

TERMS OF REFERENCE

Knowledge Management, E-learning and Technical Capacity Building Specialist to Support the Implementation of Global Biodiversity Commitments including NBSAPs (Open only to USA Nationals or Others Legally Authorized to Work in the USA)

Type of Contract:	Individual contract
Location:	New York, USA with mission travel
Category	Sustainable Development
Languages Required:	English
Starting Date	6 April 2017
Duration of Initial Contract:	180 days through 31 December 2017
Expected duration of assignment:	Up to 2 years with a maximum of 400 days in the period, dependent on demand for services
Supervisor:	Head of Ecosystems and Biodiversity

Background:

Some 140+ countries have accessed the Global Environmental Facility's (GEF) Biodiversity Enabling Activities (BD EA) with the aim of updating their National Biodiversity Strategies and Action Plans (NBSAPs) and fulfilling other related obligations under the Convention of Biological Diversity (CBD). A new generation of NBSAPs have been produced to align with the Aichi Biodiversity Targets (ABT) that were agreed upon by CBD Parties during the COP10 in Nagoya, as part of the CBD's Strategic Plan. They are now being implemented. The "Global Support to NBSAP" project relates to ABT 17, which emphasizes that each Party should develop, adopt as a policy instrument, and commence implementing an effective, participatory and updated NBSAP. ABT 17 relates to all other ABTs with respect to biodiversity policy development and biodiversity mainstreaming. In addition, countries have committed to the Sustainable Development Goals and the Paris Agreement, along with other Multilateral Environmental Agreements.

UNDP is seeking an expert consultant to work under the supervision of the NBSAP Activities Coordinator and the Head of Ecosystems and Biodiversity. The incumbent will formulate learning curricula relevant to the project's evolving capacity building needs using available learning platforms and technology. S/he will also develop content and create training materials, coordinate the development of online learning content by subject matter experts and with partners, coordinate and facilitate webinars, manage massive open online courses, and obtain feedback from participants of these learning events. The capacity of Parties to implement NBAPS will be improved through the successful delivery of the learning programme.

Scope of work:

The consultant will carry out the following tasks:

- Formulate learning curricula and knowledge products relevant to the project's evolving capacity building needs using available learning platforms and technology;

- Support and facilitate, as required, the development of training materials and delivery of training events, including the development of content. Follow through with user feedback, progress and integrates the feedback to the future programmes;
- Proactively coordinates and engages in the development of online learning content, research papers, case studies and other publications with the support of subject matter experts and partners;
- Coordinates overall workflow, conducts research and creates content around emerging issues and programmatic needs;
- Advise stakeholders on the development of the learning events and knowledge products, including advising on creative learning approaches, methodologies, illustrations, technologies;
- Manages development of massive open online courses;
- Based on demand, follows-through on renewal / revision of learning and knowledge development activities with various partners which in part calls for enhancing and customizing existing products;
- Management of translations of knowledge products and learning materials into different languages;
- Participates and substantively supports other team members in the procurement processes and provide substantive inputs if necessary;
- Promotes knowledge development and sharing on new approaches, thinking and techniques;
- Critically assesses knowledge products and learning events and develops data that improves value.

Information on Working Arrangements:

- Estimated level of effort including travel days: 180 days;
- The Consultant will work from UNDP's offices in New York.
- The initial contract will be through 31 December 2017, with the possibility of renewal in a subsequent year dependent on demand for services, availability of financial resources and good performance;
- The Consultant will be given access to relevant information necessary for the execution of the tasks under this assignment;
- The Consultant will be responsible for providing his/her own laptop;
- The consultant will engage with the NBSAP Activities Coordinator by email and Skype on a weekly basis, and more frequently as needed.
- The consultant will be supervised by the Head of Ecosystems and Biodiversity;

- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and satisfactory delivery of outputs.

Travel

- Travel will be required to attend relevant meetings, which will likely not exceed 20 days;
- Any necessary missions must be approved in advance and in writing by the supervisor;
- The [Advanced and Basic Security in the Field II courses](#) must be successfully completed prior to commencement of travel;
- Individual consultants are responsible for ensuring they have the necessary vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are responsible for obtaining security clearances and any visas needed in connection with travel with the necessary support from UNDP;
- Consultants are required to comply with the UN security directives, set forth under <https://dss.un.org/dssweb/>;
- The incumbent will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, and living allowances should not be included in financial proposal.

Competencies:

Corporate

- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

Technical

- Demonstrates sufficient technical knowledge to perform effectively in own specialty.

Professionalism

- Focuses on achieving results;
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Works toward creative solutions by analyzing problems carefully and logically;
- Has a dynamic, positive and adaptive attitude towards work-related challenges, bringing innovative and effective solutions to them;
- Leads and supports team decisions;
- Facilitates meetings effectively and efficiently;
- Resolves conflicts as they arise.

Communication

- Writes and presents clearly and convincingly.

Knowledge Management

- Shares knowledge and is willing to provide support to others who request advice or help.

Client Orientation

- Maintains strong relationships with partners and clients.

Required skills and experience:

Education:

- Master's degree in environmental management/sciences, international relations, development studies, and/or other relevant field for biodiversity planning (max. 10 points).

Experience:

- At least two years of working experience through a combination of employment, consulting, internships and/or research in issues of environmental management, and preferably with a focus on policies and/or capacity development with local communities, indigenous peoples and/or governments (max. 10 points);
- At least one year of working experience through a combination of employment, consulting, internships and/or research with project coordination, and/or the coordination of publications and written documents. Please submit at least two writing and/or editing samples/links that demonstrate communications experience, in particular in supporting, preparing and reviewing publications, e-learning products, research and magazine articles, and other knowledge management products (max. 30 points);
- Experience working within the UN system is an advantage (max. 10 points);
- Experience working with governments, local and/or indigenous communities is an advantage (max. 10 points).

Language skills:

- Fluent in English with excellent oral and written communication skills (max. 5 points).
- Fluency in a second UN language, such as Spanish or French, is an advantage (max. 5 points).

Evaluation method:

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method. The technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.
- The technical criteria (education, experience, and language [max. 80 points] and interview [max. 20 points]) will be evaluated for a maximum of 100 points. Only the top three candidates scoring 56 points or higher from the review of education, experience and language will be considered for the interview;
- Candidates obtaining 14 points or higher from the interview will be deemed technically qualified and considered for financial evaluation;

- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.
- The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment).
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be submitted:

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) to be downloaded from the below link;
- Please provide at least two writing and/or editing samples/ links that demonstrate communications experience, in particular in preparing and reviewing publications, e-learning products, research and magazine articles, and other knowledge management products. Failure to meet this requirement will lead to automatic disqualification of application;
- Applicants must reply to the mandatory questions asked by the system when submitting the application;
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:

http://procurement-notices.undp.org/view_notice.cfm?notice_id=36182

ADDITIONAL QUESTIONS

- I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors.
- Have you submitted a duly completed and signed UNDP Personal History form (P11)?
- Have you attached to your P-11 and CV Annex II duly signed and completed including your all-inclusive fee and all foreseeable expenses for this assignment (except travel)? Your application will not be considered without submission of Annex II.