



'Strengthening the Management Effectiveness of the National System of Protected Areas

Terms of Reference

Local Consultant – Capacity Development Technical Specialist

Type of Contract: Individual Contract
Languages Required: English
Duration: 6 months from March – September 2014
Location: UNDP Country Office, Port Moresby
Application Deadline: 09th May, 2014

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

1. BACKGROUND

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Government of Papua New Guinea's (GoPNG) Department of Environment and Conservation (DEC) in the preparation of the GEF Full Size Project (FSP) "*Strengthening the Management Effectiveness of the National System of Protected Areas.*" The main objective of the project is to strengthen national and local capacities to effectively manage the national system of protected areas, and address threats to biodiversity and ecosystem functions in these areas. To achieve this goal, the project will assist the GoPNG in four key areas: i) improve decision-making to guide conservation site action; ii) better target investments for biodiversity conservation at site level; iii) strengthen traditional conservation measures; and iv) promote advancement of conservation on landscapes. These interventions will enhance PNG's commitment to establish comprehensive, and effectively manage ecologically-representative national system of protected areas in the country.

Project Description

The Government of Papua New Guinea (GoPNG) has made a renewed commitment to support a viable and sustainable protected area system in the country, working in partnership with community landowners, non-government conservation organizations and local administrations. The Government is strengthening its capacities to manage the environment, by setting up a Conservation and Environmental Protection Authority (CEPA) under the Ministry of Environment and Conservation. This will strengthen the capacity of Government to license and regulate development and improve capacities to manage biodiversity in situ, including within PAs.

This project is designed to support this country commitment, by strengthening links between the central government's policy and institutional systems and 'bottom up' conservation initiatives that are being established by community landowners and conservation partners in key biodiversity

areas throughout the country. The project will help the planned Conservation and Environment Protection Authority (CEPA) put in place a system for supporting and overseeing conservation areas—improving governance of the PA system while simultaneously strengthening PA management in areas with high biodiversity values. These conservation areas will generally be managed by other institutions, including community landowner groups (often with support from conservation NGOs) and Government institutions such as the planned PNG Dam Authority, power and water supply companies or private-sector partners.

This project is part of a medium-term modular approach to strengthening biodiversity conservation in PNG. It complements work undertaken under the GEF-4/ Australia supported Community-Based Forest and Coastal Conservation and Resource Management project (GEFSEC PMIS 3954) to develop models for conservation in the Owen Stanley Range and New Britain island. A third module focusing on biodiversity financing is planned in consultation with various partners, which will focus on biodiversity finance (biodiversity offsets framework, concession bidding, development of effective fund management mechanisms such as trust funds, etc).

Interventions will be located to spearhead a landscape approach to conservation—addressing threats within the site and in surrounding landscapes as needed to secure biodiversity values. This conforms to the ridge to reef approach. Three landscapes have been chosen for this project; the YUS Conservation Area in the Huon Peninsula, the Torricelli Mountain Range in north-western PNG and the Varirata National Park and Sogeri Plateau outside Port Moresby. Each is characterized by different approaches to PA establishment and management. Two of these (YUS and Torricelli) are community-established and managed Conservation Areas, while Varirata is a nationally designated and state-managed National Park located within a critical watershed—supplying water to the capital city.

2. DESCRIPTION OF RESPONSIBILITIES

The Capacity Development Consultant will be responsible for the evaluation and analysis of the existing capacity in PNG for protected area management and sustainable land management. Specifically, Capacity Development Consultant will be responsible for the following tasks:

- Together with the Protected Areas (PA) Technical Specialist, describe in more detail the capacity of the DEC in their role of oversight of and support to gazetted Conservation Areas and Wildlife Management Areas. Research and describe in particular the systems and policies for Protected Areas management and the possible direction in the classification of roles and responsibilities of DEC and other actors for PA functions. An analysis should also be done on the technical and financial capacity of DEC.
- Together with the PA Technical Specialist, undertake a governance assessment of the PA system and develop an action plan for its improvement.
- Together with the PA Technical Specialist, describe in detail the process that the Government of PNG is currently in the process of completing regarding the reconstituting of DEC as a Statutory Authority with expanded powers and revenue-raising capacity.
- Together with the PA Technical Specialist, undertake a comprehensive institutional and governance analysis of the proposed CEPA, focusing on its conservation mandate and specifically its role as the focal institution for the national PA system and develop an action plan developed listing steps in preferred institutional set-up, PA reporting protocols, staffing structure and staff competency profiles, levels and skills for CEPA staff in order to manage the national PA system effectively. The exact functions and operational mechanism of the new authority, to be called CEPA should be described and the proposed budget and sources of funds should be detailed for the project period.

