

**Terms of Reference for Biodiversity Expert
National Consultancy**

GENERAL INFORMATION

Services Description:	Biodiversity Expert to provide consultancy services for the development of a Global Environment Facility-funded, UNDP-supported project aimed at protection of forests and coastal habitats on Zanzibar.
Project Title:	Safeguarding Zanzibar's Forest and Coastal Habitats for Multiple Benefits
Post Title:	National Consultant, Zanzibar experts are highly encouraged to apply. Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)
Duty Station:	Home-based with travel to DSM & Zanzibar (Project sites)
GEF Focal Area(s):	Multi-focal Area
Expected Places of Travel:	DSM & Zanzibar
Duration:	30 Working days spread over the period from June to December 2018
Expected Start Date:	Immediately upon signing contract

I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Development Programme (UNDP) Tanzania in collaboration with the Ministry of Agriculture, Natural Resources, Livestock & Fisheries (MANRLF) in Zanzibar are in the process of formulating a full-sized UNDP/GEF project on Safeguarding Zanzibar's Forest and Coastal Habitats for Multiple Benefits.

The project will take a landscape approach with the aim to safeguard Zanzibar's forest habitats for multiple benefits by facilitating an integrated policy and planning process across sectors and institutions (including biodiversity, land management, climate change mitigation) that ensures improved effectiveness of the network of PAs leading to sustainable protection of vulnerable ecosystems, especially mangroves, native forests and other habitats of global significance. The resulting framework should be robust enough to promote effective biodiversity and ecosystem management that supports Zanzibar's national development, with implementation capacity in place.

Following the approval of the PIF by the GEF Secretariat in December 2017, UNDP received a Project Preparation Grant (PPG) to develop a full project document. In this context, UNDP is seeking the services of a national Biodiversity Expert. The Biodiversity Expert shall work closely with the Deputy Team Leader under the direction of the Team Leader, as well as with the other members of the project formulation team.

The team will be comprised of 5 consultants including an International NRM Expert who will function as the overall Team Leader, and four national consultants working together to collect and analyse required background information and prepare the full UNDP/GEF project document (ProDoc) while ensuring timely completion of the assignment. The national consultant team will include a **1) Policy & Institutional Capacity Expert**, who will also act as the Deputy Team Leader, **2) Biodiversity Expert**, **3) Socio-Economic Development Expert** (whose TORs will also include tasks relevant to stakeholder engagement and gender mainstreaming); and **4) an M&E Expert**.

All consultants are recruited separately. The overall project formulation guidelines, TORs detailing expected deliverables for each individual team member, and the concept note/Project Identification Form (PIF) will be provided electronically at the start of the assignment.

II. SCOPE OF THE WORK

In close cooperation with the Deputy Team Leader, under the direction of the overall Team Leader (international NRM Expert), the Biodiversity Expert will conduct a review of relevant national biodiversity action plans and conservation initiatives, prepare detailed baseline information on biodiversity profiles as well as prepare a prioritised overview of critical sites to be targeted by the project using a combination of desktop studies and interviews. The Biodiversity Expert will furthermore prepare inputs and support the development of final PPG deliverables, as agreed with the Deputy PPG Team Leader.

III. EXPECTED OUTPUTS AND DELIVARABLES

Based on the scope of work above, the Biodiversity Expert is expected to ensure the delivery of the following:

