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ANNEX 1

TERMS OF REFERENCE

INDIVIDUAL CONSULTANT (IC)

A. POST DETAILS

Post Title:	National Biodiversity Planning and Reporting Specialist
Agency/ Project Name:	UNDP-Support to Eligible Parties to Produce the Sixth National Report (6NR) to the CBD
Period of Assignment/ Services:	60 working days, March – June 2019
Country of Assignment:	Dili, Timor-Leste
Starting Date	11 March 2019

B. PROJECT DESCRIPTION:

Biodiversity is currently being lost at unprecedented rates due to human activities around the globe. To address this problem, the CBD COP adopted a Strategic Plan in 2002 (Decision VI/26). In its mission statement, CBD Parties committed themselves to more effective and coherent implementation of the three CBD objectives with the purpose of achieving a significant reduction of the current rate of biodiversity loss at the global, regional and national level by the year 2010, as a contribution to poverty alleviation and to the benefit of all life on earth.

The targets associated with the 2010 Biodiversity Commitments inspired action at many levels, however, they were not achieved at a sufficient enough scale to successfully address the pressures on biodiversity. While the commitments did result in some understanding of the linkages between biodiversity, ecosystem services and human well-being, biodiversity issues were insufficiently integrated and generally not reflected into broader policies, strategies, programmes, actions and incentive structures.

COP 10 decisions recognize that achieving positive outcomes for biodiversity requires actions at multiple entry points. The new Strategic Plan for Biodiversity 2011-2020 (CBD COP decision XI/2) reflects this perspective by including 20 headline targets for 2015 or 2020, which are referred to as the Aichi Biodiversity Targets (ABT) and are organized under five strategic goals. The goals and targets comprise aspirations for achievement at the global level and a flexible framework for the establishment of national or regional targets. The decision invites Parties to set their own targets within this flexible framework, taking into account national needs and priorities, while also considering how national actions contribute to the achievement of the global targets. NBSAPs are the key conduit for implementing the Strategic Plan and achieving the ABTs at a national level and are a central policy-making tool for national biodiversity management. The Convention requires countries to prepare a national biodiversity strategy, or equivalent instrument, and to ensure that it, and the principles of conservation and sustainable use, are integrated into the planning and activities of those sectors whose activities can have an impact (positive and negative) on biodiversity. Consequently, post-2010, countries were called to revise their NBSAPs, or equivalent documents, with the purpose of setting national

targets to attain the Strategic Plan and prescribe national strategies and actions to achieve them. It is these targets whose implementation and attainment will be assessed during the 6NR process.

Parties are required by Article 26 of the Convention to submit national reports to the COP on measures taken to implement it, and the effectiveness of those actions in meeting the Convention's objectives. The 6NR will focus on monitoring the effectiveness of national strategies and actions in achieving National and ABTs and related biodiversity outcomes. This will require an assessment of progress on achieving national targets, using the global and/or national indicators of biodiversity status and trends. However, reporting places a significant burden on countries and results are generally superficial. A lack of spatial data analysis, root cause analysis, and monitoring changes in the status and trends of biodiversity at regular intervals are resulting a pervasive lack of evidence-based reporting and decision making. Additionally, biodiversity and climate change are closely interconnected. Global climate change is a root cause of biodiversity loss, while healthy ecosystems help to mitigate climate change and enhance adaptation capacities. The same data and monitoring gaps are limiting the ability of Parties to assess, plan for, and take action to mitigate the current and future impacts of climate change on biodiversity; to fully understand the role of ecosystems in addressing global climate change; to take related actions to protect them; and to including climate change adaptation as a strategy in NBSAPs and National Reports.

C. OBJECTIVE OF THE ASSIGNMENT/SCOPE OF SERVICE

The objective of this assignment is to developing of data layers for 6NR project technical package and approach necessitates new thinking about how to development a dynamic reporting framework and decision support system that builds the capacity of countries to facilitate dynamic monitoring, reporting, and decision making to ensure they can more efficiently and effectively undertake their national reporting obligations; and this project is to provide technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop a high quality, gender-responsive and data-driven sixth national report (6NR) that improves national decision-making processes for the implementation of NBSAPs; that reports on progress towards achieving the Aichi Biodiversity Targets and informs both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030. The project employs an integrated approach, while tailoring activities to address the specific needs, challenges and priorities of the GoTL.

