCC.

PROCEDURE FOR SUBMITTING EXPRESSIONS OF INTEREST

Expressions of Interest are to include:

- Curriculum vitae of all specialists proposed by the consultancy to assist in carrying out these Terms of Reference, highlighting experience relevant to undertaking the specific tasks described;
- A short brief (no more than two pages) broadly outlining the approach to be adopted in undertaking the tasks;
- A brief work plan to match the scope of work required;
- Examples of relevant work undertaken in the past; and
- An indication of applicant charges per day.

Financial proposals shall include indicative costs detailing fees, travel and other relevant items required to successfully complete the assignment. The costs of implementing local consultations through workshop(s), and printing and copying facilities will be provided by the client at no cost and should not be included in the financial proposal.

Expressions of Interest with the subject heading:

Expression of Interest to Assist the Nadi Basin Catchment Committee to Undertake an IWRM Governance Review

Expressions of Interest should be addressed to:

**The Director
Applied Geoscience & Technology Division (SOPAC)
Secretariat of the Pacific Community
Private Mail Bag
GPO Suva
FIJI
Email: director@sopac.org**

and copied to:

**IWRM Policy Advisor
Pacific IWRM Planning Programme
Water and Sanitation Programme
Applied Geoscience & Technology Division (SOPAC)
Secretariat of the Pacific Community
Private Mail Bag,
Suva, Fiji,
Email: dave@sopac.org**

Expressions of Interest must be received by no later than 4.00pm Friday 9th September 2011 (Fiji local time).

Late applications will not be considered.

Expressions of Interest will be assessed based on both technical competency and the total professional cost for completing the work (technical weighting 85%, financial 15%).

Enquiries may be directed to Mr Dave Hebblethwaite, IWRM Policy Advisor dave@sopac.org.

Annex I: List of key stakeholders to be consulted during the development of the IWRM Governance Review

NO.	STAKEHOLDER
1	Department of Environment
2	Department of Forestry
3	Department of Lands and Survey
4	Department of Town and Country Planning
5	Department of Tourism
6	Fiji Meteorological Office
7	Land and Water Resource Management Division (LAWRM)
8	Mineral Resources Department
9	National Disaster Management Office (NDMO)
10	National Planning Department
11	Nadi Town Chamber of Commerce
12	Native Lands Trust Board
13	Provincial Affairs (Commissioner Westerns Office)
14	Water Authority of Fiji
15	Water and Sewage Department
16	Airports Fiji Limited
17	Ba Provincial Council
18	Fiji Hoteliers Association
19	Nadi Rural Local Authority
20	Roko Tui Ba
21	Special Administrator -Nadi
22	Tui Nawaka
23	Tui Nadi
24	International Union for Conservation of Nature
25	Prudence Rouse – Pacific Dialogue Ltd
26	SOPAC