Terms of reference

Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: National Forest Biodiversity Conservation Specialist
Project Name: PPG Strengthening Forest Area Planning and Management in Kalimantan
Reports to: Asia Manager of Green Commodities Programme & Program Officer for NRM, Environment Unit, UNDP Indonesia
Duty Station: Home Based
Expected Places of Travel (if applicable): Jakarta, Bogor, Samarinda, and/or Pontianak, Indonesia
Duration of Assignment: 50 working days

REQUIRED DOCUMENT FROM HIRING UNIT

	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
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 and consultation)
☐intermittent (explain)
☐full time/office based (needs justification from the Requesting Unit)

***P*rovision of Support Services:**

Office space:	☐Yes	X No
Equipment (laptop etc):	☐Yes	X No
Secretarial Services	☐Yes	X No

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

I. BACKGROUND

The Ministry of Environment and Forestry (KLHK) of Indonesia and the UNDP has proposed and developed the project titled 'Strengthening Forest Area Planning and Management in Kalimantan', which 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 of this process is for the implementation of the 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 this PPG is to develop a 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 National Forest Biodiversity Conservation Specialist is being sought to produce several PPG outputs that include a conservation needs assessment and a biodiversity development indicator, as well as to assist in the development of a comprehensive project document in both GEF/UNDP formats.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The National Forest Biodiversity Conservation Specialist will work closely with other international and national consultants, in performing the following general functions.

- Collect a range of necessary information and data for project document development;
- Coordinate with governmental and non-governmental partners at local, provincial, and national level to obtain information and solicit their inputs;
- Engage governmental, non-governmental and private and community stakeholders in the field of forest biodiversity conservation for project implementation;
- Play a central role in identification and determination of the project target landscapes with the international specialists and national consultants;
- Organise and facilitate meetings and workshops for project development;
- Provide technical inputs to all the PPG outputs and activities as requested.

The Specialist will also be responsible for the following PPG outputs:

(1) Conduct Conservation Needs Assessment in Kalimantan: This activity will generate overview of the state of, and threats to, biodiversity and ecosystem services in Kalimantan, in particular in the Heart of Borneo area and other areas with globally significant biodiversity and ecosystems. It will also conduct more in-depth assessment on biodiversity threats and the state of biodiversity and ecosystem functions in the project target landscapes of estimated 1.9 million hectares. A major output of this activity will be a preliminary forest safeguarding plan, to guide project outputs and activities. The assessments will include: (i) quick review of relevant documents including IBSAP, species conservation plans etc. compiling spatial data on biodiversity and PAs and forest areas and status in Kalimantan; (ii) assessment of threats to natural forest areas and existing and planned PAs, and current and future land use (linking closely with 3. Spatial Assessment above) ; (iii) ecosystem integrity assessment at landscape level, including connectivity assessment, with analysis on interactions of subsistence, commercial and illegal activities and identification of key areas and interventions for applying the integrated approach to forest area management; (iv) documentation of Key Biodiversity Areas (KBA), High Conservation Value Forest (HCVF), key species concentrations and abundance, and needs assessment concerning key species in terms of priorities for habitat protection; (v) assessment of knowledge gaps on the status of biodiversity within the forest landscapes in Kalimantan as well as the adequacy of data management systems currently in use; (vi) development of a project strategy and plan for implementation of integrated forest landscape planning and management, reducing forest loss for plantation and decreasing emissions.

(2) GEF Tracking Tools and Biodiversity Indicator Development: The Specialist will lead drafting of the BD-2 Tracking Tool and support the forest landscape and land use specialist in drafting LD and SFM Tracking Tools. The Specialist will also lead development and application of the biodiversity health index or equivalent biodiversity and ecosystem intactness indicator for the target landscapes, and establish baseline and targets. The Specialist will also document the methodology employed in order to ensure continued assessment throughout the project period.

Expected Outputs and deliverables

The assignment will be delivered within 9 months (covering September 2015 – June 2016 which include field visits 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** *(Indicate designation of person who will review output and confirm acceptance)*
1st payment will be made upon submission and approval by UNDP on the First draft conservation needs assessment for Kalimantan.	15	30 September 2015	UNDP Technical Advisor and Head of Environment Unit, UNDP Indonesia
2nd payment will be made upon submission and approval by UNDP on the First draft of GEF Tracking Tool and Biodiversity Indicator Development Analysis.	15	30 November 2015	
3rd payment will be made upon submission and approval by UNDP of the following outputs: (i) Final draft of conservation needs assessment for Kalimantan; (ii) Final GEF Tracking Tool and Biodiversity Indicator Development Analysis; (ii) Report on engagement with governmental, non-governmental and private and community	15	30 April 2016	

stakeholders in the field of forest biodiversity conservation for project implementation.			
4th payment will be made upon submission and approval by UNDP on Technical clearance of comments/response matrix to GEF Secretariat's comments by the Principal Technical Advisor.	5	30 May 2016	

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

III. WORKING ARRANGEMENTS

The National Forest Biodiversity Conservation Specialist will report to the Asia Manager of Green Commodities Programme and the Program Officer for NRM, Environment Unit, UNDP Indonesia. He/she will assist the GEF Biodiversity Mainstreaming and Project Design Specialist in obtaining 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.

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, West Java	1 time	2 days
3	Samarinda, East Kalimantan	1 time	4 days
4	Pontianak, West Kalimantan	1 time	4 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master degree or higher in relevant areas such as environmental studies, natural sciences, forestry sciences, social studies, or other related fields.

Years of experience:

A minimum of 10 years of demonstrable experience in forest biodiversity conservation and ecosystem management in Indonesia, in particular in Kalimantan.

III. Competencies and special skills requirement:

- Specialist knowledge of and experience in conducting KBA and HCVF assessment
- Specialist knowledge of and experience in developing biodiversity and ecosystem health/intactness indicators for projects
- Excellent technical writing, public speaking, and presentation skills
- 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, and MS Power Point
- Ability to work independently and in a group
- Excellent command of English and fluency in Bahasa Indonesia

V. EVELUATION 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 point would be considered for the Financial Evaluation

Criteria	***Weight***	***Maximum Point***
Technical		*40*
Criteria A: qualification requirements as per TOR: 1. Master degree or higher in relevant areas such as environmental studies, natural sciences, forestry sciences, social studies, or other related fields.	*40%*	*10*
2. A minimum of 10 years of demonstrable experience in forest biodiversity conservation and ecosystem management in Indonesia, in particular in Kalimantan.		*8*
3. Specialist knowledge of and experience in conducting KBA and HCVF assessment		*8*
4. Specialist knowledge of and experience in developing biodiversity and ecosystem health/intactness indicators for projects		*8*
5. Excellent technical writing, public speaking, and presentation skills (list of writing or articles should be provided).		*6*

• *Criteria B: Brief Description of Approach to Assignment*	*60%*	*60*	