

Terms of reference



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GENERAL INFORMATION

Title: Public Policy and Development Planning Specialist

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

Reports to: Director of Environmental Affairs, BAPPENAS & Technical Officer for NRM, Environment Unit

Duty Station: Home-based

Expected Places of Travel : Jakarta (3 working days) and Bogor (9 working days)

Duration of Assignment: 50 working days within 3 months

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
4	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 (project related meeting/workshop)
☐ 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: N/A

Signature of the Budget Owner:

I. BACKGROUND

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”.

The NBSAP or known as National Policy on Biological Diversity in Indonesia was completed in 2003 and have not been updated since. The existing version of the Indonesia’s NBSAP does not include inter alia the following elements of the CBD Strategic Plan’s Aichi Targets:

- A plan for integrating the value of biodiversity into national and local development and poverty reduction strategies and planning processes and are being incorporated into national accounting, as appropriate, and reporting systems (Target 2);
- A plan for creating positive incentives for the conservation and sustainable use of biodiversity are developed and applied in harmony with the CBD taking into account national socio-economic conditions. (Target 3).
- A plan for developing landscapes that have sustainable production and consumption and ensure the use of natural resources falls well within the safe ecological limits (Target 4).
- A plan for the mobilization of financial resources for effectively implementing the Strategic Plan for Biodiversity 2011 – 2020 from all sources (Target 20).

UNDP is currently supported the Ministry of Environment, BAPPENAS and Indonesia Institute of Science (LIPI) to update the Indonesia Biodiversity Strategic and Action Plan (IBSAP) that was developed in 2003 with financial support from the GEF Trust Fund. The project seeks to fully incorporate the above issues into the NBSAP. This ‘new generation’ of NBSAP will help set a national standard of excellence by creating a national road map for achieving the Aichi Targets. Special emphasis will be placed on anchoring the NBSAP into Indonesia development frameworks. This will be done by mainstreaming biodiversity into development plans into ecosystem-based climate adaptation and resilience plans, and creating sustainable finance for biodiversity conservation through the full valuation of key ecosystem services.

The Public Policy and Development Planning Specialist is expected to complete missing information gap and do editing works on the current draft of updated IBSAP. Further, he/she will undertake desk review to collect data and information related with biodiversity conservation, policy and management in Indonesia.

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Public Policy and Development Planning Specialist will work closely with IBSAP technical team and relevant consultants to ensure quality and timely completion of the project main outputs. The Data Analyst will be responsible for:

1. Substantive editing to the latest draft of the IBSAP 2015-2020 to be in line with:
 - Medium Term National Development Planning (RPJMN) 2015-2019,
 - New CBD Strategic Plan and its Aichi Targets.
 - Government Annual Workplan (particularly in Fiscal Year 2014 and Fiscal Year 2015).
 - Strategic Plan of related line ministries (including but not limited to marine & fishery, agriculture, forestry, environment, and research agency).
2. Review status of implementation of IBSAP 2003-2020 based on RPJMN 2010-2014, Strategic Plan of related line ministries within the period of 2010-2014 and the 4th National Report.
3. Provide synthesis of utilization and economic contribution of biodiversity to be integrated in the updated IBSAP document.
4. Review, organize, edit, and consolidate materials for the report for clarity and continuity of the argument; as well as clarity of structure and core themes.
5. Provide substantive materials for Steering Committee meeting as well as consultancy meetings with experts/reviewers.
6. Develop necessary ToRs for the project steering committee meeting and key consultancies with experts/reviewers.
7. Participate in all relevant IBSAP review meetings, particularly with Steering Committee and experts/reviewers.
8. Provide substantive material, including presentation papers, for seminar on the final draft of IBSAP 2015-2020.
9. Any other tasks that will be discussed and agreed later.

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

At least a Master degree in natural science, biology, statistic or relevant fields.

II. Years of experience:

- A minimum of 4 years' relevant experience is required;
- Experience in conducting studies on biodiversity and development plan;
- Experience in the development of national mid term plan Aichi targets would be an advantage;
- Good knowledge on national mid-term development plan and Aichi targets would be an advantage;
- Proven experience in data analysis;
- experience in working with statistical data and statistical indicators, and be familiar with the logic and structure of complex statistical tables and concepts;
- Good knowledge on UN conventions and sustainable development agenda.

III. Competencies:

- Proficient in Bahasa and English language, both spoken and written. Ability to write project reports particularly for international funded project, make presentation;
- Results focus.
- Excellent writing and communication skills.

IV. EXPECTED RESULTS

The assignment will be delivered within 3 (three) month covering 18 Feb – 17 May 2015, with approximately no later than 50 working days. Schedule of payment will be in accordance with the timetable noted below:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Matrix compilation of inputs/comments/revision from experts and relevant stakeholders. 2. Report on status of implementation of IBSAP 2003-2020. 3. Substantive materials for Project Steering Committee meeting. 4. Technically cleared on consistency of data & information of the draft IBSAP 2015-2020. 5. ToRs of relevant meetings and notes.	March 2015 (30 working days)	Director of Environmental Affair, KemenPPN/ Bappenas (Coordinator for Component 2 of the project)
6. Technically cleared on consistency of data & information of the IBSAP 2015-2020 final draft. 7. Syntesis on utilization and economic contribution of biodiversity. 8. Draft power point presentation on IBSAP 2015-2020. 9. ToRs of relevant meeting and notes. ToRs of relevant meeting and notes.	May 2015 (20 working days)	

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). Travel costs will be arranged by UNDP or can be reimbursed upon in advance approval of Coordinator of Project Component 2.

