



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	UNDP-GEF Ecosystems and Biodiversity (EBD) Junior Consultant
AGENCY/PROJECT NAME:	UNDP- Global Environmental Finance Unit
COUNTRY OF ASSIGNMENT:	Bangkok, Thailand with possible travel to destinations determined by supervisor with approval.
CONTRACT DURATION:	01 April 2019 – 31 March 2020 (220 working days)

1) GENERAL BACKGROUND

As the largest single operational and financial UN player in the field of environmental sustainability, UNDP is widely recognized as a global leader in supporting governments to sharpen policy, access finance and develop capacity for the management of biodiversity and ecosystems for sustainable development and poverty eradication.

Under the Strategic Plan covering the period 2018-2021, UNDP's work in Ecosystems and Biodiversity (EBD) has as an overall strategic objective to maintain and enhance the goods and services provided by biodiversity and ecosystems in order to secure livelihoods, food, water and health, enhance resilience, conserve threatened species and their habitats, and increase carbon storage and sequestration. The value of all UNDP-managed biodiversity and ecosystems projects currently in planning or under implementation is US\$1.6 billion, with UNDP supporting over 130 countries to access Global Environment Facility (GEF) and other vertical funds' grant finance for biodiversity conservation, combating Land Degradation, Sustainable Forest Management, and ecosystem based mitigation and adaptation, and to combine this with domestic and bilateral sources of finance. Through this project portfolio UNDP provides support to countries' work in three programming areas: (i) Integrating biodiversity and ecosystem management into development planning and production sector activities; (ii) Unlocking the potential of protected areas, including indigenous and community conserved areas to contribute towards sustainable development; and (iii) Managing and rehabilitating ecosystems for climate change adaptation and mitigation.

Support to countries in project cycle management is coordinated through the UNDP-GEF Directorate at UNDP Headquarters in New York, with Regional Coordination Units (RCU) – in Istanbul (for Arab States and Europe & CIS), Addis Ababa (for Africa), Panama (for Latin America and the Caribbean) and Bangkok (for Asia Pacific) - that work with the Regional Bureaux to provide support to countries. A team of Regional Technical Advisors (RTA) in each RCU provides technical advice and support, and assistance with project development and implementation, in a number of interrelated GEF focal areas including Ecosystems and Biodiversity.

Based in the UNDP Bangkok Regional Hub (BRH), Ecosystem and Biodiversity Team provides support to 34 countries in the region. UNDP supported GEF financed projects and programmes are designed to help countries achieve outcomes outlined in UNDP's Strategic Plan, UNDP country programmes, UNDAFs (United Nations Development Assistance Frameworks) and the GEF Focal Area Strategies.

UNDP would like to engage a junior consultant to carry out a number of tasks supporting the work of the EBD team in Bangkok with the UNDP-supported GEF-financed national projects, as described within this Terms of Reference (ToR).

2) OBJECTIVES OF THE ASSIGNMENT

This includes enhancing the collaborative work between the EBD team at the Bangkok Regional Hub and the Global Environmental Finance Unit through project concept and development support and project implementation support with a particular focus on Ecosystems and Biodiversity and Land Degradation issues. By identifying strategic opportunities for programming, partnership and resource mobilization in different countries in the Asia and Pacific region, and developing knowledge products, the consultant will enhance UNDP's positioning for EBD service delivery in the Asia-Pacific region and beyond.

3) SCOPE OF WORK

The consultant will provide technical and implementation support to the EBD RTAs in BRH – GEF portfolio management, monitoring and evaluation, as well as advocacy, communication and knowledge management work.

Under the direct guidance and supervision of the EBD RTA team in Bangkok, the consultant will support the following areas of work:

Project concept and development support (40%):

1. Assist with project concept and/or PIF development and finalization including the Social and Environmental Screening Procedure (SESP) pre-screening;
2. Support with the formulation of the project preparation grant (PPG) initiation plan; preparation of ToR of PPG team; recruitment of international consultants; and, preparation of inception workshop, as required;
3. Review of technical and baseline reports and provide comments to align with the requirements of the project proposal;
4. Assist in reviewing the final products of the project development including project document, CEO ER document, SESP, ToRs for key project personnel and other annexes.

