

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Biodiversity Communication and Reporting Support Specialist

**Project Name :** BIOFIN

**Reports to:** Director of Biodiversity Conservation MoEF, BIOFIN National Project Manager UNDP Indonesia

**Duty Station** Jakarta

**Expected Places of Travel (if applicable):** N/A

**Duration of Assignment:** 150 working days From May 2017 – December 2017

## REQUIRED DOCUMENT FROM HIRING UNIT

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

## REQUIRED DOCUMENTATION FROM CONSULTANT

V	CV / P11
V	Copy of education certificate
V	Completed financial proposal
V	Completed technical proposal and sample of communication material (such as published infographics, or statistical spreadsheets, or videos)

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

☐ partial (explain)

☐ intermittent (explain)

☒ full time/office based in KLHK (requires number of meetings in office to discuss design, progress, consultation, etc)

### 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: KLHK

## I. BACKGROUND

National governments have demonstrated their clear commitment to fulfilling their biodiversity conservation mandates in ways that promote national socio-economic development goals. Given the many pressing development priorities that governments face, this requires finding innovative sources of funding for biodiversity & ecosystem management that can be sustained over the long term. Countries need to drastically scale up their efforts in securing resources if they are to achieve the 20 Aichi Targets defined in the Convention for Biological Diversity's Strategic Plan for 2011-2020. There is a growing understanding that detailed national-level finance assessments are required to provide more robust information on the biodiversity finance gap. In this context, the European Union & the Federal Ministry of Environment of Germany are providing resources for a global project called '*Building Transformative Policy & Financing Frameworks to Increase Investment in Biodiversity Management*' (BIOFIN) that provides countries with a methodology for:

- 1. Integrating biodiversity & ecosystem services in sectoral & development policy, planning & budgeting:** Component 1 will enable participating countries to analyze current policies, institutions & expenditures that affect biodiversity & ecosystem services both positively & negatively, in order to evaluate their impact & effectiveness, & to understand key opportunities for mainstreaming, for example, the removal of perverse incentives. Decades of development experience have taught us that it is important to mainstream biodiversity into national development plans, as well as into the policy, planning & financing frameworks of other key sectors. This component takes this process a step further by providing a workbook tool that enables an analysis of the specific threats posed by sectors to biodiversity; as well as the quantified benefits that ecosystems provide to these sectors & society in general as a basis for making the case for & initiating a transition from a business-as-usual scenario to a sustainable ecosystem management scenario in these sectors (which will in turn have a bearing on the costs of addressing biodiversity loss). It also lays the groundwork for an evaluation of the cost-effectiveness of current expenditure & recommendations to improve this.
- 2. Assessing the financing & governance needs for the management & conservation of biodiversity & ecosystem services:** Component 2 involves an evaluation of the existing investment in biodiversity management across all sectors of government that impact or depend upon biodiversity & ecosystems, as well as the private sector. It will develop & pilot a workbook tool that enables countries to find answers to several fundamental questions in this regard, including: (a) what are the cost coefficients for the delivery of basic biodiversity management functions against which cost-effectiveness can be assessed? What opportunities & barriers exist to improved cost-effectiveness? (b) How much would it cost to remove the above barriers? What other options are available? What are the costs of inaction? (c) What financing is hence required at a national level to meet national targets set in terms of the global biodiversity targets adopted under the new CBD Strategic Plan for the period 2011-2020? To address these questions in a comprehensive & rigorous manner, costed action plans will be developed for addressing the gaps & barriers, building on the pilot countries' development of their new NBSAPs, & providing useful data for use in the context of the CBD's Resource Mobilization Strategy.
- 3. Identify, access, combine & sequence different sources of funds to meet biodiversity-financing needs:** Once the costs of biodiversity management have been projected, the revenue side of the funding equation will need to be addressed. A third workbook tool will be used to support countries to identify, access, combine & sequence sources of funds, domestic & international, public & private, to meet their biodiversity financing needs. A large number of potential financing instruments exist, including innovative financing & market mechanisms, such as carbon markets, biodiversity offsets & payments for ecosystem services, including sharing of benefits arising from the utilization of genetic resources. The workbook will enable an assessment of the suitability of different funding options, & enable the development of specific strategies for each pilot country to tap into

these sources. Particular attention will be paid to the potential risks & barriers related to the implementation of innovative financing instruments, given country-specific circumstances, ways & means to overcome these barriers when possible, & the potential need for environmental & social safeguards.

