

# Terms of reference



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## GENERAL INFORMATION

**Title:** Biodiversity Conservation Program **Senior Specialist**

**Project Name:** Enhancing the Protected Area System in Sulawesi (E-PASS) for Biodiversity Conservation

**Reports to:** Director of Forestry and Water Resources Conservation, **Bappenas** and Technical Officer for NRM, Environment Unit, UNDP

**Duty Station:** Indonesia (home based)

**Expected Places of Travel (if applicable):** Jakarta, Bogor, Palu, Kotamubago and Manado

**Duration of Assignment:** 20 February-7 August 2017 (100 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist <b>(4) Senior Specialist</b> (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select :</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

### **Need for presence of IC consultant in office:**

☒ partial whenever needed for report presentation

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

### **Provision of Support Services:**

Office space: ☐ Yes ☒ No

Equipment (laptop etc.): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services

**Signature of budget owner:**

## I. BACKGROUND

The government of Indonesia has clearly identified biodiversity conservation as a priority and is making significant efforts to create the conditions for sustainable protected area (PA) management as a key strategy to conserve biodiversity. The Enhancing Protected Areas System in Sulawesi for Biodiversity Conservation (E-PASS) project is designed to strengthen PA management in endemic-rich Sulawesi and reduce threats to biodiversity in the PAs by putting in place measures to ensure that the highly unique and globally important biodiversity of Sulawesi will be safeguarded from on-going threats to its biodiversity. By strengthening core PA management and raising the level of conservation outcomes in Sulawesi, the project will serve to increase the overall effectiveness of the national PA system in which Sulawesi plays a key part.

The project goal is an effectively managed system of protected areas that is well integrated into its surrounding landscape contributing to sustainable, inclusive and equitable development in Sulawesi. The project objective is to strengthen the effectiveness and financial sustainability of Sulawesi's PA system to respond to existing threats to globally significant biodiversity. With GEF support, interventions at the level of Sulawesi's terrestrial PA system will:

1. Enhance the systemic and institutional capacity for planning and management of the Sulawesi PA system.
2. Increase the financial sustainability of the Sulawesi PA system.
3. Reduce threats and strengthen collaborative governance in target PAs and buffer zones.

The Biodiversity Conservation Program Senior Specialist will be hired to develop a Sulawesi Biodiversity Program related to sustainable financing mechanism as well as other optional program which is possible and interesting to be further develop for Biodiversity Conservation and strengthening PA management and promote it to support the effort of making additional revenue for conservation in PAs.

For the information, the project is implemented by Directorate of Biodiversity Conservation, Directorate General of Natural Resources and Environmental Conservation in cooperation with Directorate Forestry and Water Resources, Bappenas. UNDP is the implementing agency of the project.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Works

Under direct supervision of Directorate of Forestry and Water Resources Conservation, Bappenas and UNDP Technical Officer for NRM, the consultant will work closely with EPASS project team to undertake following tasks:

- a. Develop appropriate business plan through participatory approach involving community group, private sectors, NGOs, and related government agencies.
- b. Comparative studies through field visits to other related sites in Indonesia which have best practices of sustainable financing mechanism, subject to the request of Bappenas/UNDP.
- c. Analysis of lessons learned on those best practices to provide ideas on developing appropriate programs to support the alternative sustainable financing of biodiversity conservation and strengthening PA management

### Expected Outputs and deliverables

Step on the Development of Ecotourism Packages and other potential programs which can be used for alternative conservation and biodiversity conservation and strengthening PA management including:

- a. Business plan documents and documentation of the participatory processes carried out along the preparation of the document.
- b. Report on capacity building need assessment in order to implement pilot financing project based on approved business plan.
- c. Report on comparative studies through field visits to other related sites in Indonesia which have best practices of sustainable financing mechanism.
- d. Report on analysis of lessons learned on those best practices to provide ideas on developing appropriate programs to support the innovative sustainable financing of biodiversity

conservation and strengthening PA management in Indonesia

Related to the above outputs, schedule of payments will be accordance with the timetable noted below:

