

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** International GEF Project Design Specialists

**Project Name :** PPG Combatting illegal and unsustainable trade in endangered species in Indonesia

**Reports to:** Technical Officer for NRM, Environment Unit, UNDP Indonesia

**Duty Station:** Home Based

**Expected Places of Travel (if applicable):** Jakarta, Bogor, Surabaya and Medan

**Duration of Assignment:** 50 working days

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	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
<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 (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 illegal trade in fauna and flora (other than fisheries and timber) has been estimated by different sources to be worth US\$ 7-23 billion dollars annually and US\$ 2.5 billion in East Asia and the Pacific alone. This trade has already caused the decline and local extinction of many species across SE Asia, including those inside protected areas. Much of the trade is highly organized, benefits a relatively small criminal fraternity, whilst depriving developing economies of billions of dollars in lost revenues and development opportunities. Within Southeast Asia, a significant amount of this trade starts from Indonesia, one of the world's top 10 'megadiverse' countries and the largest supplier of wildlife products in Asia, both 'legal' and illegal. Illegal

wildlife trade is the preeminent threat to Sumatran Rhinoceros (Critically Endangered; population 100-120 individuals), Sumatran Tigers (Critically Endangered; 650 individuals), Asian Elephants (Endangered) and Sunda Pangolin (Critically Endangered). Indonesia is also becoming an important transit point for the illegal wildlife trade from Africa to East Asia, such as African Ivory<sup>1</sup>. The consequence of the unsustainable trade is a massive threat to globally important wildlife. The value of the *illegal* trade in Indonesia alone is estimated at up to US\$ 1 billion per year. Factoring in the unsustainable *legal* trade, the value rockets, translating into an enormous economic, environmental, and social loss.

Combatting illegal wildlife trade in Indonesia is hindered by a lack of interest and poor collaboration between law enforcement agencies, lack of understanding regarding laws and enforcement procedures, and regulatory loopholes and inconsistencies that prevent successful prosecutions. For example, inside Indonesia the trade and sale of African ivory and non-native tiger or rhino parts is legal. Regulatory reform is critical to address these issues. The underlying socio-economic factors contributing to these threats include population growth and poverty in rural and protected area boundary zones, which reduce the ability of local communities to practice sustainable agriculture and natural resource use. Productive job opportunities – which might provide local residents with an alternative source of livelihood – are limited, driving some to engage in illegal poaching activities.

To address above-mentioned problems, the Ministry of Environment and Forestry (MoEF) and UNDP work together to design project intervention in order to reduce the volume of unsustainable wildlife trade and the rate of loss of globally significant biodiversity in Indonesia and East and South-East Asia, with the support from the GEF resources. This Project falls under GEF-6 Programme 3 Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development, comprising one global coordination project and a number of national child projects. The global coordination project titled Coordinate Action and Learning to Combat Wildlife Crime, is also being prepared by the World Bank and UNDP.

A project preparation grant (PPG) is prepared to develop a full-sized project that aims to support the Indonesian government to effectively address unsustainable wildlife trade and to combat illegal wildlife trade. The project will be led by the Ministry of Environment and Forestry (MoEF, the CITES Management Authority), but will be implemented with a wide range of Indonesian government agencies, including the Ministry of Marine Affairs and Fisheries (MMAF), Indonesian National Police (INP), Indonesian Institute of Science (LIPI, the CITES Scientific Authority), Attorney Generals Office (AGO), Customs, the Financial Transactions Reports and Analysis Center (PPATK).

The Indonesia PPG team will work closely with the global coordination project PPG to ensure synergies of the PPG work and project implementation, as well as to eliminate duplication of efforts. Further, the PPG team will be supported closely by the environment team of UNDP Country Office, Regional Technical Adviser in Bangkok, as well as by the UNDP global Wildlife Enforcement Adviser.

