

TERMS OF REFERENCE

Consultancy – Global Support to NBSAPs: Three Subject Matter Experts in Biodiversity (Communications, Resilience, Finance)

Type of Contract:	Individual contract
Location:	Home-based
Category	Sustainable Development
Languages Required:	English
Starting Date	3 April 2017
Duration of Contract:	Through 31 December 2017
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. ABT One - Biodiversity Awareness - focuses on the need for society to be aware of the wide range of values of biodiversity, including social, ecological and economic benefits. It states: *By 2020, at the latest, people are aware of the values of biodiversity and the steps they can take to conserve and use it sustainably.* Addressing the direct and underlying drivers of biodiversity loss will ultimately require behavioral changes by individuals, organizations and governments. Public understanding, awareness and appreciation of the diverse values of biodiversity are critical if individuals, organizations and governments are to become willing to make the necessary changes and actions to conserve and sustainably use biodiversity, and if governments are to enact and enforce appropriate policies and legislation. Understanding the values and benefits of biodiversity is a critical first step to integrating these values into economic and development sectors. To achieve ABT One, countries need to understand the current levels of awareness of biodiversity, and develop and implement an effective and targeted communication plan that helps explain the diverse values of nature.

ABT 15 – Climate Resilience – focuses on strengthening climate resilience and carbon sequestration through ecosystem restoration. It states: *By 2020, ecosystem resilience and the contribution of biodiversity to carbon stocks has been enhanced, through conservation and restoration, including restoration of at least fifteen percent of degraded ecosystems, thereby contributing to climate change mitigation and adaptation, and to combating desertification.* Deforestation, wetland drainage, mangrove removal, seagrass bed damage, overgrazing of grasslands and other types of habitat degradation lead to increased emissions of carbon dioxide, methane and other greenhouse gases, and to increased vulnerability to the impacts of climate change. Restoring degraded ecosystems can simultaneously increase carbon sequestration, improve climate resilience, and restore essential ecosystem services and safeguard biodiversity. In order to achieve ABT 15, countries will need to assess the distribution and status of key degraded ecosystems; understand the role of these ecosystems in enhancing climate resilience and sequestering carbon and identify and prioritize key areas for restoration. They will also need to undertake key restoration actions, including restoring natural disturbance regimes, controlling harmful invasive species, managing

over-abundant species, recreating native communities, reintroducing species and improving the abiotic environment, among others.

Most NBSAPs do not widely incorporate ABT 1 and 15 into their strategies and actions. Most countries require additional capacity development tools to support operationalization of ABT 1 and 15 during NBSAP implementation. Experience shows that support is vital for a successful outcome of policy-oriented projects.

UNDP would like to engage three qualified consultants to carry out a number of tasks under the project, as described within this TOR.

Scope of work:

Objective:

Provide expert input to key products and activities foreseen under the project's Output 1.1, namely on the development of "Tools, methodologies, e-learning & guidance"; Output 1.5 particularly on "Climate change resilience guidance"; and Output 2.2 on "Webinars for guiding the NBSAP process".

Scope:

We are seeking subject matter experts (SME) for three short term assignments, with deliverables that must be produced sequentially.

The three assignments pertain to the following themes:

1. Effectively communicating the value of biodiversity;
2. Planning for resilience during NBSAP implementation;
3. Biodiversity finance.

Key tasks:

UNDP is seeking expert consultants who can carry out the following tasks within their area(s) of expertise (as listed above) under the general theme 'biodiversity and ecosystems management':

- Prepare an e-learning script (model and template will be provided);
- Prepare a brief guide (approximately 24 – 36 pages), which may include photos, maps and other freely sharable media;
- Identify and collate relevant training materials with due consideration for applicable copyrights (as the materials will be in the public domain);
- Facilitate a four to six-week massive open online course for a global audience of interested NBSAP stakeholders; and
- Liaise with the Activities Coordinator and UNDP-GEF EBD Senior Technical Advisor responsible for the NBSAP / BD EA portfolio to: (i) identify relevant case studies from across UNDP's network (key focus on the UNDP-GEF portfolio) for the subject matter of the theme in question; (ii) build a brief argument as to why the case study is relevant (e.g. by making explicit the linkages to priorities in UNDP's new Strategic Plan, to NBSAPs, ABTs or other relevant policy document or process); and (iii) using a specific template to be provided, fill-in key information on the case study.

