

Terms of Reference

UNDP Spatial Data Specialist for National Biodiversity Planning and Reporting

Location	Home-based
Type of contract	Individual contract
Start Date	27 December 2017
Type	International consultant
Duration of Initial Contract	Up to 22 days through 31 March 2018
Supervisor	UNDP-GEF 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.

Accurate spatial data on the status and trends of biodiversity, ecosystems and essential ecosystem services is of paramount importance for UNDP and the decision makers and governments it works with. Yet the ability of countries to access and use spatial data to develop plans, take actions and report results is extremely low. A recent study of the National Biodiversity Strategy and Action Plans (NBSAPS) and 5th National Biodiversity Reports from more than 110 countries shows that NBSAPs contain an average of fewer than four maps, and National Biodiversity Reports fewer than five. Moreover, the study revealed critical gaps – less than 4% of all maps (and only 8 countries) included ecosystem services. These findings reflect similar results to a survey conducted 18 months ago to 100+ countries. Without accurate data on the status and trends of biodiversity, ecosystems and ecosystem services, decision makers will continue to be unable to fully understand the consequences of biodiversity loss to SDG delivery, and their ability to achieve the 2030 Global Agenda and their national sustainable development goals will be compromised.

UNDP-GEF is seeking a Spatial Data Specialist to assist in addressing these gaps.

Description of Responsibilities

Under the overall guidance and supervision of the Head of Ecosystems and Biodiversity and the Global Support to NBSAP Project Coordinator, the consultant will carry out the following key tasks:

- Lead UNDP and partners to scope out common principles, opportunities and value-added of collaboration on the development of spatial data tools;
- Identify key data layers that can be delivered to Parties in a complete technical package;
- Scope out the design of a system to provide on-demand data services for GEF-eligible countries that:
 - Allows parties to analyze spatial data layers to make conservation and development decisions;
 - Produce spatial maps that clearly illustrate the information required for development of robust national conservation and development plans and reports;
- Provide technical data support to participating countries;
- Work with UNDP staff and partner organizations develop case studies.

Key Deliverables:

- Develop scoping document for spatial development tool that parties can use to make conservation and development decisions by 31 January 2018;
- Produce sample mapping packages for a select number of pilot countries by 31 March 2018.

Payment Method:

- Develop scoping document for spatial develop tool that parties can use to make conservation and development decisions - 60%;
- Produce sample mapping packages for a select number of pilot countries – 40%;

Institutional Arrangements:

- Estimated level of effort: 22 days;
- The Spatial Data Specialist will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant will report to, and be directly supervised by, Head of Ecosystems and Biodiversity.
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specialized tools and software required to complete the scope of work, 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 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 modeling 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 favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Technical / Functional:

- Understands more advanced aspects of primary area of specialization, as well as, the fundamental concepts of related disciplines;
- Ability to oversee timely project implementation and to provide the necessary trouble shooting to keep project implementation on schedule;
- Promotes knowledge management in the organization and a learning environment in the office through leadership and personal example;
- Ability to conceptualize issues and analyze data;
- Ability to implement new systems (business side), and affect staff behavioral/attitudinal change;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;

Communication:

- Ability to communicate effectively, both verbally and in writing, in a simple, concise and persuasive manner.

Professionalism:

- Ability to work and build partnerships with multiple stakeholders and partners across a wide range of disciplines;
- Demonstrated ability to think strategically;
- Strong organizational, reporting and writing abilities;
- Able to work independently and remotely with minimal supervision;
- Remains calm, in control and good humored, even under pressure;
- Consistently approaches work with energy and a positive, constructive attitude;
- Openness to change and ability to receive/integrate feedback.

Teamwork:

- Demonstrated ability to work effectively as part of a collaborative team and process.

Qualifications:

Education:

- Bachelor's degree in environmental management/sciences, geography, GIS, conservation biology/ecology, natural resource management, or other related field. Master's degree or PhD preferred (max. 10 points).

Experience:

- At least three years' experience in spatial data/Geographic Information Systems (GIS)/remote sensing or in analytical and practical experiences in biodiversity conservation/spatial analysis/ technical process of GIS (max 20 points);
- Proficiency in using GIS and spreadsheet software (max 10 points);
- Experience liaising with international institutions, civil societies and/or national, regional or local governmental authorities is an advantage (max. 10 points);
- Experience with measuring the conservation status of biodiversity, protected areas and/or threats to biodiversity is an advantage (max 10 points).

Language requirements

- Fluent in English with excellent oral and written communication skills (max. 5 points)

Evaluation Method

- Only those applications which are responsive and compliant will be evaluated;
- Applicants will be evaluated according to a combined scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, languages) will be based on a maximum 65 points;
- Only the top 3 candidates scoring 45.5 points or higher from the review of the education, experience, languages 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 a lump sum fee, including breakdown per deliverable. 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 all foreseeable expenses to carry out the assignment);
- The applicant receiving the highest combined score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be submitted

Kindly note you can upload only one document to this application (scan all documents in one single PDF file to attach). Incomplete applications will not be considered.

- Applicants must submit a duly completed and signed UNDP Personal History form (P11).
- 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