

ANNEX 1

TERMS OF REFERENCE

INDIVIDUAL CONSULTANT (IC)

A. POST DETAILS

Post Title:	Payment for Ecosystem Services (PES) Specialist – International Consultant
Agency/ Project Name:	UNDP/Building Shoreline Resilience of Timor-Leste to Protect Local Communities and their Livelihoods
Period of Assignment/ Services:	38 working days, 10 June 2019 – 27 September 2019
Country of Assignment:	Dili, Timor-Leste
Starting Date	10 June 2019

B. PROJECT DESCRIPTION:

The “Building Shoreline Resilience of Timor-Leste to Protect Local Communities and their Livelihoods” (also referred to as the Coastal Resilience Building) Project is being implemented in close collaboration with the Government of Timor-Leste (GoTL) through the Ministry of Agriculture and Fisheries as well as working with other line ministries, local and international partners, NGOs and private enterprise as the issues of coastal areas are complex and cross-sectoral. It employs an integrated approach, while tailoring activities to address the specific needs, challenges and priorities of the Government of Timor-Leste.

The objective of the UNDP GEF-funded project – Building shoreline resilience of Timor-Leste to protect local communities and their livelihoods is to strengthen resilience of coastal communities by the introduction of nature-based approaches to coastal protection; as well as support inter- and intra-ministerial coordination for collaborative development planning ensuring protection of coastal areas, as well as identify and research potential revenue streams for long term sustainability.

As mangroves are vital natural defense to the impacts of climate change, extensive mangrove protection and restoration will be supported while addressing community pressures (i.e. felling for fuelwood) and introduce alternative mangrove-supportive livelihoods, as well as improve public awareness about the important role of coastal ecosystems in shoreline protection and climate change adaptation and mitigation.

Mangroves and coastal wetlands are highly vulnerable to the projected impacts of climate change, particularly sea-level rise (SLR). An estimated 80% of mangroves have been lost in Timor-Leste, since 1940 (Boggs et al. 2009, Alongi 2014), due to a combination of both, climate related risks (i.e. sea level rise, increased storm events) and also, non-climate related

anthropogenic impacts (i.e. demand for fuel wood, building materials, salt production, rice production, uncontrolled grazing).

This Coastal Resilience Building project will systematically strengthen the synergistic relationship between coastal communities and mangroves ecosystems and ensure that coastal communities in Timor-Leste have economic incentives to maintain and safeguard these protective natural systems, without compromising their livelihood options.

The project has been implementing activities since August 2016, with mangrove conservation and restoration and support to livelihood diversification in seven municipalities (Dili, Liquiça, Covalima, Bobonaro, Manuhafi, Manatuto and Viqueque) across coastal communities in Timor-Leste.

Payment for Ecosystem Services is an important conservation tool that can be implemented for the mangrove conservation in Timor-Leste. The project intends to conduct a comprehensive economic valuation of the mangrove ecosystems in Timor-Leste to determine the total economic value (TEV) of the mangroves by Municipalities in Timor-Leste and determine feasible and realistic PES mechanisms that can be adopted and applied including carbon credits, tourism and fishery levy.

In line with this, UNDP would like to invite an experienced international consultant (PES Specialist) to conduct the assessment of the legal, legislative and institutional frameworks and formulation of a Payment for Ecosystem Services (PES) scheme, implementation modalities, relevant instruments and roadmap applicable to Timor-Leste. This will be complemented with consultations and validation workshops with key stakeholders at both national and municipality levels.

C. SCOPE OF SERVICE

The International PES Consultant is expected to work under the overall guidance of the Regional Technical Adviser (RTA), UNDP RBAP (Bangkok) and direct supervision of the Chief Technical Adviser/Project Manager, Sustainable Development Unit in UNDP Timor-Leste. S/he will collaborate closely with national stakeholders and counterparts, communities, civil society, academia and the project team in order to produce the required deliverables foreseen in the contract and will perform the following tasks:

Prepare an inception report summarizing the objectives, scope and outputs of the assignment, organization and methodology for achievement of the outputs, including the schedule. It shall also provide details outlining the methodology for determining the total economic value (TEV) of the mangroves and for formulating viable PES mechanism applicable to Timor-Leste.