- Describe the trainings and methods to emplace capacity in the CEPA for effective management of the national protected area system.
- At site level, where communities have come together to establish and manage Conservation Areas, analyse the limited institutional capacity to organise landowners to work with potential conservation partners and of landowners in accessing institutional and technical support to management of the protected areas.
- Analyse and describe in detail the barriers in terms of a lack of a national system to support or monitor progress of Conservation Areas.
- Describe the contents of a training programme targeting PA managers that will be institutionalised with national training curricula and institutions.
- Describe the capacity development steps that the project need to employ to establish a functional Varirata National Park as a showcase of the PNG national park system.
- Describe possible capacity development activities to be undertaken by the project that will lead to improvements in watershed management in the Sirinumu catchment (e.g. training on conservation farming).
- Describe the capacity development activities to be undertaken for Community Rangers and technical staff to capacitate them in the management and expansion of the YUS Conservation Area.
- Collect the baseline data and establish the baseline of institutional capacity of the Ministry of Environment and Conservation and relevant Provincial Government counterparts for PA system planning and management by completing the UNDP Capacity Development Scorecard.
- Detail the project approach to integrate community-managed conservation areas into relevant national, provincial and local land-use and sectoral planning processes. Also detail how the project will support the development of necessary inter-Departmental working arrangements, relevant expert capacities, on-going training and regional peer review.

In addition to this, the Capacity Development Consultant will provide support to the International Project Design Specialist/Team Leader in drafting of the project documentation in full and following UNDP and GEF guidelines. Support will include: baseline analysis, project logical framework and indicators, incremental-cost analysis, quantified description of the global environmental benefits of the project, risk analysis and mitigation strategy, sustainability of proposed project activities, replication of project activities and project budget.

2.1 Reporting Lines

The Capacity Development Consultant will report to the Project Design Specialist who is also the Team Leader.

Expected Deliverables:

The Capacity Development Consultant will focus on achieving all the tasks set out in his/her terms of reference to assist the project design specialist/team leader to develop the full project proposal. Thus, the expected deliverables are as follows:

1. Detailed PPG Workplan including contribution to the design of consultation and validation workshops as well as outlining approach, stakeholders, policies and materials in an inception report (within 1 week of signing the contract)
2. Draft UNDP Project Document, Project Results Framework, GEF Tracking Tool and Request for CEO Endorsement and GEF Tracking Tool
3. Final UNDP Project Document, Project Results Framework, GEF Tracking Tool and Request for CEO Endorsement and GEF Tracking Tool fully compliant with the enforced GEF rules and standards

Payment for Services

Payments are based upon output, i.e. upon delivery of the services specified in the TOR that contributed to the overall project deliverables as stated above under "*Expected Deliverables*". The Capacity Development Consultant shall receive payment in four installments from UNDP as follows:

1. 20% - upon preparation and acceptance of the PPG work plan and methodology outlining approach, stakeholders, policies and materials in an inception report including contribution to the design of consultation and validation workshops, agenda and guiding questions for the stakeholder workshops to design and validate the project proposal;
2. 20% - upon submission of analysis and reports after undertaking all the tasks set in his/her TOR;
3. 30% - upon preparation and acceptance of the draft UNDP Project Document, Project Results Framework, GEF Tracking Tool and Request for CEO Endorsement;
4. 30% - upon clearance by Regional Technical Advisor of the project documentation fully compliant with the enforced GEF rules and standards and its submission to GEF Secretariat which includes assistance to UNDP with response to any GEF Sec comments.

