

## TERMS OF REFERENCE

### National Biodiversity Planning and Reporting Specialist

Assignment Title	National Biodiversity Planning and Reporting Specialist:
Project	6 <sup>th</sup> National Report to CBD
Type of Contract	Individual Contract (National)
Contract Period	40 working days during May and December 2018
Supervisor	Program Analyst (Sustainable and Inclusive Growth)
Location	Home-based
Country	Myanmar

## 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 5<sup>th</sup> 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. Development of a workplan
- 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.

## SCOPE OF WORK, OUTPUTS AND DELIVERABLES

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

- Support International Technical Specialist to 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;

- Support International Technical Specialist to 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 together with International Technical Specialist;
- Collect/access and entry 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 meetings, consultation processes, required training in coordination with the Forest Department and produce meeting minutes;
- Support the International Technical Specialist to provide technical support to the relevant stakeholders in the preparation of a scoping report for each ABT and/or national equivalent;
- Support the translation of required data sets, templates and provide interpretation as required, and to prepare the draft 6NR in Myanmar Language; revise and finalize it through a technical peer review.

#### **Key Deliverables:**

- Quarterly and final reports on progress made on national components
- 6th National Report translated to Myanmar language

#### **Expertise & Qualifications:**

The successful applicant should have the following expertise and qualifications:

- 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, Master's degree in natural resource management or relevant field highly desired
- At least two years of working experience in biodiversity conservation, natural resource management, or a related field
- At least two years of working experience to support the engagement of stakeholders in issues of environmental management;
- Experience in compiling data regarding biological diversity and national biodiversity targets and indicators and preparing NBSAP and National Report to CBD
- Excellent command of written and spoken in Myanmar and English
- Experience working with governments is an advantage.
- 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

#### **DUTY STATION**

The consultant will be home-based with travels to Nay Pyi Taw, Yangon and other locations in Myanmar as required; any additional missions must be approved in advance and in writing by the supervisor.

#### **TIMEFRAME**

The consultancy will be carried out with a total of 40 working days during May and December 2018.

#### **PAYMENT SCHEDULE**

Interested persons are requested to submit their financial proposals quoting their daily fees and lump sum for travels within Myanmar 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

Deliverable No.	DELIVERABLE	Timeline	Payment
Deliverable 1	A workplan prepared in consultation with the international technical specialist and project coordinators	May/June	20%
Deliverable 2	Quarterly and final reports on progress on national components working with the team	Aug	30%
Deliverable 3	Upon and production and submission of a stakeholder owned 6* national Report in Myanmar language that is approved by the counterpart ministry	Dec	30%

#### **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 and lump sum for travels within Myanmar as per the template provided by UNDP

### **CRITERIA FOR SELECTION OF THE BEST OFFER**

The following criteria shall serve as basis for evaluating offers:

Educational background: 10 points (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, Master's degree in natural resource management or relevant field highly desired)

Relevant Experience: 55 points (working experience in biodiversity conservation, natural resource management, or a related field, working experience to support the engagement of stakeholders in issues of environmental management, experience in compiling data regarding biological diversity and national biodiversity targets and indicators and preparing NBSAP and National Report to CBD, Experience working with governments is an advantage, Working experience related to biodiversity in Myanmar is an asset)

Language skills: 5 points (Excellent command of written and spoken in Myanmar and English, evidence of reports prepared in Myanmar and English languages, academic papers published in peer review journals)

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 Points] x [USD lowest] / [USD other] = points for other proposer's fees

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

### **APPROVAL**

This TOR is approved by: Biplove Choudhary, Chief of Unit (Sustainable and Inclusive Growth Unit)

Signature: B. Choudhary

Date: 27<sup>th</sup> April. 2018