- Assess the legal framework (including private, public and trading schemes), relevant instruments, legislation and institutions, along with the current policies, projects and practices that have an impact on decision-making regarding sustainable land management, deforestation and forest conservation in Timor-Leste. The assessment will particularly highlight the key findings and gaps to be addressed towards implementation of any potential PES mechanisms.
- Determine monetary values of the ecosystem products and services for priority areas. Conduct total economic valuation (TEV) to clarify the economic benefits derived through prudent management of coastal ecosystems and natural resources and the economic losses at stake through continued loss or degradation of these ecosystems.
- Propose viable PES options for Timor-Leste context based on evidence of successful models developed and implemented at the global and regional levels. This include recommendations and plans developed for establishing compensation schemes that can be piloted in sucos (villages) and watershed under the project.
- Identify economically viable and principal instruments and tools for implementation of PES along with a monitoring plan.
- Prepare a Road Map for implementation of viable PES option(s) and submit a Final Report summarizing the activities undertaken under the assignment relating to the development of PES options in Timor-Leste including the key findings, lessons-learned and recommendations.

D. EXPECTED OUTPUTS AND DELIVERABLES

NO.	Deliverables/Outputs	Estimated Duration	Target Due Dates	Review & Approvals Required
1	Inception Report	2 days	10 June 2019	RTA UNDP – RBAP (Bangkok) PM/CTA – UNDP – Timor-Leste
2	Assessment report of the existing legal and institutional frameworks, current policies, programs, plans, projects and practices identify gaps to implementation of effective PES mechanisms.	6 days	28 June 2019	

3	Draft report submitted with findings of the total economic valuation (TEV) and viable PES options for Timor-Leste	12 days	31 July 2019	CRB Project Board Members
4	Principal instruments and tools for implementation of PES along with monitoring plan.	10 days	28 August 2019	
5	Road Map for implementation of viable PES option along with the Final Report with key recommendations incorporating all inputs and comments from stakeholders and the national validation.	8 days	27 September 2019	
Total number of days		38 days		

E. INSTITUTIONAL ARRANGEMENTS

The consultant will report to the Chief Technical Adviser for the Coastal Resilience Project in UNDP Timor-Leste. Further oversight and guidance will be provided by UNDP's Regional Technical Adviser in RBAP (Bangkok). National Project Coordinator and Finance and Operation Officer will facilitate administrative arrangements and logistical support throughout the duration of the mission including coordinating the in-country mission and field visits. Field visit, consultation and travel will be required to the municipalities. The consultant will be expected to facilitate the respective consultations and deliver the validation workshop to national stakeholders.

- The IC will work conduct in-country missions and collaborate with the team in UNDP Timor-Leste Country Office (CO), MAF and with guidance and feedback from the UNDP-Regional Technical Advisor.
- Frequent communication and collaboration with project team and relevant national counterpart staff.
- At least 2 in-country missions factored into the consultancy – an initial mission to conduct national and municipality consultations, prepare the assessment and draft the report and secondly to validate the findings and deliverables with relevant stakeholders.
- The IC will undertake his assignment in the target Municipalities with prior clearance by the MAF authorities and UNDP CO and direct consultation with local authorities
- The IC will perform duties according to this TOR, facilitate consultation and discussion with key government counterparts, partners and community including organization in Timor-Leste.

F. DURATION OF ASSIGNMENT

The assignment will be for a period of **45 working days** between June 01, 2019 to September 30, 2019 in Timor-Leste.

The consultant (particularly during the in-country missions) must be available for meetings with the UNDP Country Office team and programme unit and with line ministries and partners for consultation and discussion purposes. Arrangement for such consultations/visits will be communicated to the consultant so that s/he can prepare and schedule time accordingly.

G. DUTY STATION

The duty station of the work is Dili, Timor-Leste. The IC will be expected to travel approximately 5 days for visits and consultations outside of Dili in the project sites/municipalities. The remainder of the time for the in-country mission will be based in Dili and home-base.

H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

Education:

Advanced degree (Masters/PhD) in Environmental Economics, Natural Resources Management, or in a closely related field with focus on ecosystem services for protected areas and sustainable land management.

Professional Experience:

Minimum of (15) years of progressively demonstrable knowledge and responsible experience in the field of environmental economics, payment for ecosystem service valuation, in particular, experience working in relation to wetland protected area management and conservation.