Key Deliverables for each assignment:

- One E-learning script (approximately 3- 6 lessons each, of 30 slides each for a total of approximately 25,000 to 60,000 words) - Due 31 August 2017;
- One brief guide in MS Word (approximately 24 – 36 pages) - Due 30 September 2017;
- Facilitate a four to six-week massive open online course for a global audience of interested NBSAP stakeholders – Due 31 December 2017.

Payment Method:

- One E-learning script (approximately 3- 6 lessons each, of 30 slides each for a total of approximately 25,000 to 60,000 words) – 60%;
- One brief guide in MS Word (approximately 24 – 36 pages) - 10%;
- Facilitate a four to six-week massive open online course for a global audience of interested NBSAP stakeholders – 30%.

Key Performance Indicators:

- User-friendly, customizable tools and assessment methodologies, e-learning, voluntary templates and other guidance material, including for benchmarking the technical quality of NBSAP products before submission, are developed and widely applied in GEF-financed NBSAP development processes. They are primarily disseminated through the NBSAP Forum;
- High quality learning materials that are produced in a timely manner.
- Capacity to Incorporate key issues into NBSAPs is strengthened through the development of these capacity building materials.

Information on Working Arrangements:

- The consultants will work from home;
- The Consultants will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultants will be responsible for providing their own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- The consultants will report to the Head of Ecosystems and Biodiversity and the Activities Coordinator;
- Given the global consultations to be undertaken during this assignment, the consultants are 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 certification of payment form, and acceptance on satisfactory delivery of services and outputs by Project Coordinator and confirmation by the EBD Senior Technical Advisor.

Competencies:**Corporate:**

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

Technical:

- Excellent writing and presentation skills, with experience writing e-learning scripts and short practitioner-oriented guides.

Professionalism:

- Works toward creative solutions by analysing problems carefully and logically – inspires and fosters innovation by highlighting innovative;
- Shares knowledge and is willing to provide support to others who request advice or help;
- Facilitates meetings effectively and efficiently;

- Resolves conflicts as they arise.

Client Orientation:

- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Maintains strong relationships with partners and clients.

Qualifications:

Education:

- Master's degree in environmental management, biology, economics, social/political sciences, international relations, development studies, finance, communications, administration & management and/or other relevant field for biodiversity and/or development planning (max. 15 points).

Experience:

- At least five years of work experience with professional and/or academic specialization in issues of biodiversity management and the assignment topic (max. 15 points);
- At least three years' experience in capacity building and training, preferably with adult learners (max. 15 points);
- Experience preparing educational guidelines, lessons, webinars, online courses, publications or materials. Please provide a link with 2 examples of previous related work (max. 15 points).

Language requirements:

- Excellent oral and written communication skills in English language. (max. 10 points).

Evaluation method:

- Only those applications, which are responsive and compliant will be evaluated;
- Candidates must clearly indicate in a cover letter which of the assignments the application is for, stating why s/he considers him/herself as a subject matter expert in the theme in question. Candidates may apply only to one assignment;
- Offers will be evaluated according to the Combined Scoring method – where the qualifications will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, and language) will be based on a maximum 70 points;
- Only the top three candidates in each assignment scoring 49 points or higher from the review of the education, experience, language will be 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 a lump sum fee, including breakdown per deliverable as outlined above. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of the fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment).
- Applicants 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 a cover letter indicating which of the assignments the application is for, stating why s/he considers him/herself as a subject matter expert in the theme in question;
- Please provide a link with at least 2 examples of previous work relating to educational guidelines, publications or /design materials. Failure to do so will result in 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.

Kindly note you can upload only one document to this application (scan all documents in one single PDF file to attach).

Failing to comply with the submission process may result in disqualification.

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-notice.undp.org/view_notice.cfm?notice_id=36183

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? Your application will not be considered without submission of Annex II.
- Please confirm which assignment are you applying for.