

TERMS OF REFERENCE

National Biodiversity Planning and Reporting Results Specialist (USA Nationals or Others Legally Authorized to Work in the USA)

Type of Contract:	Individual contract
Location:	New York, USA
Category	Sustainable Development
Languages Required:	English
Starting Date	5 July 2017
Duration of Initial Contract:	Up to 114 days 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. 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 NBSAP practitioners in facilitated learning opportunities that are hosted through the NBSAP Forum, and in documenting case studies that are related to the efforts of federal, regional and local governments and policy makers, as well as women, local communities and indigenous populations, women and local communities in key policies that affect them, with an emphasis on the intersection between biodiversity and development during NBSAP revision and implementation.

UNDP-GEF is seeking a professional to support the development of indicators and the use of scientifically sound data during NBSAP implementation and reporting, and during assessments of progress in the achievement of national biodiversity targets. This information will assist countries during the implementation of NBSAPs and the development of national reports as a contribution towards achieving the Aichi Biodiversity Targets, the Convention on Biological Diversity, and the Sustainable Development Goals. These materials will help improve the enabling policy environment to meet these global commitments in GEF-Eligible countries.

Scope of work:

The consultant will carry out the following tasks:

- Formulate knowledge products that support: the development of indicators; the use of scientifically sound data during NBSAP implementation and reporting; and assessments of progress in the achievement of national biodiversity targets;

- Support and facilitate, as required, the development of training materials and delivery of training events specifically focused on the knowledge products that support the development of indicators, the use of scientifically sound data during NBSAP implementation and reporting, and assessments of progress in the achievement of national biodiversity targets;
- Coordinate overall workflow, conduct research, and create content around emerging issues and programmatic needs specifically related to measuring the results of NBSAP implementation, as a contribution towards achieving the Aichi Biodiversity Targets, the Convention on Biological Diversity, and the Sustainable Development Goals;
- Support the Activities Coordinator and work with the Knowledge Management, E-learning and Technical Capacity Building Specialist to develop guidance for stakeholders on adopting best practices related to the scientifically sound data during NBSAP implementation and reporting;
- Participates and substantively supports other team members in the coordination of efforts to support countries during early NBSAP implementation and reporting and provide substantive inputs if necessary;
- Critically assesses approaches and develops processes that improve the value of NBSAPs during implementation, adopting best practices related to the use of data.

Information on Working Arrangements:

- The consultant must either be a US Permanent Resident, US Citizen or holder of a valid G4 visa at the time of their application and whose G4 visa has been acquired on account of their partner's full time employment in the UN Systems based in New York or Washington, DC to be considered for this consultancy;
- The Consultant will be based in UNDP-GEF offices in New York, USA;
- 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;
- UNDP will provide access to reliable internet, a landline, scanner/printer, etc. in its offices. The Consultant will be responsible for providing her/his own laptop and mobile phone with calling and data plan;
- 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 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
- Able to communicate effectively verbally and/or in writing as appropriate for the needs of the audience to convey information effectively.

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:

- Bachelors' degree in environmental management/sciences, sustainable development (such as water/energy/food), international relations, development studies, social/political sciences and/or other relevant field for biodiversity planning (max. 15 points).

Experience:

- At least two years of working experience in project and knowledge management in issues of environmental management and/or related areas (max. 20 points);
- At least two years of experience working to support the engagement of stakeholders in issues of environmental management (max. 15 points);
- Experience developing and using indicators and other metrics to measure conservation or project success (max. 5 points);
- Experience working with governments is an advantage (max. 5 points).

Language skills:

- Fluent in English with excellent oral and written communication skills (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 worth a maximum 70 points] and [written test a maximum 30 points]) will be worth a maximum 100 points;
- Only the top three candidates scoring 60 points or higher from the review of the education, experience, and languages will be considered for the written test and 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:

Interested individuals must include the following documents when submitting their application:

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) to be downloaded from the link below.
- 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=38484

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 Annex II duly signed and completed including your all-inclusive fee and all foreseeable expenses for this assignment to your P-11 and CV. Your application will not be considered without submission of Annex II.
- Please advise what is your legal status in the USA.