

Terms of reference



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GENERAL INFORMATION

Title: GEF Biodiversity Mainstreaming and Project Design Specialists (International Consultant)

Project Name : PPG Strengthening Forest Area Planning and Management in Kalimantan

Reports to: Asia Manager of Green Commodities Programme & Programme Officer for NRM, Environment Unit, UNDP Indonesia

Duty Station: Home Based

Expected Places of Travel (if applicable): Jakarta, Bogor, Samarinda and/or Pontianak

Duration of Assignment: 70 working days

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	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	(8) Senior Specialist
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (at least three days for PPG outputs presentation & consultation)

☐ 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

I. BACKGROUND

The project proposed by Ministry of Environment and Forestry (KLHK) and UNDP title 'Strengthening Forest Area Planning and Management in Kalimantan' was approved by the Global Environment Facility (GEF) CEO on 25 April 2015. The project is designed to maintain forest areas including the biodiversity and ecosystem function of Kalimantan's lowland and montane areas from development of estate crops. It will be achieved through three project components, namely; 1. Forest ecosystem services & biodiversity mainstreamed in

national and provincial policies and decision-making processes for forest area planning and management. The expected outcome of this component is natural capital values, particularly those of high conservation value (HCV) forests within Kalimantan internalized in the decision making of forest area planning, allocation and management indicated by reduced expansion and related impacts on forest ecosystem services and biodiversity, safeguarding at least 3 million hectares of intact natural forests slated for estate crop development. This will be measured by avoiding emission of at least 372 million tC owing to gazettal of new HCV/High Carbon Stock (HCS) forests, and significant reduction of HCVF conversion through optimised siting of new plantations, measured with respect to HCVF area and/or location, compared with the reference deforestation level to be determined during the PPG. 2. Strengthened and expanded implementation of best practices in the plantation sector in 3 target landscapes in Kalimantan. Sustainable and integrated forest landscape management demonstrated in 3 districts of the target forest and plantation landscapes, covering 100,000 ha in Kalimantan, resulting in improved habitat status and connectivity; indicated by: (i) biodiversity health index (BHI) to be developed for each landscape during the PPG; (ii) increase in use of degraded lands for plantation expansion through land swap and other strategies; (iii) reduced deforestation rate compared with the business as usual scenario (to be determined during the PPG) Enhanced local institutional capacity for integrated forest area management indicated by the UNDP capacity scorecard applied for Forest Management Units (KPH) to be determined during the PPG. 3. Creation of incentives to safeguard forests.

The next step is to implement Project Preparation Grant (PPG), which is a preparatory phase for designing this full sized project through appropriate situation analysis with extensive and broad stakeholder consultations. The objective of the PPG is to develop a full-sized project that aims to maintain forest areas including the biodiversity and ecosystem functions of Kalimantan's lowland and montane areas from development of estate crops.

A GEF Biodiversity mainstreaming and project design specialists is being sought to develop comprehensive project document in both GEF/UNDP formats and the CEO Endorsement Request in a style accessible to senior policy makers.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

GEF Biodiversity mainstreaming and project design specialists is responsible for coordinating the work of all other consultants, and will ensure the quality and timely preparation of all reports and documentation with three missions to Indonesia and home-based work. The consultant will carry out the following tasks:

- Take the lead in PPG Output 5: Design of a range of financial and non-financial incentives mechanisms to be supported under component 3, with close co-leading support from the international agriculture and land use policy specialist and national consultants.
- Provide an overall orientation to the PPG team in relation to GEF requirements for project planning and monitoring.
- Provide methodological guidance for data collection related to project planning and monitoring with particular attention given to the description and quantification of the baseline investments.
- Compile and share with the national PPG team and stakeholders the international best experience in policy development, legal and regulatory frameworks and enforcement systems for effective application of integrated forest landscape management including analysis of any relevant GEF projects,
- Based on the inputs from national and international experts and in close cooperation with the key national stakeholders, compile final baseline/situation analysis for the full size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; define GEF incremental value per outcome and output; present results of the incremental cost-analysis in matrices.
- Based on the inputs from national and international experts and the best international practice, prepare a quantified assessment of global environmental benefits for climate change mitigation, biodiversity conservation and sustainable forest management.
- Analyse the socio-economic benefits of the proposed interventions at national and local levels.

- Based on international experience, assist in reconfirming/specifying the project strategy, finalizing project sections on: (a) An assessment of the social, economic and financial sustainability of proposed project activities; (b) Assessment of alternatives to the project strategy and establishing the cost effectiveness of the preferred strategy and suite of activities; (c) A replication strategy for project activities; (d) Assessment of the risks to the proposed project activities and identify measures to mitigate these risks; (e) incremental cost analysis.
- Based on national experts' inputs, develop project monitoring and evaluation system for the FSP including quality control of completed tracking tools for BD-2, LD and SFM/REDD+, including a set of indicators, baselines and targets.
- Establish baseline and targets for indicators reporting on the UNDP Integrated Results and Resources Framework.
- Elaborate a Logical Framework of the project.
- Prepare M&E plan and budget.
- Prepare an indicative Procurement Plan for the project.
- Based on national experts' inputs, draft ToRs for the key consultants/contracts to be employed by the project.
- Based on national experts input, elaborate Stakeholder Involvement and Public Participation plans.
- Develop action plan for incorporation of gender aspects in the project, with quantifiable baseline and target indicators, as per GEF and UNDP guidance.
- Define recommended project monitoring and evaluation indicators.
- Perform final reviews of the required project documentation.
- Conduct environmental and social safeguard screening following the UNDP procedure, producing the checklist and summary report.