Responsibility for Expenses and their Reimbursement

This is a lump sum assignment. The Consultant will be responsible for all personal administrative and travel expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

Responsibility for Managing the Work Plan

The principal responsibility for managing the Consultant will lie with the Project Design Specialist/Team Leader in consultation with Head of Environment Unit, UNDP PNG and with the Regional Technical Advisor at the UNDP Asia Pacific Regional Centre. The timeframe and duration of activities are estimated to be broken down as follows:

Activity	Estimated Timing and deadline
PPG work plan and methodology outlining approach, stakeholders, policies and materials in an inception report including contribution to the design of consultation and validation workshops, agenda and guiding questions for the stakeholder workshops to design and validate the project proposal;	May 2014
Stakeholder consultation including field trips to proposed sites	May 2014
Development of Project Results Framework	May 2014
Preparation of Draft Request for CEO Endorsement	June 2014
Preparation of Draft UNDP Project Document	June 2014
Preparation of GEF Tracking Tool	June 2014
Validation Workshop in Port Moresby/project sites	July 2014
Finalization of Project Document & RCE	July 2014
Revisions of Documents following GEF comments	August-September 2014
TOTAL months	5

3. COMPETENCIES

Technical work

- Strong expertise in organizational change and capacity development
- Experience in capacity analysis and design of capacity development project proposals.

- Familiarity with the International Conventions addressing Land Degradation and Biodiversity Conservation.
- Ability to pick up new terminology and concepts easily.
- Familiarity with UNDP/GEF programming policies, templates and requirements for FSP.

Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues – especially for this case the national level consultants.

Results

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

4. QUALIFICATIONS

Education

- Advanced University degree in the fields of forest/biodiversity conservation, environmental management or relevant fields.

Experience

- Minimum of 7 years of relevant professional experience in protected area management
- Experience in community-based conservation is a must and working experience in PNG and coordinating with different government agencies, private sectors and civil society organisations is a strong asset;
- Sound understanding of PNG's natural resource management policies, legislations challenges and opportunities;
- Knowledge of governance systems with demonstrated expertise in PNG's policy and legislative framework related to environment and conservation;
- Demonstrated knowledge and understanding of PNG's diverse social and cultural systems to include a strong network within civil society;
- Experience with writing concept notes and TORs, preparing briefs, project reports, development of annual work plans and budgets, and making financial arrangements among government agencies and its key partners;
- Experience with the donor funded projects including UNDP is a strong asset.
- Proficient in computer skills.

Languages

Excellent English writing skills are essential.

5. EVALUATION OF APPLICANTS

- Individual consultants will be evaluated based upon the offer which gives the **best value for money based on the Lump Sum proposal submitted**, selected by the UNDP PNG Country Office.

- The **maximum rate** that a consultant may bid is the bid which the consultant has listed as part of their financial proposal based on maximum budget limit for this assignment. Consultants are free to bid lower than their maximum rate.

6. APPLICATION PROCEDURES

Qualified candidates are requested to apply by 14th March 2014 by sending their application packages to registry.pg@undp.org with the subject line "Protected Areas Project Design".

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work
- **Filled P11 form** including past experience in similar projects and contact details of referees, please upload the P11 instead of your CV.
- **Financial Proposal*** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days – in home office and on mission, travel – international and local, per diems and any other possible costs), preferably according to the following template.

Prodoc, RCE, and Tracking Tool	15	man/days		0
Work on mission**				
Mission 1	3	man/days		0
Mission 2 (?)	3	man/days		0
Sub-total fee				0
Travel costs				
International travel to and from country/ies	2	mission		0
DSA	6	overnights		0
Sub-total travel costs				0
Miscellaneous (communication, printing, visa)				0
TOTAL				0

* Estimates are indicated in the TOR, the applicant is requested to review and revise, if applicable.

** Add rows as needed

Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services...). All envisaged **travel costs** must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

Individual Consultants are responsible for ensuring they have **vaccinations/inoculations** when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under dss.un.org

General Terms and conditions as well as other related documents can be found under:
<http://europeandcis.undp.org/home/jobs>

Qualified **women** and members of **minorities** are encouraged to apply.

Due to a large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.