

Terms of reference



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GENERAL INFORMATION

Title: Biodiversity Project Development and Integrated Landscape Management Specialist (GEF Project Preparation Grant Team Leader and Lead Consultant)

Project Name : Conserving biodiversity and reducing land degradation using an integrated landscape approach

Reports to: UNDP Programme Specialist under the overall guidance of the Deputy Resident Representative

Duty Station: Jamaica

Expected Places of Travel (if applicable): Jamaica

Duration of Assignment: 75 days

REQUIRED DOCUMENTATION FROM CONTRACTOR

- ☐ Letter of presentation highlighting main qualifications and experience relevant to this TOR CV
- ☐ CV or P11 form
- ☐ Copy of education certificate
- ☐ Completed financial proposal

I. BACKGROUND

The objective of the GEF Project Preparation Grant (PPG) is to develop the project concept into a full project: *Conserving biodiversity and reducing land degradation using an integrated landscape approach.* This project aims to enhance conservation of biodiversity and ecosystem services through mainstreaming of biodiversity into planning policies and practices related to Jamaica's productive landscapes and key sectors. The project will address the linkages between land degradation and biodiversity loss in order to successfully reduce these threats. The project strategy includes the integration of a strengthened national enabling and institutional framework. It is expected that the project will facilitate improved capacities for effective and informed decision-making with regards to biodiversity and ecosystem services being mainstreamed into key sectors. The project will further strengthen capacities to develop and integrate landscape level, land use planning that incorporates tools for informed land use decision-making. It is anticipated that these tools will effectively operationalize planning efforts and support biodiversity and ecosystem services, through sustainable, productive land management practices, that reduce pressure on biodiversity and key landscapes while safeguarding environmentally sensitive areas (including KBAs).

This will further provide connectivity between protected areas and longer-term sustainability of biodiversity. Integrated ecosystem management practices will reduce fragmentation and land degradation, while enhancing sustainable biodiversity friendly livelihoods. This strategy will be accomplished through four main project components:

Component 1: Systemic and institutional capacity for integrated landscape management at national level.

Component 2: Application of landscape planning and management in key biodiversity areas.

Component 3: Sustainable livelihoods mainstream BD compatible practices.

Component 4: Knowledge management for Sustainable Land Management (SLM), Climate Smart Agriculture (CSA) and biodiversity conservation.

The final outputs of the GEF PPG are:

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 and all co-financing letters.
4. Validation Workshop report (as appropriate for projects with a moderate and high SESP risk rating).

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document should be submitted to UNDP and saved for future reference.

Key Dates for the GEF PPG

Milestone	Date
Internal submission date for UNDP-GEF review and clearance	31 January 2019
CEO Endorsement Deadline after which the project will be cancelled.	1 May 2019

UNDP Jamaica will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. An established Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements as well as national priorities. The Working Group will include representatives from: UNDP Jamaica CO, NEPA, Forestry Department, Ministry of Economic Growth and Job Creation, Planning Institute of Jamaica and other stakeholders. The UNDP-GEF RTA and GEF OFP will also participate in the Working Group. A team of consultants will be contracted to assist in the development of the Prodoc led by the Lead Consultant.

The GEF PPG consultancy team will be composed of the following:

- 1) International Project Development Expert with expertise on Biodiversity and Integrated Landscape Management (Team Leader)
- 2) International or National Expert in Integrated Landscape Management, Land Use planning, Sustainable Land Management and Land Degradation Neutrality
- 3) National Biodiversity and Ecosystems Specialist
- 4) National Gender and Safeguards Expert, with expertise in community and traditional practices.
- 5) National Stakeholder Engagement Specialist, with expertise in participatory planning and knowledge management
- 6) National Forestry and productive systems specialist, with expertise in sustainable livelihood focused interventions

The Biodiversity Project Development and Integrated Landscape Management Specialist will be the GEF PPG Team Leader/Lead Penholder¹ and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP ProDoc and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team, and coordinating the Team's work.

¹ The term "Lead Penholder" here indicates that ultimate responsibility for the timely completion and submission of all final written deliverables lies with this consultant.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Deliverables

1) Management of the GEF PPG Team

1. Define and submit a **detailed methodology and work plan** in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (ICs) and National Consultants (NCs). UNDP Jamaica will be engaging five specialists, in addition to the lead consultant, to support the development of the project document, specifically specialists in Integrated landscape/land use planning, Biodiversity and Ecosystems, Gender and Safeguards, Stakeholder Engagement & Forestry and Productive Systems;
 - a. Ensure that project development is **participatory, gender-responsive and based on extensive stakeholder engagements**; and
 - b. Verify and ensure that all project components are **technically sound and cost effective**.
 - c. Prepare an indicative Procurement Plan to be confirmed by the Country Office.