Deliverables/Output	Estimated number of working days	Completion Deadline	Review and Approvals Required
<b>1<sup>st</sup> Payment will be made upon submission of following outputs:</b> <ol style="list-style-type: none"> <li>Report on field verification of economic valuation and feasibility study reports resulted by other experts in the 3 Conservation area sites.</li> <li>Minutes of relevant meeting/workshops</li> </ol>	30 days	31 March 2017	Director of Forestry and Water Resources, Bappenas and UNDP Technical Officer for NRM.
<b>2<sup>nd</sup> Payment will be made upon submission of following outputs:</b> <ol style="list-style-type: none"> <li>Desk review on identifying some examples of commercial opportunities for protected areas and Identifying the gap between income and expenditure for 3 protected areas in Sulawesi.</li> <li>Minutes of relevant meeting/workshops</li> </ol>	30 days	12 May 2017	
<b>3<sup>rd</sup> Payment will be made upon submission of the following outputs:</b> <ol style="list-style-type: none"> <li>Analyzing to increase capacity in recovering costs including by identifying new opportunities and key considerations, and Identifying opportunities to reduce costs including by prioritizing activities and building effective alliances and partnerships.</li> <li>Minutes of relevant meeting/workshop</li> </ol>	30 days	23 June 2017	
<b>4<sup>th</sup> Payment will be made upon submission of the following outputs:</b> <ol style="list-style-type: none"> <li>Final report on guidance for creating a business plan for PAs that are public consulted using participatory approach.</li> <li>Minutes of relevant meeting/workshop</li> </ol>	10 days	7 August 2017	

### III. WORKING ARRANGEMENTS

The Biodiversity Conservation Program Senior Specialist will be part of E-PASS project technical consultant team. S/he will work closely with Directorate of Forestry and Water Resources Conservation, Bappenas and project team in delivering the expected outputs. S/he is expected to coordinate and work as team with fellow E-PASS project technical consultants under the lead of Team Leader. Further, the expert will provide regular update on agreed schedule to National Project Director and UNDP. The expert will be home based but will attend relevant meeting as well as conduct field visit to the project sites on agreed travel plan.

#### Travel Plan

Below is an indicative travel plan for the duration of the assignment. The expert will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will be come up during the execution of the contract which will be agreed on *ad-hoc* basis.

No	Destination	Frequency	Duration/days
1	Bogor	6 times	12 days
2	Manado, North Sulawesi	3 times	9 days
3	Palu, Central Sulawesi	3 time	9 days
4	Kotamubago/Gorontalo, North Sulawesi	3 time	9 days

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### • Academic Qualifications and experience:

At least bachelor degree in Forestry or Conservation, Biology or Biodiversity management or relevant field.

#### Years of Experience:

- Minimum of 10 years of working experience in environmental sector, Forestry Conservation or Biodiversity Management.
- Strong understanding government policy and working experiences with Government of Indonesia related to conservation and biodiversity management.
- Experience in managing biodiversity programs and natural resources management.
- Having experience with multistakeholders in national and local level particularly local government related to biodiversity conservation and natural resources management.
- Experience in developing biodiversity programs and its resources mobilization in international and national level.
- Having knowledge on national development priority targets and UN conventions.
- Experience in managing international and national funded projects.
- Experience working in international level and or the international organization would be an asset.

#### Competencies and special skills requirement:

- Strong analytical and presentation skills
- Ability to research, analyse and evaluate
- Excellent oral and written communication skills in Bahasa Indonesia and English
- The ability to work under pressure, meet deadlines and multi-task in a fast paced environment
- Strong numerical ability and quantitative skills
- The ability to work effectively in a team
- Initiative, flexibility and innovation
- An interest in current affairs and an appreciation of their impact on the market
- Commitment to further study and qualifications
- Global mind-set
- Ability to work in a multicultural environment and limited supervision

- Familiar and have knowledge in developing business plan for PAs

## V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on Cumulative Analysis. Based on this methodology, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable (fully meet ToR requirement), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation:

\* Technical Criteria weight (70%)

\* Financial Criteria weight (30%)

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation.

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<u>Technical</u>		40
<ul style="list-style-type: none"> <li>• <i>Criteria A: qualification requirements as per TOR:</i> <ol style="list-style-type: none"> <li>1. <i>Bachelor degree or higher in areas relevant of Economic, Social Science, Environmental Studies of relevant field.</i></li> <li>2. <i>Experience in the legal aspects of climate finance, carbon markets, and REDD+ in the Indonesian context as well as familiar and have knowledge in developing business plan for Pas.</i></li> <li>3. <i>Experience in Biodiversity Legal Issues</i></li> <li>4. <i>Excellent technical writing skills both in Bahasa Indonesia and English (list of writings or article would be a benefit)</i></li> </ol> </li> </ul>	40%	5 15 10 10
<ul style="list-style-type: none"> <li>• <i>Criteria B: Brief Description of Approach to Assignment</i></li> </ul>	60%	60

Other exposure visits /comparative studies which are requested by Bappenas/ UNDP subject to consultant time availability (Contract).

There may be unforeseen travel/activities in other conservation areas for comparative studies, conducting workshop/meetings and socialization of program as stated in the TOR that will be coming-up during the execution of the contract, which will be agreed on **ad-hoc** basis.