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
 - a. Support the preparation of a strategy for implementing an integrated approach to biodiversity conservation and Sustainable Land Management (SLM) in the targeted sites on Zanzibar. This will be based on an assessment that includes: (i) reviews of relevant documents such as NBSAPs, species conservation plans, spatial planning initiatives, and existing management plans for key biodiversity areas, including strengths and weaknesses; (ii) assessment of existing and emerging threats to biodiversity in the landscape, documentation of KBA criteria, and needs assessment concerning key species in terms of priorities for habitat protection (also see deliverable b below).
 - b. Prepare **detailed baseline information on biodiversity profiles** in the targeted landscape, including biodiversity distribution, conservation status, geographical status, global biodiversity significance of the WAP NP. Compile studies to establish project baselines, and identify gaps in biodiversity profiles of areas that are (potentially) critical for conservation actions, including the core protected areas of Jozani, Kiwengwa, Ngezi, Ras Kiuyu, Masangini and Msitu Mkuu, HCV forests and coastal ecosystems. This detailed baseline information should include information on biodiversity distribution, KBA indices, conservation status, threats, geographical status, and global biodiversity significance of the targeted areas.
 - c. Prepare a prioritised **overview of critical sites to be targeted by the project**, based on a weighted assessment of the potential for successful establishment of corridors, biodiversity indices, value in terms of ecosystem services, accessibility, potential for community buy-in and possibly other relevant criteria that will be determined upon stakeholder consultation.
 - d. Assessment of needs (e.g. equipment, human resources) and recommendations for long-term monitoring mechanisms for targeted species, ecosystems and forest degradation, support biodiversity management, and assess climate change impacts.
 - e. Score existing capacities for biodiversity conservation and SLM and PA management, using the appropriate GEF Tracking Tools and Capacity Development Scorecards.
 - f. Assess, collate and analyse information related to any other aspect of baseline related to biodiversity conservation, NRM/SFM/SLM and CCM in the targeted areas.
 - g. Support the preparation of the **gender analysis**;
 - h. Support that the 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 support the iterations of that screening in an iterative fashion throughout the PPG, as appropriate;

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- i. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.
- 3) Validation Workshop (Component C):
 - a. Contribute to the validation workshop; and
 - b. Support all necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
 - a. Detailed baseline information on biodiversity profiles and status of conservation in the targeted landscape.
 - b. Final UNDP-GEF Project Document and GEF CEO ER

Expected Outputs and Deliverables	Target due dates	Payment %
1. Detailed work plan based on the objectives and approaches outlined above, to be submitted to the Deputy Team Leader and the PPG Team Leader for review within five days of contract signature.	By 5 th of June 2018	20
2. Support to PPG TL field mission, including participation in stakeholder meetings.	By end of June 2018	-
3. Draft report with relevant national biodiversity action plans and conservation initiatives, detailed baseline information on biodiversity profiles as well as prioritised overview of critical sites to be targeted by the project.	August 2018	30
4. Participation in the ProDoc validation workshop, and ensuring that revisions regarding biodiversity aspects of the document arising from the workshop are addressed.	October 2018	-
5. Final Consultant report submitted to Deputy PPG Team Leader.	December 2018	50

IV.MANAGEMENT AND INSTITUTIONAL ARRANGEMENTS

The Biodiversity Expert shall work closely with the Deputy PPG Team Leader under the direction of the overall PPG Team Leader and the rest of the national consultants team, as well as the client (UNDP and MANRLF/Project Preparation Working Group (PPWG)). S/he will receive guidance from the Deputy PPG TL regarding the delivery of specific tasks as outlined above. The consultant will report to the Deputy Team Leader. The expected frequency of progress reporting is monthly.

The consultant may make field visits to consult with key stakeholders in the project areas as appropriate in consultation with UNDP. UNDP will coordinate field visits during the field Missions. In general, the methodology will be consultative in nature with a two-way communication maintained between the experts and stakeholders.

V. DURATION OF THE ASSIGNMENT

This assignment is planned for a total of 30 working days between June 2018 - December 2018.

VI. REQUIRED QUALIFICATIONS AND COMPETENCIES

- a) Academic Qualifications:
 - Master's degree or higher in a relevant field, such as natural sciences or biodiversity conservation.
- b) Experience
 - Minimum 10 years of demonstrable experience in the technical area of PA management, planning and managing biodiversity conservation projects and programmes in the country;
 - Excellent technical writing and communication skills.
- c) Language
 - Fluency in written and spoken English and Kiswahili.
- d) Functional Competencies
 - Demonstrated ability to plan, organize logically, effectively implement and meet set deadlines
 - Good interpersonal and communication skills, including a demonstrated ability to set out a coherent argument in presentations and group interactions
 - Conceptual and strategic analytical capacity coupled with good writing skills
 - Ability to work in teams, as well as in complex environments
 - Proven experience in participatory processes and in facilitating dialogue between Government, Development partners, private sector and civil society
 - Understanding of GEF functioning and procedures
- e) Compliance with UN Core Values
 - Demonstrates integrity by modelling 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 favouritism

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP

This TOR is approved by: Saskia Marijnissen



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UNDP Regional Service Centre for Africa

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