

Terms of reference



GENERAL INFORMATION

Title: Integrated Landscape and Land-use Policy and Institutional Expert

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: 50 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 Integrated landscape and land use planning expert will be responsible for carrying out the tasks related to establishing detailed baseline information for the design of project field interventions related to landscape management, land use planning, ecosystems services and PAs, and project site profiling.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Key products will include:

- Reports on ecological conditions at targeted sites, including maps, assessment of biodiversity and ecosystem services, land/resource uses, potential global environmental benefits, and threats to biodiversity and ecosystem services. This will include:
 - Compilation of a detailed report on biodiversity (species, numbers and conservation status of flora and fauna), ecosystem services (functions; status), land use practices, and current issues with land and natural resource management (e.g. erosion, land degradation, etc.), in project sites and in adjacent areas. Identify key species of national, regional or global significance.
 - Compilation of a detailed report with analysis of threats to biodiversity and ecosystem services (e.g. indicator species population assessments, land conversion and erosion rates, rates of harvesting of non-timber forest products).
 - Review of existing data to support compilation of abovementioned reports
- Based on available data (as listed above) develop species survival envelopes to inform priority setting and define priority “cluster” sites within the landscape to conserve species and ecosystems, improve connectivity and viability, including the application of KBA, IUCN High Conservation Value principles and connectivity to justify priority setting within the landscape
- Define processes and arrangements for integrated landscape planning, mapping and implementation that facilitate the mainstreaming of biodiversity conservation approaches into economic development sectors
- Define appropriate multi-sector and multi-stakeholder coordination and collaboration arrangements to facilitate integrated planning and management of landscapes
- Summary description of proposed project activities at the pilot sites, including identification of potential partners; a list of specific activities and their estimated costs; and potential co-financing resources including co-financing letters.
- Define further technical assessments, assistance and expertise needed to support project implementation on particular deliverables (with preliminary ToR or task lists for support experts);
- Input to the Social and Environmental Standards Procedure (SESP), and Environmental and Social Management Plan (if needed) on relevant standards, as per UNDP guidance, feeding to the Project Development Expert
- Baseline analysis of natural resources information management system for Jamaica: current capacities, procedures and inter-institutional coordination, access and use of information, technical and technological capacity gaps and needs, current use of information for monitoring activities;
- Capacity assessment and capacity development strategy for integrated landscape level natural resource management (SLM/CSA, BD conservation) approaches at the systemic level, and completed UNDP Capacity Development Scorecard;
- Review and analysis of financial support systems for incentivising conservation oriented integrated landscape management, including sustainable land management (SLM), climate smart agriculture, forest restoration, and sustainable tourism. Analysis of current and projected biodiversity financing, description of barriers to improved biodiversity financing, and recommendations for project activities to remove barriers, modalities and mechanisms for enhanced and sustainable financial frameworks for biodiversity and ecosystem management;
- Identify knowledge management and communication strategies and products related to biodiversity conservation and integrated landscape management aspects.

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 for undertaking work 	5 days	15 June 2018	Deputy Resident Representative or designate UNDP –GEF Technical Adviser Technical Working Group
Deliverable 2 : Consolidated assessment report to include: <ol style="list-style-type: none"> Assessment of Biodiversity and Ecosystem Services Land and Resources Use Potential Global Environmental Benefits Threats to Biodiversity and Ecosystem Services 	15 days	11 July 2018	Deputy Resident Representative UNDP –GEF Technical Adviser Technical Working Group
Deliverable 3: Baseline Analysis of Natural Resources information management system and prioritization of key “clusters” for ensuring conservation of key species and ecosystems	5 days	23 July 2018	Deputy Resident Representative UNDP –GEF Technical Adviser Technical Working Group
Deliverable 4: Capacity Assessment and Capacity Development Strategy for integrated landscape level natural resource management (including coordination arrangements)	5 days	2 August 2018	Deputy Resident Representative UNDP –GEF Technical Adviser Technical Working Group
Deliverable 5: Description of proposals for ensuring integrated biodiversity planning and management within the landscape and a Draft Description of Proposed project activities	10 days	17 August 2018	Deputy Resident Representative UNDP –GEF Technical Adviser Technical Working Group
Deliverable 6: Final Description of Proposed project activities	5 days	24 September 2018	Deputy Resident Representative UNDP –GEF Technical Adviser Technical Working Group
Deliverable 6: Final Report on Consultancy to include technical support provided for :	5 days	15 December 2018	Deputy Resident Representative