Project implementation support (60%)

1. Support inception phase of projects – inception workshop, development of ToRs for project personnel, review of annual work plan (AWP), project's results framework, and inception workshop report.
2. Provide support in conducting project Mid-term reviews (MTRs) and terminal evaluations (TE), and related process including reviewing and finalizing reports, and supporting CO drafting management responses.
3. Support the Annual Project Implementation Report (PIR) process: (i) review and finalize each APR/PIR for completeness of information with due consideration to the quality evaluation criteria; (ii) liaise with the relevant teams in Country Office and project management units, to support correction and completeness of each PIR; (iii) draft an assessment report on the accomplishments, lessons learned and specific recommendations to improve project performance; and (iv) follow-up on PIR recommendations for under-performing projects with COs.
4. Support COs with the: (i) preparation of technical TOR; (ii) review of project technical outputs and reports; (iii) guidance on safeguards for projects with high risk rating.
5. Communication support: produce communication products for international events based on results and lessons from national projects. Create an archive for EBD power point presentations and talking points.
6. Knowledge management: support development of knowledge products and events for UNDP-GEF biodiversity portfolio in Asia Pacific.
7. Identifying further areas for collaboration between GEF team, coordination/planning, ad hoc requests, etc.
8. Supply technical inputs to presentations, concept note, and programming documents as needed.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration of Assignment: 01 April 2019 – 31 March 2020 (220 working days)

Duty Station: Bangkok, Thailand

Expected Places of Travel: Destinations requested to travel or missions to locations based upon approval of the supervisor. The travel cost shall be reimbursed at actual but not exceeding the amount quoted by UNDP travel agent.

5) FINAL PRODUCTS

- J Work plan and approach submitted to the EBD team in BRH;
- J Review at least 6 MTR/TE reports including assisting with management response;
- J Review at least 6 project documents, CEO ER documents along with annexes;
- J Review and provide substantive feedback to technical reports for at least 6 projects in PPG phase and project implementation;
- J Successfully support initiation of at least 6 new projects;
- J PIRs for all portfolio successfully completed and submitted to UNDP-GEF Directorate by 30 July 2019;
- J At least 6 PPG initiation plans drafted and endorsed;
- J SESP screening for 6 PIFs and 6 PPGs prepared and submitted;
- J Produce a range of communication products on EBD projects for the International Day for Biological Diversity, World Environment Day, World Day to Combat Desertification, etc.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work in UNDP premises in Bangkok and will report to the Regional Technical Advisor, Ecosystems and Biodiversity and/or his designate on a routine basis and coordinate his/her efforts to match the timelines of the assignments throughout the consultancy. The consultant performance will be evaluated by supervisor upon the completion of first 30 working days on the contract. The performance evaluation must yield satisfaction result, or the contract will be terminated based on the recommendation of supervisor.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

- J Bachelor's Degree in environmental management, biology, economics, international relations, development studies and Master's Degree in Ecology, environmental management, Natural Resource management, biology, economics, international relations, development studies will be considered a plus (max 10 points).

Experience:

- J Two years relevant 'on-the-job' experience (including internship, university fellowship, volunteer or paid experience) in the field of environment and development and other work for social and environmental goods. (max 25 points).
- J Experience in conducting research, summarizing material and meeting outcomes in EBD related fields, and preparing draft inputs to written/oral communications pieces. Please send at least two recent pieces of

written work prepared such as technical report, conference report and/or communication pieces (max 25 points);

- J Experience in organisation of international meetings, events, partner coordination and logistics planning (max 15);
- J Previous experience with UNDP other UN or international organizations or donors is an advantage (max 5 points);
- J Computer literacy, including MS Office, Internet (max 10 points).

Language requirements:

Excellent oral and written communication skills in English (max 10 points).

8) REVIEW TIME REQUIRED

7-14 working days.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

Intermittent presence in UNDP premises in Bagnkok

10) PAYMENT TERMS

The daily fee must be “all inclusive”¹ and an IC time Sheet must be submitted by the contractor, duly approved by the Individual Contractor’s supervisor, which shall serve as the basis for the payment of fees.

 **Hourly**

Currency: Amount:

 **Daily**

Currency: USD Amount:

 **Weekly**

Currency: Amount:

11) RECOMMENDED PRESENTATION OF OFFER

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) P11, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references²;

12) CRITERIA FOR SELECTION OF THE BEST OFFER

- J Only those applications which are responsive and compliant will be evaluated;
- J The technical evaluation will be worth a maximum 100 points based on the following criteria:
 - a) Education Qualification. (10 pts.)
 - b) Relevant working experience. (80 pts.)

¹ All-inclusive implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the contractor are already factored into the final amount submitted in the proposal.

² The consultant will be responsible for providing her/his own laptop and mobile telephone and must have access to a reliable internet connection at home.

- c) Excellent English communication and writing skills. (10 pts.)
- J Only candidates who have achieved a minimum of 70 points (70%) from the review of the education, experience, and language will be invited for an interview.
- J The interview will be given a maximum of 100 points (30%). When combined with the technical review of 100 points (70%), only candidates who pass 70% of technical and interview evaluation will be evaluated further.
- J For those passing technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:
 - a) Technical and Interview (70%)
 - b) Financial evaluation (30%)
- J The financial proposal shall specify an all-inclusive¹ daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);
- J Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

13) APPROVAL

This TOR is approved by:

Signature:

Name and designation:  _____ Gabriel Jaramillo, Regional Technical Advisor, UNDP-GEF Ecosystems and Biodiversity

Date of signing: 27 February 2019