The key deliverable of the GEF Project Design Specialist will be a final comprehensive project document in both GEF/UNDP formats and the CEO Endorsement Request in a style accessible to senior policy makers. The document should make full use of figures, diagrams and boxes to bring out key points and summarize materials emerging from the PPG phase.

Preparation of this key deliverable will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant project document:

- Situation Analysis (including proposal sections on context, threats/root causes/barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, indigenous groups, business-with-GEF-analysis)
- Project Strategy (including proposal sections on project rationale and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, sustainability and replicability)
- Institutional and Management Arrangements
- Monitoring and Evaluation Plan and Budget
- Incremental Cost Analysis (including systems boundary, Summary of costs, additional cost matrix)
- Strategic Results Framework (formerly Logical Framework Analysis)
- Total Budget and First Annual Work plan
- Project Organigram
- Project timetable
- Terms of Reference for Project staff and main consultants and sub-contracts
- Stakeholder involvement Plan with a focus on indigenous groups
- Social and Environmental Screening Report
- Letters of Endorsement and co-financing
- Annexes and additional information annexes including UNDP Environmental and Social Screening and Procurement Plan.

Expected Outputs and deliverables

The assignment will be delivered within 9 months (covering 10 Aug 2015 – 9 June 2016), with approximately no later than 70 working days including field visit to Jakarta and project sites. Schedule of payment will be in accordance with the timetable noted below:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
1 st Payment will be made upon submission of following outputs: (i) draft part 1 of the Prodoc (situational analysis) consist of threats, root causes matrix, and the description of the barriers to the sustainable management of biodiversity and ecosystem in Kalimantan; (ii) draft assessment on the socio-economic impact and sustainability of suggested project outcomes and outputs.	20	30 Sept 2015	UNDP Technical Advisor and Head of Environment Unit, UNDP Indonesia
2 nd Payment will be made upon submission of following outputs: (i) first draft UNDP Project Document upon clearance by UNDP Regional Technical Advisor; (ii) draft Biodiversity Tracking Tool.	20	30 Nov 2015	
3 rd Payment will be made upon submission of following outputs: (i) final UNDP Project Document based on clearance by UNDP Principal Technical Advisor and Head of Environment Unit, UNDP Indonesia; (ii) Final BD Tracking Tool; (iii) CEO Endorsement document; (iv) Social & Environmental Screening document.	25	30 Apr 2016	
4 th Payment will be made upon submission of following outputs: (i) Technical clearance of comments/response matrix to GEF Secretariat's comments by the Principal Technical Advisor.	5	30 May 2015	

Travel costs for home-based to Jakarta will include in the financial proposal and arranged by the consultant. While domestic travel costs for field visits and stakeholders consultations will be arranged by UNDP or can be reimbursed upon in advance approval of UNDP.

III. WORKING ARRANGEMENTS

GEF Biodiversity mainstreaming and project design specialists will be required to obtain guidance from the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements. He/she will report to Asia Manager of Green Commodities Programme & Programme Officer for NRM, Environment Unit, UNDP Indonesia.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Jakarta	3 times	12 days
2	Bogor	1 time	4 days
3	Samarinda, East Kalimantan	1 time	7 days
4	Pontianak, West Kalimantan	1 time	7 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master degree or higher in relevant areas such as environmental studies, environmental engineering, ecology studies, forestry sciences, political science, or other related fields.

Years of experience:

- A minimum of 15 years of demonstrated experience in preparing high quality UNDP and GEF project documents;
- Specialist knowledge of, and experience in, biodiversity mainstreaming in development planning, sector and landscape;
- Sound knowledge of and experience in tropical forest landscape management;
- Work experience in tropical Asian countries preferred;
- Strong technical writing skills in English ((list of writing or articles should be provided)
- Excellent coordination and leadership skills, as well as relationship management skills

III. Competencies and special skills requirement:

- Have good interpersonal and communications skills
- Good coordination ability and team working spirit
- Proficient with the usage of Microsoft Office applications, such as MS Words, MS Excel, MS and Power Point
- Ability to work independently and in a group
- Proven networking, team-building, organizational and communication skills and ability to build strong relationships with government, private sector, CSOs and UNDP staff.
- Excellent public speaking and presentation skills
- Fluency in English with excellent written communication skills, and strong experience writing reports.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70]*

** Financial Criteria weight; [30]*

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point	
<u>Technical</u>		40	
Criteria A: qualification requirements as per TOR:			
1. Master degree or higher in areas relevant of natural sciences or political sciences, Environmental Engineering, Ecology Study, Science in Forestry, Environmental Engineering, Social Studies.	40%	10	
2. Specialist knowledge of, and experience in, biodiversity mainstreaming in development planning, sector and landscape.		8	

3. Sound knowledge of and experience in tropical forest landscape management.		8	
4. Work experience in tropical Asian countries preferred.		8	
5. Strong technical writing skills in English ((list of writing or articles should be provided)).		6	
• <i>Criteria B: Brief Description of Approach to Assignment</i>	60%	60	