International experience and knowledge of various methodologies of ecosystem valuation, conducting PES analysis and economic valuation of protected areas, as well as formulation of PES mechanism, legal instruments, economic valuation tools – provide evidence of at least two developed within the past 5 years.

Previous demonstrable experience providing consultancy/advisory services to government agency or development partner with specific experience in developing payment mechanisms and providing ecosystem valuation services.

Working experience with international organizations, government and knowledge of GEF and UNDP policies.

Experience working in least developed and developing countries context such as Small Island Developing States (SIDS) and/or countries in the Asia and the Pacific Region.

Language requirements:

English Language – excellent written and oral communication skills. In addition to excellent command of English, ability to communicate in Portuguese and/or Tetum will be considered beneficial to the assignment.

Other Competencies:

Knowledge Management and Learning

- Demonstrated capacity in knowledge sharing and knowledge management and ability to generate innovative and new ideas and promote learning through leadership and personal example
- In-depth practical knowledge of inter-disciplinary development issues
- Ability to conduct research and analysis and strong synthesis skills

Management and Leadership

- Highly develop inter-personal, negotiation and teamwork skills, networking aptitude, ability to work in multi-cultural environment
- Excellent interpersonal and networking skills, including the ability to liaise effectively at corporate and project management levels;

Corporate/Functional

- 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.

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Lump Sum Amount

The financial proposal must be expressed in the form of a lump sum all-inclusive cost linked to deliverables specified in TOR Section C, supported by a breakdown of costs as per the template provided.

If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Schedule of payments

No.	Deliverable/Output	Target Due date	Percentage Disbursement
1	Inception Report	10 June 2019	10%
2	Approved assessment report of the existing legal and institutional frameworks, current policies, programs, plans, projects and practices identify gaps to implementation of effective PES mechanisms.	28 June, 2019	20 %
3	Draft report submitted with findings of the total economic valuation (TEV) and viable PES options for Timor-Leste	31 July 2019	30%
4	Principal instruments and tools for implementation of PES along with monitoring plan.	28 August, 2019	15%
5	Road Map for implementation of viable PES option along with the Final Report with key recommendations incorporating all inputs and comments from stakeholders and the national validation.	27 September, 2019	25%
Total days		38 days	100%

J. RECOMMENDED PRESENTATION OF OFFER

Individual consultants interested in the assignment must submit the following documents to demonstrate their qualification:

- Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.
- Technical Proposal** - Brief description of methodology on how s/he will approach and complete the assignment;

K. CRITERIA FOR SELECTION OF THE BEST OFFER

The candidates will be evaluated based on the following methodology:

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Only candidates obtaining a minimum of 49 points of the technical criteria will be considered for the financial evaluation.

Technical Criteria	Maximum obtainable points	Weight Percentage
Education:		
Advanced (Masters/PhD) degree in Environmental Economics, Natural Resources Management, or in a closely related field with focus on ecosystem services for protected areas and sustainable land management.	10	15%
Years of Experience and Knowledge of Sector:		
Minimum of (15) years of progressively demonstrable knowledge and responsible experience in the field of environmental economics, payment for ecosystem service valuation, in particular, experience working in relation to wetland protected area management and conservation.	15	10%
International experience and knowledge of various methodologies of ecosystem valuation, conducting PES analysis and economic valuation of protected areas, as well as formulation of economic valuation tools – provide evidence of at least two developed within the past 5 years.	5	5%

Previous demonstrable experience providing consultancy/advisory services to government agency or development partner with specific experience in developing payment mechanisms and providing ecosystem valuation services.	4	5%
Working experience with international organizations, government and knowledge of GEF and UNDP policies.	3	3%
Experience working in least developed and developing countries context such as Small Island Developing States (SIDS) and/or countries in the Asia and the Pacific Region	3	2%
Language of the Consultancy		
English Language – excellent written and oral communication skills. In addition to excellent command of English, ability to communicate in Portuguese and/or Tetum will be considered beneficial to the assignment.	5	5%
c) Technical Proposal		
<i>Brief Description of Organization & Methodology</i> for carrying out this assignment	25	25%
Total technical score	70	70%
Financial: 30%	30	30%
Final Score	100	100%

L. APPROVAL

This TOR is approved by:

Signature



Name and Designation

Date of Signing