

# Terms of reference



Empowered lives.  
Resilient nations

## GENERAL INFORMATION

*Title: Forestry and Productive System Specialist*

*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: 25 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**

<b>Milestone</b>	<b>Date</b>
<b>Internal submission date</b> for UNDP-GEF review and clearance	31 January 2019
<b>CEO Endorsement Deadline</b> 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 Forestry and Productive System specialist will support the team leader and other consultants in carrying out the tasks related to the analysis of forestry and productive systems needs in project sites.



## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

The Forestry and Productive System Specialist will be responsible for the following tasks:

- Undertake an assessment of the root causes and drivers of forest and land degradation and emerging threats;
- Conducting an analysis related to baseline, forest and land management and forest land use planning and specific needs of forestry and productive systems;
- Identifying most appropriate project interventions to strengthen policy, regulatory and institutional aspects to improve and sustain forestry and productive system management
- Identify the most appropriate project interventions to strengthen inter-institutional coordination and planning mechanisms related to forestry management;
- Holding workshops with institutional stakeholders to support the institutional capacity assessments and identification of institutional strengthening needs;
- Identification of gaps and challenges in forestry management and recommendation of solutions
- Identify appropriate interventions for restoration of degraded disturbed broad leaf forests and other “productive” lands on the basis on improving biodiversity outcomes and community benefits
- Provide recommendations and proposals for restoration of mined out lands, including technical measures to enhance biodiversity through use of native species;
- Support the preparation of the LD tracking tool;
- Draft and final report covering the tasks described above, presented in a clear and easy to navigate format to facilitate use by the Team Leader/Lead Penholder in drafting the final ProDoc.
- In addition, this national expert will liaise with and feed relevant and succinct information to the International Project Design Expert as it relates to forestry and productive systems management and sustainable livelihoods.
- The consultant will also provide support in the identification of appropriate indicators, baselines, targets and sources of verification related to strengthening forestry management to include in the project Strategic Results Framework.

### 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"> <li>Detailed work-plan and methodology for undertaking work</li> </ul>	3 days	15 June 2018	Deputy Resident Representative or designate  UNDP –GEF Technical Adviser  Technical Working Group
Deliverable 2 : Initial Gap Analysis and Recommendations on Forestry Management, skills and capacity enhancement and measures for restoration of degraded forests and mined out areas	14 days	16 July 2018	Deputy Resident Representative or designate  UNDP –GEF Technical Adviser  Technical Working Group
Deliverable 3: Final draft of Analysis with recommended interventions mainstreamed into Project document	5 days	25 September 2018	Deputy Resident Representative or designate

			UNDP –GEF Technical Adviser
			Technical Working Group
Deliverable 4: Report on support provided to the completion the Project Document	3 days	8 October 2018	Deputy Resident Representative
			UNDP –GEF Technical Adviser
			Technical Working Group

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

- Consultant will report directly to the Programme Specialist under the overall guidance of the Deputy Resident Representative, working closely with the UNDP Jamaica Programme Team and the GEF – UNDP Technical Advisor.
- Approval of deliverables will be contingent on feedback from Government of Jamaica counterparts (Technical Working Group), 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
- The consultant 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 25 working days over a seven month period with the final deliverable to be submitted on or before 30 January 2019
- The anticipated start date for the consultancy is 8 June 2018.
- UNDP and relevant partners will review and provide comments on deliverables within 10 business days of receipt of the deliverable.

#### Duty Station

- Jamaica

#### Travel Plan

The Consultant will be required to travel to project sites to facilitate completion of the deliverables and should 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.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

- Master's degree or higher in Environmental Science, Environmental Studies, Forestry Management, Biodiversity Management or other relevant field; (Mandatory – pass or fail)



Years of experience:

- At least 5 years of professional experience in environmental data collection and sampling;
- Minimum 5 years of demonstrable experience in the management of forests and productive systems;
- As least 5 years of professional experience in related field work;
- Small island settings especially in the Caribbean and Jamaica;
- Fluency in written and spoken English

III. Competencies and special skills requirement:

- Strong interpersonal and communication skills; commitment to team work and to working across disciplines;
- Excellent drafting ability and presentation and communication skills, both oral and written in English
- Engagement of 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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	70	70
<b>1. Criteria A: qualification requirements as per TOR:</b>		
Relevance of Education/ Degree <ul style="list-style-type: none"><li>▪ Master's degree or higher in Environmental Science, Environmental Studies, Forestry Management, Biodiversity Management or other relevant field; (Mandatory – pass or fail)</li></ul>		
Years of Relevant Experience <ul style="list-style-type: none"><li>▪ At least 5 years of professional experience in environmental data collection and sampling;-10 points</li><li>▪ Minimum 5 years of demonstrable experience in the management of forests and productive systems; -30 points</li></ul>		

<ul style="list-style-type: none"> <li>▪ As least 5 years of professional experience in related field work;- 10</li> <li>▪ Small island settings especially in the Caribbean and Jamaica;- 5</li> </ul> <p><b>Adequacy of Competencies for the Assignment</b></p> <ul style="list-style-type: none"> <li>• Engagement of with diverse stakeholders at multiple levels (grassroots/community, national, regional) – 5 points</li> <li>• Excellent drafting ability and presentation in English as evidenced by sample work– 10 points</li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Criteria B: Brief Description of Approach to Assignment( Technical Proposal)</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Criteria C: Assessment of Sample work submitted(if any)</i></li> </ul>		

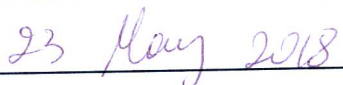
Approval

Signature

Name

  
Elsie Laurence-Chounoune, Deputy Resident Representative

Date

  
23 May 2018