2) Preparatory Technical Studies and Reviews (Component A): With inputs from the other national and international consultants, as detailed in their respective TORs:

- a. Compile **baseline/situational analysis** for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
- b. Oversee the **stakeholder analysis and consultations** and ensure that they are complete and comprehensive;
- c. Ensure the preparation of the **gender analysis** and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
- d. Ensure action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure (SESP)** at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;
- e. Conduct/oversee the **identification of the project sites**, with documentation of selection criteria;
- f. Oversee the consultations with partners regarding **financial planning**;
- g. Ensure completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs; and
- h. Work with the Country Office to select an indicator for one of the outcomes of the IRRF.

3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice:

- a. Develop, present and articulate the project's **theory of change**;
- b. Develop the **Results Framework** in line with UNDP-GEF policy;
- c. Develop a detailed **Monitoring and Evaluation Plan and Budget**;
- d. Oversee and ensure the preparation of a **Stakeholder Engagement Plan**;
- e. Oversee and ensure the preparation of a **Gender Action Plan and Budget**;
- f. Update the **SESP** based on assessments undertaken during Component A, and ensure the development of **environmental and/or social management plan(s)** for all risks identified as Moderate or High in the SESP;
- g. Prepare the required **GEF tracking tool(s)**;
- h. Secure and present agreements on **project management arrangements**;
- i. Ensure the completion of the **required official endorsement letters**; and

- j. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce **the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes**, using the required templates.²
- 4) **Validation Workshop (Component C):**
- Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and
 - Oversee all necessary revisions that arise during the workshop.
 - Ensure completion of Validation Workshop Report.
- 5) **Final Deliverables:**
- Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
 - Completion of the GEF CEO Endorsement Request;
 - All documentation from GEF PPG (including technical reports, etc.); and
 - Validation Workshop Report.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Proposed Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Deliverable 1 : Inception report to include: <ul style="list-style-type: none"> Detailed work-plan and methodology to include a clear delegation of responsibility for the international consultants and national consultants supporting the PPG process 	5 days	15 May 2018	Deputy Resident Representative or designate UNDP –GEF Technical Adviser GEF – Operational Focal Point Jamaica
Deliverable 2 : Compilation of Preparatory Technical Studies & Reviews to include <ul style="list-style-type: none"> Baseline and Situational Analysis Stakeholder Analysis Gender Analysis UNDP Social and Environmental Screening Procedure Identification of Project Sites 	20 days	9th July 2018	Deputy Resident Representative UNDP –GEF Technical Adviser GEF – Operational Focal Point Jamaica
Deliverable 3: First Draft of the Project Document, CEO Endorsement Request and Mandatory and Project Specific Annexes. Deliverable should include : <ul style="list-style-type: none"> Project Theory of Change Results Framework Monitoring and Evaluation Plan & Budget Stakeholder Engagement Plan 	20 days	17 August 2018	Deputy Resident Representative UNDP –GEF Technical Adviser GEF – Operational Focal Point Jamaica

² Please verify with the UNDP-GEF team that the correct templates are being used.

<ul style="list-style-type: none"> • Gender Action Plan and Budget • UNDP Social and Environmental Screening Procedure • GEF Tracking tool(s) • Project Management Arrangements • Endorsement Letters • Draft Pro-Doc, CEO endorsement and required annexes 			
Deliverable 4: Validation workshop conducted and report submitted	5 days	3 September 2018	Deputy Resident Representative UNDP –GEF Technical Adviser GEF – Operational Focal Point Jamaica
Deliverable 5: Second Draft of the Project Document and Project Specific annexes.	10 days	1 October 2018	Deputy Resident Representative UNDP –GEF Technical Adviser GEF – Operational Focal Point Jamaica
Deliverable 6: Third draft of document submitted for Country Office and GEF Feedback. Deliverable to include : <ul style="list-style-type: none"> • Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance; • Completion of the GEF CEO Endorsement Request; • All documentation from GEF PPG (including technical reports, etc.); and • Validation Workshop Report. 	10 days	15 December 2018	Deputy Resident Representative UNDP –GEF Technical Adviser GEF – Operational Focal Point Jamaica
Deliverable 7: Final draft with comments addressed. Deliverable should include corrected and final versions of : <ul style="list-style-type: none"> • Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance; 	5 days	15 January 2019	Deputy Resident Representative UNDP –GEF Technical Adviser GEF – Operational Focal Point Jamaica