During the initiation plan (PPG) period, a number of studies and stakeholder consultations will be undertaken with a view to further developing the approved project concept into a fully formulated project document. The final output of the initiation plan will be a [UNDP-GEF project document](#) and [GEF CEO endorsement template](#), with GEF Tracking Tools ready for submission to UNDP and GEF. Therefore, an International GEF Project Design Specialist will be hired to lead implementation of the PPG.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

The GEF Project Design Specialist 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 Specialist will ensure the project coherence with the GEF-6 Global IWT programme as well as the UNDP Global IWT programme. The consultant will carry out the following tasks:

- Engage closely with the UNDP global wildlife enforcement adviser and RTA to ensure the programmatic coherence and contribution of this project to the entire GEF-6 IWT programme.

<sup>1</sup> CITES. 2013. Status of African elephant populations and levels of illegal killing and the illegal trade in ivory: A report to the African Elephant Summit. December 2013, CITES Secretariat, IUCN / SSC African Elephant Specialist Group, TRAFFIC International.

- Provide limited technical inputs to the entire GEF-6 IWT programme, and provide technical inputs to regional and inter-regional PPG outputs as appropriate.
- Take the lead in PPG Component A II, A IV, Component B and Component E, with close support from the international specialist and national experts.
- 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.
- Based on the inputs from national and international experts and in close cooperation with the key national stakeholders, compile final baseline/situational 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 biodiversity conservation.
- Analyse the socio-economic benefits of the proposed interventions at national and local levels.
- Based on the 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 appropriate tracking tools, including a set of indicators, baselines and targets.
- Based on national experts' inputs, establish baseline and targets for indicators reporting on the Results and Resources Framework.
- Based on national experts' inputs, 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.

These sections are indicative; As templates may be subject to change, the GEF Project Design Specialist 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.

### Expected Outputs and deliverables

The assignment will be delivered within 8 months (covering 10 Aug 2015 – 9 April 2016), with approximately no later than 50 working days including travel as described in further section. 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 <sup>st</sup> Payment will be made upon submission of following outputs: 1. Draft part 1 of the Project Document covering situation analysis (threats/root causes/barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, indigenous groups, business-with-GEF-analysis).	15	30 Sept 2015	UNDP Technical Advisor and Head of Environment Unit, UNDP Indonesia
2 <sup>nd</sup> Payment will be made upon submission of following outputs: 1. First draft UNDP Project Document. 2. Draft Biodiversity Tracking Tool.	15	30 Nov 2015	
3 <sup>rd</sup> Payment will be made upon submission of following outputs: 1. Final UNDP Project Document based on clearance by UNDP Principal Technical Advisor and Head of Environment Unit, UNDP Indonesia. 2. Final BD Tracking Tool. 3. CEO Endorsement document. 4. Social & Environmental Screening document.	15	28 Feb 2016	
4 <sup>th</sup> Payment will be made upon submission of following outputs: 1. Technical clearance of comments/response matrix to GEF Secretariat's comments by the Principal Technical Advisor. 2. Summary of Prodoc in ppt format.	5	9 Apr 2016	

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

The International GEF 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. In addition, s/he will closely coordinate with global coordination project PPG and UNDP global Wildlife Enforcement Adviser to avoid duplication of efforts.

#### 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	2 times	7 days
2	Bogor	2 times	4 days
3	Surabaya, East Java	1 time	3 days
4	Medan, North Sumatera	1 time	4 days

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Master degree or higher in areas relevant of Natural Sciences, Biodiversity Conservation, Ecology Study, Science in Forestry, Environmental Engineering, Social Studies or relevant field.

#### Years of experience:

- Minimum 10 years of demonstrable experience in preparing high quality project documents;
- Specialist knowledge of and experience in biodiversity conservation and biodiversity mainstreaming in development planning, sector and landscape;
- Knowledge on and work experience in tropical Asian countries preferred;
- Strong technical writing skills in English;
- 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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>	
<u>Technical</u>		40	
Criteria A: qualification requirements as per TOR:			
1. Master degree or higher in areas relevant of Natural Sciences, Biodiversity Conservation, Ecology Study, Science in Forestry, Environmental Engineering, Social Studies or relevant field.	40%	10	
2. Knowledge of and experience in biodiversity conservation and biodiversity mainstreaming in development planning, sector and landscape.		10	
3. Knowledge on and work experience in tropical Asian countries.		5	
4. Strong technical writing skills in English ((list of writing or articles should be provided).		15	
• Criteria B: Brief Description of Approach to Assignment	60%	60	