

Terms of Reference



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I. Position Information

Title: Lead Writer for Updating Indonesia Biodiversity Strategy and Action Plan (IBSAP)

Project Name: The National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in Indonesia (NBSAP)

Reports to: Technical Officer for NRM, Environment Unit, UNDP Indonesia; and Director of Environmental Affairs, Bappenas

Duty Station: Home-based

Expected Places of Travel: Jakarta (10 days)

Duration of Assignment: 50 working days within 5 months

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
5	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor ✓ CATEGORY OF INTERNATIONAL CONSULTANT , please select : (6) Junior Specialist (7) Specialist (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (for presentations of the consultant outputs and attending key meeting/workshops on agreed dates)

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services:

Signature of the Budget Owner :

II. Background Information

The new United Nations Convention on Biological Diversity (CBD) Strategic Plan, adopted at CoP-10 in 2010 in Nagoya, clearly addresses the need for updating National Biodiversity Strategies and Action Plans (NBSAP), stating in Target 17 that “By 2015, each Party has developed, adopted as a policy instrument, and has commenced implementing an effective, participatory and updated national biodiversity strategy and action plan (NBSAP)”.

In Indonesia’s NBSAP or known as Indonesia Biodiversity Strategy and Action Plan (IBSAP) was developed in 2003. However, the country is facing a number of barriers to effective implementation of the IBSAP, including a lack of monitoring and evaluation mechanisms, limited resources, lack of awareness on the part of decision makers, and a lack of synergies among relevant institutions.

Furthermore, this version of the IBSAP does not include a number of elements of the CBD Strategic Plan’s Aichi Targets and newer COP guidance. The new CBD Strategic Plan, adopted at CoP-10 in 2010 in Nagoya, clearly addresses the need for updating NBSAPs, stating in Target 17 that “By 2015, each Party has developed, adopted as a policy instrument, and has commenced implementing an effective, participatory and updated national biodiversity strategy and action plan.” The strategic plan also covers a range of Aichi Targets’ issues that will need to be incorporated into the revised NBSAPs, among others to: a) fully realise the value of biodiversity and ecosystem services, and incorporate these values into national and local development and poverty reduction strategies (Targets 1 and 2); b) increase the global terrestrial protected area estate from 12% to 17% and the marine estate from 6% to 10% (Target 11); c) restore and safeguard key ecosystem services, especially for water, health and livelihoods (Target 14); and d) strengthen ecosystem resilience to climate change and promote ecosystem-based approaches to climate change adaptation and mitigation (Target 15).

This project aims to address these barriers by a) establish better baseline data and data management systems; b) creating synergies among all relevant stakeholders through the formation of a multi-sectoral advisory group on IBSAP; c) establishing awareness of the value of biodiversity and its role as both an economic engine as well as a major element of climate resilience and adaptation; and d) ensuring the institutional framework required for IBSAP is implemented and widely adopted throughout society.

III. Objectives of Assignment

The consultant is intended to coordinate the overall process of updating IBSAP document and lead development of revised IBSAP 2003 2020. Under the guidance of Director of Environmental Affairs, Bappenas/Coordinator of Project Component 2 (Update NBSAP) and consultation with National Project Director and UNDP Technical Officer for NRM, the consultant will ensure timely completion of the IBSAP revision as well as to compile and analyze all of relevant consultants’ deliverables.

IV. Scope of work

The consultant will work closely with project technical team and other consultants to ensure timely completion of the activities and quality of the project final outputs. During the process, the specialist will:

1. conduct a thorough review of the previous IBSAP document and process;
2. review and analyse baseline information delivered by component 1 (LIP1);
3. propose a project monitoring and evaluation framework with a set of measurable impact and progress indicators;
4. participate in all relevant NBSAP updating meetings to capture stakeholders feedback;
5. provide syntesis of other component outputs to be integrated in the update IBSAP; document;
6. communicate and discuss with UNDP NBSAP Forum team for peer review of the updated

IV. Scope of work

- IBSAP document;
7. utilize NBSAP Forum resources to strengthen the updated IBSAP document;
 8. regular update to National Project Director, Technical Team and UNDP on the progress of updating IBSAP;
 9. conduct necessary desk review to complete information gap;
 10. working closely with project technical team and UNDP to solve any identified issues that will hinder finalization of the updated IBSAP document;
 11. maintain communication with line ministries and relevant stakeholders;
 12. ensure government buy-in in the process of updating IBSAP;
 13. support socialization and facilitate stakeholder consultation meeting on the updated IBSAP document; and
 14. ensure linkages with other related government, donor and GEF financed projects in Indonesia and in the region.

The specific tasks including:

1. Provide regular updates to the Steering Committee and Project Board.
2. Establish effective communication and contribute to effective decision making amongst actors involved in the project.

V. Expected Results

The assignment will be delivered within 5 months with approximately no later than 50 working days including field visit to project sites (if necessary). Schedule of payment will be in accordance with the timetable noted below:

Results	Schedule	Payment
1. Submission of third draft of an update IBSAP. 2. Compilation of stakeholders' inputs during the consultation process of updating IBSAP document.	27 Apr 2015 10 working days	20 %
3. Submission of final draft of an updated IBSAP 2015-2020. 4. Minutes of stakeholder consultation meeting/workshops. 5. Draft information brief on the updated IBSAP for general audience.	10 Jun 2015 20 working days	40 %
6. Final project report to be submitted to GEF. 7. Final information brief on the updated IBSAP for general audience.	31 Aug 2015 20 working days	40 %

The payment will be made to the consultant at each payment schedule, upon technical clearance from project technical team and approval of the satisfactory submission of results from Coordinator of Project Component 2 (BAPPENAS). Airfare, visa and DSA costs for field visits and stakeholders consultations will be arranged by UNDP or can be reimbursed upon in advance approval of Coordinator of Project Component 2 and/or NPD.

VI. Deliverables / Final Products Expected

The expected output from this assignment are:

1. IBSAP 2015-2020
2. National Strategy and action plans for the implementation of IBSAP and the Aichi Targets
3. Policy brief on the implementation of IBSAP and Aichi Targets
4. A power point presentation (circa 20-25 slides) covering the key points of the Updated IBSAP (the 3rd IBSAP).

VII. Recruitment Qualifications

Education:

Doctoral degree in forestry, environment, biodiversity management, sustainable development or related field.

Experience:

- A minimum of 15 years' relevant experience on environmental protection and natural resources management, related scientific research, or environmental program design and implementation;
- Strong knowledge on biodiversity/ecosystem conservation and relevant UN conventions;
- Good understanding on sustainable development related policies and biodiversity management issues in Indonesia;
- Experience on public policy development and program design;
- Proven track record on participatory action plan development and stakeholder engagement;

Others:

- Experience in conducting research and writing report in particular for international funded project;
- Strong ability on biodiversity related program/project monitoring and evaluation.

Language Requirements:

Proficient in Bahasa and English language, both spoken and written. Ability to write project reports particularly for international funded project, make presentation.