4. **Initiate implementation of the resource mobilization strategy at national level:** This additional component provides an optional extra in the context of the BIOFIN project as a whole. Where resources are available to support this, countries will undertake an additional component of work that involves to map out a concrete framework of steps to implement the BIOFIN assessment results. This will be based on analysis of the process and policies needed to incentivize the necessary expenditures to be realized. These could range from laws and regulations, taxes and fees, identification of legal thresholds, removal of perverse incentives, detailed feasibility study and implementation plan for a new financial mechanism, certification processes, public-private-partnerships, voluntary agreements, awareness raising campaigns, behaviour change through education and training measures etc. Based on the type and amount of expenditures identified as necessary and the national context, relevant elements will be identified and developed for the particular national circumstances in terms of existing policies and regulations.

Through implementation of the BIOFIN project, countries seek to transform national biodiversity finance by mobilizing innovative finance mechanisms that will allow countries to implement their NBSAP & achieve the Aichi Targets. Specifically, the BIOFIN project components will feed directly into national NBSAP projects, while the NBSAP projects in turn will provide the platforms through which the initiative's results (on mainstreaming, national finance needs assessments & national resource mobilization plans) are integrated into decision-making processes.

Indonesia has been selected as one of the pilot countries for this initiative. Further pilot countries include: Argentina, Ecuador, Seychelles, Malaysia, Uganda, South Africa, Kazakhstan, Peru, Botswana & Philippines. The project will be managed by UNDP through its Global Ecosystems & Biodiversity Programme. It will run for three years from 2014 to 2016.

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

### Scope of Work

In consultation with Ministry of Environment and Forestry and BIOFIN Project Management team, the consultant will:

Based on the above-mentioned scope, the reporting specialist will:

1. Assist to collect data and information from respective line ministries related to biodiversity programme for preparing national report on Biodiversity;
2. Analyse data related to biodiversity programme from Ministry of Environment and Forestry, Ministry of Agriculture, Ministry of Marine and Fishery, Ministry of Public Works, LIPI, and other relevant actors for biodiversity national report;
3. Assist to collect data and information from respective line ministries related to biodiversity programme for preparing financial reporting framework on Biodiversity;
4. Analyse data related to biodiversity programme from Ministry of Finance, Bappenas, Ministry of Environment and Forestry, Ministry of Agriculture, Ministry of Marine and Fishery, Ministry of Public Works, LIPI, and other relevant actors for financial reporting framework on Biodiversity;
5. Conduct in-depth analysis on Policy and Institutional Review (PIR) BIOFIN;
6. Coordination with the CBD Secretariat, BIOFIN project team, project board and the stakeholders to ensure smooth conduct of the evaluation;
7. Provision of high quality of data, communication materials and strategic inputs for internal and external stakeholders.

**Expected Outputs and deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b>
Data and information collected from respective ministries related to biodiversity programme for preparing financial reporting framework on biodiversity	20 working days	May 2017	UNDP Indonesia and Ministry of Environment and Forestry
Analysis report of biodiversity programme for financial reporting framework on biodiversity	20 working days	June 2017	UNDP Indonesia and Ministry of Environment and Forestry
Communication materials (e.g. brochures, factsheets, infographics, statistical spreadsheets, videos) on financial reporting framework on biodiversity for internal and external consumption	10 working days	July 2017	UNDP Indonesia and Ministry of Environment and Forestry
Refined report of Policy and Institutional Report (PIR) of Biofin	20 working days	August 2017	UNDP Indonesia and Ministry of Environment and Forestry
Data and information collected from Ministry of Environment and Forestry and Ministry of Agriculture related to biodiversity programme for preparing national report on biodiversity	20 working days	Sept 2017	UNDP Indonesia and Ministry of Environment and Forestry
Data and information collected from Ministry of Marine and Fishery, Ministry of Public Works, LIPI, and other relevant actors related to biodiversity programme for preparing national report on biodiversity	20 working days	Oct 2017	UNDP Indonesia and Ministry of Environment and Forestry
Analysis report of biodiversity programme for national report on biodiversity	20 working days	Nov 2017	UNDP Indonesia and Ministry of Environment and Forestry
Communication materials (e.g. brochures, factsheets, infographics, statistical spreadsheets, videos) on national report on biodiversity for internal and external consumption	10 working days	Dec 2017	UNDP Indonesia and Ministry of Environment and Forestry