D. EXPECTED OUTPUTS AND DELIVERABLES

Under the overall supervision of an International Program Manager (PM), the National Biodiversity Planning and Reporting Specialist's responsibilities will be to:

Functions / Key Results Expected

Summary of Key Functions:

- 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;
- 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;
- Support the Activities Coordinator and work with the Knowledge Management, E-learning and Technical Capacity Building Specialist to develop guidance for stakeholders on adopting best practices related to the scientifically sound data during NBSAP implementation and reporting;
- Participates and substantively supports other team members in the coordination of efforts to support countries during early NBSAP implementation and reporting and provide substantive inputs if necessary;
- Critically assesses approaches and develops processes that improve the value of NBSAPs during implementation, adopting best practices related to the use of data.

Key Deliverables

- Quarterly and annual reports on progress on national components working with the team
- 6th National Report

NO.	Deliverables/Outputs	Estimated Duration	Target Due Dates	Review & Approvals Required
1	Deliverable 1. Draft report submitted	20 working days	5 April 2019	

2	Deliverable 2. Presentation the 6 th NR draft to the National stakeholders and consideration of final input	20 working days	3 May 2019	
3	Deliverable 3. Final draft of 6 th National Report and validated by the National Stakeholders	10 working days	17 May 2019	
4	Deliverable 4. Final version of 6NR to UNCBD secretariat (CHM website) Submission of Final presentation to the Council of Ministers	10 Working Days	3 June 2019	
Total number of days		60 working days		

E. INSTITUTIONAL ARRANGEMENTS

The selected consultant will work under Chief Technical Advisor (CTA) for the 6th National Report to CBD under the Sustainable Development Unit. The consultant should use his/her own computer/laptop for the assignment, the office will provide access to internet to facilitate communication. Other logistical costs (local transport, communication, logging, etc. must be included as part of the financial proposal of the consultant).

F. DURATION OF ASSIGNMENT

The assignment will be for a period of **60 effective working days** between March 2019 to June 2019 in Timor-Leste.

The consultant must be available for regular meetings with the programme unit and other meeting with the Project and Programmes Manager as well as line ministries for consultation and discussion purposes. Arrangement for such visits will be coordinated by the consultant with the project team based on project work plan/schedule.

G. DUTY STATION

Dili, Timor-Leste with travel to other municipalities.

H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

Recruitment Qualifications

- Education:** 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.
- Experience:** At least two years of working experience in project and knowledge management in issues of environmental management and/or related areas; At least two years of experience working to support the engagement of stakeholders in issues of environmental management;
- Experience developing and using indicators and other metrics to measure conservation or project success;
Experience working with governments is an advantage.
- Language Requirements:** Fluency in English and national language of the duty station.

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Lump Sum Contract

The financial proposal must be expressed in the form of a LUMP SUM amount that is all-inclusive of all costs, supported by a breakdown of costs, as per the template provided. The amount should be inclusive of professional fees, travel costs (travel to duty station and repatriation), living allowance, insurance, communication etc.

In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel business class he/she should do so using their own resources. In case of unforeseeable travel, payment of costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and Consultant, prior to travel, and will be reimbursed. If a Consultant is employed by an organization or company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under a Reimbursable Loan Agreement (RLA), the Consultant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP

Schedule of payments

1. **April:** 30% of payment upon completion of deliverables #1
2. **May:** 30% of payment upon completion of deliverables #2
3. **May:** 20% of payment upon completion of deliverables #3
4. **June:** 20% of payment upon completion of deliverables #4

J. RECOMMENDED PRESENTATION OF OFFER

The candidate must submit the following documents to demonstrate their qualification:

- a) Duly accomplished Letter of Confirmation of Interest and availability.
- b) Personal CV or P11 form, indicating all past experience from similar projects as well as contact details including e-mail and phone number of the candidate and at least three professional references.
- c) Financial proposal that indicates the all-inclusive fixed total contract price. A break-down of this lump sum amount be provided by the candidates

K. CRITERIA FOR SELECTION OF THE BEST OFFER

Combined score method including 70% of qualification criteria and 30% price offer.

Criteria	Weight	Max. Point
<u>Professional:</u>		
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.	15%	15
At least two years of working experience in project and knowledge management in issues of environmental management and/or related areas; At least two years of experience working to support the engagement of stakeholders in issues of environmental management;	15%	15
Experience developing and using indicators and other metrics to measure conservation or project success; Experience working with governments is an	20%	20



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advantage.		
Fluency in English and national language of the duty station.	20%	20
Technical	70%	70
Financial:	30%	30

L. APPROVAL

This TOR is approved by:

Signature

Name and Designation Alamgir Hossain, CTA, Sustainable Development Unit

Date of Signing 01.03.2019