

TERMS OF REFERENCE

UNDP Consultant to Support the Engagement of Indigenous Peoples, Local Communities and Women in the Implementation of Biodiversity-Related Conventions

Type of Contract:	Individual contract
Location:	Home-based
Category	Sustainable Development
Languages Required:	English
Starting Date	3 April 2017
Duration of Contract:	Up to 30 days through 31 July 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 Aichi Targets with respect to biodiversity policy development and biodiversity mainstreaming. ABT 14 – Ecosystem Services – focuses on restoring and safeguarding critical ecosystem services. It states: By 2020, ecosystems that provide essential services, including services related to water, and contribute to health, livelihoods and well-being, are restored and safeguarded, taking into account the needs of women, indigenous and local communities, and the poor and vulnerable. Yet, most NBSAPs do not widely incorporate women, indigenous and local communities into their strategies and actions. Most countries receive only basic technical and operational support with NBSAP development and implementation, while others, in particular those that accessed GEF funding directly, receive no support at all. Yet, experience shows that support is vital for a successful outcome of policy-oriented projects.

UNDP would like to engage a consultant to carry out a number of tasks to support its work to create mechanisms and pathways for increasing the engagement of indigenous populations, women and local communities in key policies that affect them, with an emphasis on the intersection between biodiversity and development.

Scope of work:

Under the guidance of the Head of Ecosystems and Biodiversity, the consultant will carry out the following key tasks:

- Identify key opportunities for engagement of women, local communities, and indigenous peoples in NBSAP implementation and coordinate their participation, with an emphasis on Spanish speaking countries;

- Support activities that specifically bring together key decision makers and indigenous and local communities on key areas and topics such as integrated land use planning, in partnership with BES-Net (<http://www.besnet.world>) and in support of BES-Net Dialogues;
- Develop and/or improve facilities for communication and policy influence through targeted outreach to the World Indigenous Network, small grants recipients, the ICCA community and the Equator Initiative community;
- Work with the Activities Coordinator on the identification of entry points to improve the engagement of indigenous/ women /local communities in implementation of biodiversity-related conventions;
- Work with the Activities Coordinator to identify and outline capacity building opportunities to support Parties to scale-up the impact of indigenous/ women /local community projects.

Information on Working Arrangements:

- The Consultant will be home based;
- The Consultant will be given access to relevant information necessary for the execution of the tasks under this assignment;
- 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 responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- 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.

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 communications, environmental management/sciences, social/political sciences, international relations, development studies, administration & management and/or other relevant field for biodiversity planning (max. 5 points).

Experience:

- At least three years of experience creating mechanisms and pathways for increasing the engagement of indigenous populations in key policies that affect them, with an emphasis on the intersection between biodiversity and development (max. 15 points);
- At least five years of experience working with governments, local and/or indigenous communities (max. 15 points);
- Relevant professional experience in international development, civil society and indigenous issues in development is an advantage (max. 10 points);
- Experience working with UNDP is an advantage (max. 5 points).

Language skills:

- Fluent in English with excellent oral and written communication skills (max. 10 points).
- Language skills in Spanish are required (max. 10 points).

Evaluation method:

- Only those applications which are responsive and compliant will be evaluated;
- 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, language [max 70 points] and interview [max 30 points]) will be based on a maximum 100 points. Only the top three candidates scoring 49 points or higher from the review of the education, experience, languages will be considered for the interview;
- Applicants obtaining 21 points or higher in 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;
- 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).

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=36184

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.