Request for Proposals

Subject: Pacific Islands: Synergies between Tourism Growth and Product Development
Post Title: Expert
Employer: Asia Pacific Tourism Exchange Center (APTEC) on behalf of UNWTO Regional Support Office for Asia and the Pacific
Contractual Status: Expert
Duty Station: Home-based
Start Date: As soon as possible
Duration: 11 months (May 2019 - April 2020)
Deadline for proposals: May 6, 2019
Evaluation and award: Awards will be given by May 22, 2019

DUTIES AND RESPONSIBILITIES
The Asia Pacific Exchange Center (APTEC), supporting body of the UNWTO Regional Support Office for Asia and the Pacific (RSOAP) is currently looking for an Expert to develop and implement a study that aims to provide knowledge, recommendations and case studies on synergies between tourism growth and tourism product development in Pacific Islands Countries.

The overall supervision of the study will be under the responsibility of the Deputy Chief, Ms. Hiroko Suzuki, UNWTO RSOAP.

The Expert contract holder will perform the following duties:

1. Develop a work plan and an outline of the study according to the Terms of Reference (see below);
2. Submit monthly progress reports and participate in regular phone/Skype calls;
3. Submit an draft report;
4. Submit a final report that adheres to UNWTO Author Guidelines;
5. Preliminary-findings presentation;
6. Conduct at least one site visit to a participating Pacific Islands country;
7. Participate and contribute in the rounds of edits;
8. Perform other duties as required.

REQUIREMENTS

Academic
- Advanced university degree (Master's degree or equivalent) in tourism, tourism destination management, sustainable development, or a related field.

Experience and Basic Competencies
- Minimum ten years of professional experience in the field of tourism, tourism destination management, sustainable development, or a related field;
- Previous tourism development experience in the Pacific Islands;
- Knowledgeable about current tourism trends in the Pacific Islands;
- Demonstrated experience as an author;
- Excellent writing and organization skills.

Languages
- Fluency in English (written and oral) is essential;

Computer Skills
- Computer literacy in Microsoft Office software and Windows.

Remuneration and Other Conditions
- The lump sum remuneration of the selected candidate would be JPY 4,000,000 (USD 36,100 as of April 2019). The Expert contract holder shall be in possession of a major global medical insurance coverage to be paid by the Expert.
Application Procedure

All proposals must meet the following criteria (please refer to the attached Terms of Reference for more information):

- The proposal must be clean and concise, have continuous page numbering, and be assembled in coherent fashion;
- All proposals must be in English;
- Technical proposals should not be more than 10 pages long, excluding CVs and supporting documentation and should include the methodology for implementation and reasons for this proposed methodology; level of involvement and activity of other partners; proposed destinations for case studies and best practices; plan of action with description of activities and their timing, and proposed fee to complete project (maximum budget JPY 4 million). Proposals that fit within the budget will be favored.

Interested applicants are requested to submit application via email to: aluquin@unwto-ap.org. Applications received after the deadline indicated above, will not be taken into consideration.

- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.