	Communication materials (e.g. brochures, factsheets, infographics, statistical spreadsheets, videos) on biodiversity policy and institutional report (PIR) for internal and external consumption	10 working days	Dec 2017	UNDP Indonesia and Ministry of Environment and Forestry
--	--	-----------------	----------	---

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

**Biodiversity National Reporting Specialist** will be responsible to assist Ministry of Environment and Forestry to prepare National Report on the achievement progress of Biodiversity programme in Indonesia and to give assistance needed in reporting financial mechanism of biodiversity. The consultant will work together with Project Management Team BIOFIN on analysis of biodiversity policy and institutional at national level. The consultant will receive a daily allowance including travel cost for either foreseen or unforeseen travel according to UN's Harmonized Rate Allowance and airflight fare (most direct route, most economy) in reimbursement basis. The payment will be made to the consultant at monthly basis, upon technical clearance and approval of the satisfactory submission of results from the Director of Implementation on International Convention MoEF and the BIOFIN National Project Manager UNDP Indonesia.

#### Duration of the Work

150 working days within 8 months

#### Duty Station

Directorate of Biodiversity Conservation, Directorate General of Natural Resources and Ecosystem Conservation, Ministry of Environment and Forestry, Jakarta

**Travel Plan:** N/A

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Bachelor Degree in Communication, Forestry, Social Science or other related field

#### Years of experience:

- Having minimum 3 years of experience in media communication, produce video, photo stories, documentation
- Experience in the use of computers and office software packages, spreadsheet and database packages

#### III. Competencies and special skills requirement:

- Strong communications skills, reliable as part of a teamwork
- Having abilities in archive and documentation work
- Strong motivation & ability to work & deliver under short deadlines.
- Able to work independently with little or no supervision.
- Capable to handle and operate camera and editing software is preferable

- Able to form a working group to support any media materials needed for National Report under his supervision is preferable
- Familiarity with government and institutional roles on biodiversity strongly desired
- Ability to interact with senior government officials;
- Ability to work under pressure and time constraint;
- Excellent written communication skills in English; fluency in both English and Bahasa is desirable will be determined by submission of sample of communication material such as sample of infographics, flyer, or brochure that was published electronically or print out)

## V. EVALUATION METHOD AND CRITERIA

### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) 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 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max Point</b>
<u>Technical</u>		100
<ul style="list-style-type: none"> <li>• <b>Criteria A: qualification requirements as per TOR:</b> <ol style="list-style-type: none"> <li>1. Bachelor Degree in Communication, Forestry, Social Science</li> <li>2. Having minimum 3 years of experience in media communication, produce video, photo stories, documentation</li> <li>3. Excellent written communication skills in English ((will be determined by submission of sample of communication material such as sample of infographics, flyer, or brochure that was published electronically or print out)</li> <li>4. Experience in the use of computers and office software packages, spreadsheet and database packages</li> </ol> </li> </ul>	70%	20 20 20 10
<ul style="list-style-type: none"> <li>• <b>Criteria B: Brief Description of Approach to Assignment</b></li> </ul>	30%	

1. Understands the task and applies an appropriate methodology for the task		10	
2. Addressing Important aspects of the tasks (clear and sufficient details)		10	
3. Logical and realistic planning with detail timeline to deliver the expected outputs		10	