<ul style="list-style-type: none"> a. Defining technical assessments b. Completing Social and Environmental Standards Procedure and Environmental and Social Management Plan c. Obtaining relevant co-financing letters d. Identified knowledge management and communication strategies/products related to biodiversity conservation and integrated landscape management aspects 			<p>UNDP –GEF Technical Adviser</p> <p>Technical Working Group</p>
<p>Consultant is expected to undertake three 5-day missions to Jamaica to facilitate completion of deliverables.</p>			

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) 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.
- b) Approval of deliverables will be contingent on feedback from Government of Jamaica counterparts (Technical Working Group), UNDP Jamaica and UNDP-Technical Advisor.
- c) 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
- d) The consultant will be expected to work collaboratively with the national and international consultants to complete the deliverables

Duration of the Work

- a) Consultant is expected to be engaged for 50 working days over a seven month period with the final deliverable to be submitted on or before 30 January 2019
- b) The anticipated start date for the consultancy is 8 June 2018.
- c) UNDP and relevant partners will review and provide comments on deliverables within 10 business days of receipt of the deliverable.

Duty Station

- a) 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 conservation, environmental management, natural resources management or other related field ; (Mandatory – pass or fail)

Years of experience:

- Minimum 4 years of demonstrable experience in:
 - Planning and implementation of biodiversity conservation, forestry, environmental management, ecosystems and protected area management initiatives;
 - Analysis of biodiversity threats, and experience in management solutions, including multi-stakeholder processes and integrated watershed management solutions;
 - Understanding of procedures and techniques for prioritization of landscapes for ensuring conservation and connectivity of species, habitats and life processes, including use of KBA and IUCN HCV principles
 - Planning and mapping of biological habitats and species life cycle requirements
 - Biodiversity and ecosystem related regulatory, policy and planning frames, coordination and information management systems;
 - Development of integrated biodiversity management approaches within large biological landscapes (biosphere reserves, landscapes/seascapes, biological corridors, etc.)
 - Management of invasive species;
 - Designing and facilitating stakeholder consultations and defining project strategies and interventions at different levels in the subject area;
 - Biodiversity financing mechanisms and incentivizing conservation-oriented integrated landscape management;
 - Results-based management, design of biological monitoring systems and threat assessments;
 - Small island settings, with advantage of working in the Caribbean and Jamaica;
 - Fluency in written and spoken English

III. Competencies and special skills requirement:

- Project development, implementation and management;
- Policy development processes associated with environment, biodiversity, climate change, and sustainable development issues;
- Mapping and assessment of biodiversity, species and life cycle requirements;
- 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
- 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

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
<p>1. Criteria A: qualification requirements as per TOR:</p> <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 4 years of demonstrable experience in the planning and implementation of biodiversity conservation, forestry, environmental management, ecosystems and protected area management initiatives; - 15 points</p> <p>Minimum of 4 years of demonstrable experience in analysis of biodiversity threats, and experience in management solutions, including multi-stakeholder processes and integrated watershed management solutions;- 10 points</p> <p>Minimum of 4 years' experience - biodiversity and ecosystem related regulatory, policy and planning frames, coordination and information management systems; -10 points</p> <p>Demonstrable experience in designing and facilitating stakeholder consultations and defining project strategies and interventions at different levels at a landscape level in the subject area; - 5 points</p> <p>Experience in biodiversity financing mechanisms and incentivizing conservation-oriented integrated landscape management – 10 points</p>		

<p>Regional Experience Experience working in the Caribbean - 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 – 5 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 technical Biodiversity assessments or reports completed, preferably related to a GEF project (if any)</i> 		

Approval

Signature

Name


Elsie Laurence-Chounoune, Deputy Resident Representative

Date

23 May 2018