TERMS OF REFERENCE

A. **Position Title:** Policy, Institutional and Stakeholder Engagement Specialist

B. **Project Description:**

In October 2017, the project concept entitled “Integrated Approach in the Management of Major Biodiversity Corridors in the Philippines” with a budget proposal of USD12M was cleared by GEF CEO. The project aims to establish and operationalize a comprehensive planning and management framework to manage biological corridors in an integrated manner which will generate multiple benefits including effective conservation of globally significant biodiversity, reduced deforestation and degradation and enhanced livelihoods. Specifically, the project is envisioned to address the following barriers:

Barrier 1: Policies, regulations, and approaches that breed disjointed governance, planning, management, and financing of activities within the landscape/corridor. Currently relevant agencies in PA management and those that have remit over lands identified as biodiversity corridors are guided by their respective mandates and deliver on stated outcomes. The interplay of various policies and programs in the same landscape oftentimes result in unintended results due to the absence of a commonly agreed planning and management framework for all sectors to follow;

Barrier 2: Fragmented implementation of key programs that fails to effectively address threats to BD corridor connectivity and natural resources decline: The absence of an integrated planning framework within the landscape that considers connectivity within the corridor is manifested by programs being implemented with no focus on addressing threats to habitat loss, maintaining ecosystem flows, fragmentation, conversion of high conservation value forests to agriculture. Thus, existing corridors remain a mosaic of disjointed land management units with incompatible objectives;

Barrier 3: Weak community level mechanisms to incentivize conservation of biodiversity, promote sustainable natural resource utilization, and monitor compliance: The BD corridors consist of areas that are managed under various tenure regimes including communally and privately-owned lands. A system of incentives is essential to encourage private or land tenure holders in critical spaces within the landscape to contribute to providing stepping stones, or expand the pathways of target species while ensuring improvement in ecosystem services and resilience.

To detail out the project concept into a full blown project proposal, the GEF has also granted an amount of USD273,000 as project preparation grant. This PPG aims to prepare and develop the following documents for final submission and approval by the GEF:

1. UNDP-GEF Project Document (ProDoc), using the 2017 standard template.
2. Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan, among others, and project specific annexes (e.g. landscape profile, institutional and legal analysis, feasibility studies etc).
3. GEF CEO Endorsement Request.
4. Validation Workshop report (as appropriate for projects with a moderate and high SESP risk rating).

The project preparation grant (PPG) has an allocation for the hiring of project development team including a Policy, Institutional and Stakeholder Engagement Specialist who will assist and support the team in the development and completion of the required above-cited documents/PPG deliverables.
C. Role

The Policy, Institutional and Stakeholder Engagement Specialist will work closely with the PPG team leader and other local consultants and will perform tasks below.

D. Scope of Work

1) Conduct in-depth assessment of the policy framework and systemic and institutional review related to establishing integrated ecosystem planning systems and the cross-sectoral planning for forest, land and PA management (including ecological connectivity), and natural resource concession planning, decision making and management in the context of decentralisation process, for ensuring integration of KBA, HCVF approaches in land use and sector planning and mainstreaming conservation outcomes in sectoral plans, provincial physical plans, municipal LGUs, regional development investment plans

2) Based on the above assessment, make recommendations for integration of the biodiversity corridors concept into spatial and sectoral planning systems, in particular in production landscapes, in forestry, agriculture and mining and socio-economic development

3) Provide recommendations based on existing or proposed new coordination mechanisms for cross-sectoral planning and management within the proposed corridor systems, including identification of key agencies and sector representation, functions and responsibilities of coordination mechanism in providing oversight and coordination for corridors management

4) Provide specific recommendations for mainstreaming biodiversity outcomes within key sector programs/plans (forestry, logging, agriculture, mining, etc.) and monitoring protocols to ensure compliance and enforcement

5) Assess the capacity of various agencies and stakeholder groups, in respect of: their roles, functions and/or responsibilities in the land use planning, sea use planning and protected area management and sector management and operation, and identify the capacity development needs of the different stakeholder groups to ensure the sustainability of project investments beyond the term of the project

6) Define financial and institutional considerations to ensure sustainability, scaling up and replication

7) Contribute towards baseline/situational analysis for the full-size project (FSP). This will be based primarily on an analysis of threats, institutions, investments and needs related to effective PA management, biodiversity conservation and sustainability. In order to generate this analysis, the following should be considered (i) policy, social, regulatory, socio economic, institutional, technical and knowledge barriers to implemented integrated land/seascape/BD corridor management; (ii) the developmental context (key business sectors, socio-economic development, political environment) and its current and future impacts on the biodiversity conservation in the land/seascapes/BD corridor; (iii) the spatial distribution, and conservation status of forest reserves and protected areas; (iv) conservation and economic development plans, projects, programmes and initiatives affecting or impacting on the proposed project activities; (vi) a review and establishment of baseline information for each of the priority landscapes etc.