<ul style="list-style-type: none"> • Completion of the GEF CEO Endorsement Request; • All documentation from GEF PPG (including technical reports, etc.); and Validation Workshop Report.			
Consultant is expected to undertake three 5-day missions to Jamaica to facilitate completion of deliverables.			

III. WORKING ARRANGEMENTS

Institutional Arrangement

- Consultant will report directly to the Programme Specialist under the overall guidance of the Deputy Resident Representative, working closely the UNDP Jamaica Programme Team and the GEF –UNDP Technical Advisor.
- Approval of deliverables will be contingent on feedback from Government of Jamaica counterparts, UNDP Jamaica and UNDP-Technical Advisor.
- Consultant is expected to collaborate with the local Ministry of Economic Growth and Job Creation, The National Environment and Planning Agency, The Forestry Department and related agencies. Consultations with relevant civil society, community based and private sector groups will be a requirement
- As lead consultant , he/she will be expected to work collaboratively with the national and international consultants to complete the deliverables

Duration of the Work

- Consultant is expected to be engaged for 75 working days over an eight month period with the final deliverable to be submitted on or before 30 January 2019
- The anticipated start date for the consultancy is 1 May 2018.
- UNDP and relevant partners will review and provide comments on deliverables within 10 business days of receipt of the deliverable.

Duty Station

- Consultant is expected to work from home but undertake three 5-day missions to Jamaica to support the completion of deliverables

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1.	Jamaica	3 missions	5 days each

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master's degree or higher in a relevant field, such as biodiversity, natural resource management, environmental science, environmental management, or other relevant field; (Mandatory – pass or fail)

Years of experience:

- Minimum 10 years of demonstrable experience in the technical area of biodiversity, land degradation, planning, land management or other relevant field;
- Experience working in the Caribbean or Small Island Developing States;
- Minimum of 3 years of demonstrable experience in UNDP/GEF project design;
- Minimum of 3 UNDP/GEF project developed in the capacity of lead consultant
- Fluency in written and spoken English

III. Competencies and special skills requirement:

- Experience with project development, implementation and management;
- Experience in the policy development processes associated with environment, biodiversity, climate change, and sustainable development issues;
- Strong interpersonal and communication skills; commitment to team work and to working across disciplines;
- Good understanding of the GEF rationale and procedures and the GEF project development process;
- Excellent drafting ability and presentation and communication skills, both oral and written in English
- Experience engaging with diverse stakeholders at multiple levels (grassroots/community, national, regional)
- Ability to explain complex issues to UNDP staff and external partners;

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, the award of the contract will 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 49 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
1. Criteria A: qualification requirements as per TOR:		

<p>Relevance of Education/ Degree Master's degree or higher in a relevant field, such as biodiversity, natural resource management, environmental science, environmental management, or other relevant field; (Mandatory – pass or fail)</p> <p>Years of Relevant Experience Minimum 10 years of demonstrable experience in the technical area of biodiversity, land degradation, planning, land management or other relevant field; - 25 points</p> <p>Minimum of 3 years of demonstrable experience in UNDP/GEF project design; - 10 points</p> <p>Minimum of 3 UNDP/GEF project developed in the capacity of lead consultant – 10 points</p> <p>Regional Experience Experience working in the Caribbean or Small Island Developing States; - 5 points</p> <p>Adequacy of Competencies for the Assignment Good understanding of the GEF rationale and procedures and the GEF project development process as assessed in technical proposal – 10 points</p> <p>Excellent drafting ability and presentation in English as evidenced by sample work(previous GEF Project Document preferred) – 10 points</p>		
<ul style="list-style-type: none"> <i>Criteria B: Brief Description of Approach to Assignment(Technical Proposal)</i> 		
<ul style="list-style-type: none"> <i>Criteria C: Assessment of Sample work submitted, specifically GEF Project Document developed (if any)</i> 		

Approval

Signature

Name

Elsie Laurence-Chounoune, Deputy Resident Representative

Date

11 April 2018