



TERMS OF REFERENCE

International Technical Specialist

Assignment Title	International Technical Specialist:
Project	6 th National Report to CBD
Type of Contract	Individual Contract (International)
Contract Period	60 working days during January and December 2018
Supervisor	Program Analyst (Sustainable and Inclusive Growth)
Location	Home-based with travels to Myanmar
Country	Myanmar

A. BACKGROUND AND CONTEXT

UNDP Myanmar has been implementing Global Environmental Facility (GEF) funded projects that support efforts in conservation and the sustainable use, access and benefits-sharing of natural resources, biodiversity and ecosystems in Myanmar. These projects also support the Government of Myanmar in establishing the legal and regulatory frameworks, policies and institutions required to ensure that these initiatives are developed and implemented in line with international conventions and legislation.

The ***Support to Produce the Sixth National Report to the Convention to Biological Diversity (Asia) Project*** was formulated with the participation of 66 countries from 5 regions (Africa, Central Asia, Arab States, Asia-Pacific and Latin America and the Caribbean). The objective of the project is “to provide financial support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop high quality, data driven sixth national reports (6NR) that will improve national decision-making processes for the implementation of national biodiversity strategies and action plans (NBSAPs). These reports detail the progress made towards achieving the Aichi Biodiversity Targets (ABTs) and inform both the 5th Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021-2030.

The project duration will be January 2018 to May 2019 and three components will be implemented:

- i. Project inception meeting and identification of funding resources
- ii. Assessment of progress made towards each national target
- iii. Production and submission of the Sixth National Report

The Forest Department under the Ministry of Natural Resources and Environmental Conservation is the 'Executive Agency' responsible for leading this project on behalf of the Government of Myanmar.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Under the supervision of the 6NR Project Technical Advisor and the Program Analyst (Sustainable and Inclusive Growth) the International Technical Specialist will be responsible for providing the technical support to produce the Sixth National Report to CBD for Myanmar. The technical specialist will be required to perform the following key functions:

- 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; provide trainings on the use of the CBD online reporting tool and the development of data that reports on progress in achieving the targets and activities in the Strategic Plan for Biodiversity 2011-2020.
- 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;
- Facilitate the Working Group meetings and National Biodiversity Conservation Committee meetings comprised of representatives from relevant government agencies, civil society organizations, and other key stakeholders
- Collect/access the required data and information that will guide the preparation of 6th National Report from the national partners, and other relevant project stakeholders
- Facilitate the project inception workshop, consultation processes, required trainings in coordination with the Forest Department
- Provide the technical support to the relevant stakeholders in the preparation of scoping report for each ABT and/or national equivalent
- Prepare the draft 6NR; revise and finalize it through a technical peer review
- Provide the technical inputs as necessary and direction towards timely and successful completion of the 6th National Report

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:

- Master's degree in natural resource management or relevant field highly desired
- At least 7 years of relevant technical working experience in biodiversity conservation, natural resource management, or a related field

- Relevant direct experience related to the technical scope of the project, particularly regarding multilateral conventions particularly the Convention on Biological Diversity, and experience regarding protected area management, climate change and biodiversity conservation;
- Experience in compiling and analysing data regarding biological diversity and national biodiversity targets and indicators and preparing NBSAP and National Report to CBD
- Excellent command of written and spoken English
- Working experience related to biodiversity in Myanmar is an asset

MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will report to 6NR Project Technical Advisor for technical matters and to Programme Analyst (Sustainable and Inclusive Growth) of the UNDP Country Office in Myanmar as necessary against the deliverable progress for administrative purpose.
- UNDP will facilitate government (and other counterpart) cooperation for this assignment, including visas and travel authorization as required
- The consultant is also required to comply with the UN security directives set forth under <http://dss.un.org>
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- Consultants are responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection

D. DUTY STATION

The consultant will be home-based with two-three (2-3) travels to Myanmar; any additional missions must be approved in advance and in writing by the supervisor.

E. TIMEFRAME

- a) The consultancy will be carried out with a total of 60 working days during January and December 2018.

F. PAYMENT SCHEDULE

Interested persons are requested to submit their financial proposals quoting their **daily fees** noting the following conditions:

- a) The contract price is fixed regardless of changes in the cost components
- b) Payments will be made upon submission of timely deliverables and certification of payment form, and acceptance and confirmation by the supervisor

G. RECOMMENDED PRESENTATION OF OFFER

Interested persons are requested to submit the following documents as part of their application:

- 1) **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the 'Resume and Motivation' section of the electronic application
- 2) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- 3) **P11 Form** indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
- 4) **Financial Proposal** that indicates the daily fees as per the template provided by UNDP

H. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Combined Scoring Method:

Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

Technical Evaluation of Proposals:

All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

- Educational background: 10 points
 - Master's degree in natural resource management or relevant field highly desired
 - Relevant Experience: 55 points
 - At least 7 years of relevant technical working experience in biodiversity conservation, natural resource management, or a related field
 - Relevant direct experience related to the technical scope of the project, particularly regarding multilateral conventions particularly the Convention on Biological Diversity, and experience regarding protected area management, climate change and biodiversity conservation;
 - Experience in compiling and analysing data regarding biological diversity and national biodiversity targets and indicators and preparing NBSAP and National Report to CBD
 - Working experience related to biodiversity in Myanmar is an asset
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- English language skills: 5 points
 - Excellent command of written and spoken English
 - **Financial Evaluation of Proposals:** The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$

- The contract shall be awarded to the applicant who receives the highest cumulative score.

I. APPROVAL

This TOR is approved by: Thiri Aung, National Project Coordinator (Output Lead a.i),
Environmental Governance, Pillar 2

Signature:



Date: 29th Dec. 2017