8) Support the stakeholder analysis and consultations and ensure that they are complete and comprehensive;
9) Support action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP); and
10) Support completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
11) Support the identification of the project sites, with documentation of selection criteria;
12) Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.
13) Participate and contribute in the validation Workshop (Component C):
14) Support all necessary revisions that arise during the workshop, as appropriate.

E. Institutional Arrangement

For the duration of the contract, the consultant will report to and coordinate with UNDP and key focal agencies such as DENR-BMB, DENR-FMB and DA-BSWM. All activities supported by this engagement should be approved by UNDP.

All outputs should be cleared by the PPG Team Leader and endorsed by the key focal agencies before UNDP issues the certificate of acceptance for the processing of payments.

F. Duration of the Work

The contract will cover a period of 10 weeks spread over 15 March to 30 November 2018.

G. Expected outputs:

1. Policy framework and systemic and institutional gap analysis report and recommendations
2. Report on recommendations for multi-sectoral coordination platform for corridor planning and management
3. Capacity needs assessment report for integrated ecosystem management
4. Recommendation/proposals for replication and scaling up of IEM
5. Report on Component 1 proposals and activities, including budgets
6. Detailed report on the baseline for PA, land/seascape management including the following: (i) baseline of current situation (threats, challenges, investments) and development needs (capacity, finance, others);
7. Accomplished METT and Capacity Scorecard for PAs within the Project Sites;
8. Detailed Stakeholder Engagement Plan
9. Appropriate inputs to the relevant sections of the UNDP-GEF Project Document (ProDoc), using the 2017 standard template as maybe assigned/requested by the PPG Team Leader
10. Appropriate inputs to the relevant sections of the GEF-CEO Endorsement as maybe assigned/requested by the PPG Team Leader
H. Qualifications
- Bachelor’s degree or higher in a relevant field, such as environmental law, social science, community development, sociology, environment and natural resource management, or any related fields;
- Minimum 10 years of demonstrable experience in the technical area of Protected Area and/or land/seascape or integrated ecosystem management and biodiversity conservation;
- Experience in Stakeholder engagement using participatory processes;
- Demonstrated understanding of political, institutional context for PA and natural resource governance in the Philippines;
- Fluency in written and spoken English and excellent technical writing skills.

I. Scope of Bid Price and Schedule of Payments

The financial proposals from possible candidates should be expressed in lump sum amount inclusive of all financial costs related to this engagement (i.e. professional fees, transportation/travel to and from residence-Manila, reproduction, communications including internet). Domestic airfare, food and accommodation of the team outside Manila will be shouldered by UNDP separately and only 20% of the DSA following the NIM rates will be provided.

The payment terms will be as follows:

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<tr>
<th>Tranches</th>
<th>Percentage</th>
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<tr>
<td>First: upon submission and acceptance of the inputs to Inception Work Plan</td>
<td>10%</td>
</tr>
<tr>
<td>Second: Upon submission and acceptance of detailed report on the baseline for PA, land/seascape management including the following: (i) baseline of current situation (threats, challenges, investments) and development needs (capacity, finance, others);</td>
<td>20%</td>
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<td>Third: upon submission and acceptance of the Policy framework and systemic and institutional gap analysis report and recommendations; Report on recommendations for multi-sectoral coordination platform for corridor planning and management;</td>
<td>20%</td>
</tr>
<tr>
<td>Third: Upon submission and acceptance of the accomplished METT and Capacity Scorecard for PAs within the Project Sites; Capacity Needs Assessment Report; Recommendation/proposals for replication and scaling up of IEM; Report on Component 1 proposals and activities, including budgets</td>
<td>20%</td>
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<td>Fourth: Upon submission and acceptance of the detailed stakeholder engagement plan</td>
<td>10%</td>
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<td>Fifth: Upon submission and acceptance of appropriate inputs to the 1st draft and 2nd draft of the UNDP-GEF Project Document with the mandatory annexes and 1st draft of the CEO Endorsement Document (in report format)</td>
<td>20%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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J. Criteria for Evaluation

Qualification of the Consultant (70%)

Financial Proposal (30%)
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

This TOR is approved by: ____________________________
FLORADEMA ELEAZAR
Programme Manager