

## TERMS OF REFERENCE

### Junior Consultant to provide Global Policy and Capacity Building Support for National Biodiversity Strategies and Action Plans (NBSAPs)

<b>Type of Contract:</b>	Individual contract
<b>Location:</b>	Home based with mission travel
<b>Category</b>	Sustainable Development
<b>Languages Required:</b>	English
<b>Starting Date</b>	1 May 2017
<b>Duration of Contract:</b>	Up to 100 working over a six-month period
<b>Estimated duration of assignment:</b>	Up to one year (maximum of 200 working days in the period) dependent on demand for services and performance.
<b>Supervisor:</b>	Head of Ecosystems and Biodiversity and NBSAP Activities Coordinator

#### 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 junior consultant to carry out a number of tasks under the project as described within this TOR.

#### Scope of work:

Provide support to the NBSAP Forum Team on communications, knowledge management, organization, content development and data tracking, and monitoring and evaluation.

#### Expected Tasks:

- Support the NBSAP Activities Coordinator and UNDP Policy Specialist - Gender Team to populate, maintain and moderate content on the NBSAP Forum website related to the needs of women, indigenous and local communities, and the poor and vulnerable;
- Support the NBSAP Activities Coordinator and UNDP Policy Specialist - Gender Team to develop capacity building material, such as webinars, online courses and guidance, on how to incorporate women,

indigenous and local communities, and the poor and vulnerable into the implementation of NBSAP strategies and actions.

- Support the NBSAP Activities Coordinator and UNDP Policy Specialist - Gender Team on communications work related to the above point, including the of drafting press releases, talking points, preparing PowerPoint presentation drafts, preparing tweets, blogs and video messages related to the capacity building materials, text and photos, photo essays for NBSAP Forum website, Twitter account, etc.;
- Conduct focused literature review and research related to biodiversity conservation and gender;
- Define, gather and organize key data related to NBSAPs;
- Develop and document best practices and lessons learned from across the UNDP portfolio, including developing best practices related to gender mainstreaming;
- Coordinate and support the development of capacity building materials to support parties to incorporate the principles of gender mainstreaming into NBSAPS in English and French;
- Collect and analyze key data related to NBSAPs and gender;
- Draft content for NBSAP Forum, events and publications; and
- Draft best practices and lessons learned.

#### **Information on Working Arrangements:**

- The Consultant will be home based with mission travels;
- Estimated level of effort including travel days: 100 days over a six-month period;
- The initial contract would be for six months with an option for renewal, dependent on demand for services and satisfactory performance evaluation;
- The consultant will report to, and be directly supervised by the NBSAP Activities Coordinator and the EBD Senior Technical Advisor;
- 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 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 Senior Technical Advisor Ecosystems and Biodiversity and NBSAP Activities Coordinator on days worked (with a “day” calculated as 8 hours of work) and outputs delivered.

#### **Travel**

- International travel may be required, mainly to New York, USA, which in total will likely not exceed 10 days in a six-month period;
- Any necessary missions must be approved in advance and in writing by the NBSAP Activities Coordinator and the EBD Senior Technical Advisor;
- The [Advanced and Basic Security in the Field II](#) courses must be successfully completed prior to commencement of travel;
- The incumbent is responsible for ensuring that s/he has the necessary vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- The incumbent is responsible for obtaining 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 upon submission of an F-10 claim form and supporting documents. Costs for 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**

- Knowledge of gender mainstreaming;
- Data management and quality assurance;
- Excellent overall computer skills.

#### **Professionalism**

- Works toward creative solutions by analysing problems carefully and logically – inspires and fosters innovation;
- Has a dynamic, positive and adaptive attitude towards work-related challenges, bringing innovative and effective solutions to them;
- Facilitates meetings effectively and efficiently;
- Resolves conflicts as they arise;
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Highly organized, detailed oriented.

#### **Communication**

- Writes and presents clearly and convincingly.

#### **Client Orientation**

- Maintains strong relationships with partners and clients.

### **Required skills and experience:**

#### **Education:**

- A Bachelor's degree in environmental management, social/political sciences, international relations, gender or development policy or other related expertise areas (max. 20 points).

#### **Experience:**

- One year of experience through a combination of employment, internships and/or apprenticeships with gender mainstreaming (max. 20 points);
- One year of experience through a combination of employment, internships and/or apprenticeships with content development, conducting research, summarizing material, data tracking and/or literature review (max. 10 points);
- Computer literacy, including MS Office, and the Internet is a must (max. 5 points);
- Experience with the UN system through a combination of employment, internships and/or apprenticeships or a related organization is an advantage (max. 5 points);

**Language requirements:**

- Excellent oral and written communication skills in English language (max. 5 points).
- Fluency in 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 – where the qualifications will be weighted at 50% and the financial offer will be weighted at 50%;
- 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;
- Candidates obtaining 21 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 number of anticipated working days and 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.

**General Conditions of Contract for the ICs:**

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

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

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

**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=36586](http://procurement-notices.undp.org/view_notice.cfm?notice_id=36586)

**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.

