



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

I. Post Information

Job Title:	Biodiversity Information and Monitoring Specialist (International Consultant)
Duty Station:	Home based with travel to Myanmar (Yangon, Nay Pyi Taw and Tanintharyi Region)
Type of Contract:	Individual Contract
Duration:	(15) working days; September 2015 to December 2015

II. Background and Context

UNDP Myanmar has been implementing UNDP Country Programme for 2013-2017 with the aim to promoting local governance, growth and sustainable development with the emphasis on rights-based, gender sensitive, inclusive and equity. This goal will be pursued through three complementary components; Local Governance, Environmental Governance and Disaster Resilience, and Democratic Governance.

Environmental Governance and Disaster Resilience Component of focuses on strengthening capacities at local, regional and national level to manage and utilize natural resources in a sustainable way, and to enhance resilience and adaptive capacity to long-term climate change including variability impacts and to reduce the associated risk of natural disasters.

UNDP has been closely working with Ministry of Environmental Conservation and Forestry to improve environmental governance in Myanmar. UNDP developed the Project Identification Form (PIF) on Ridge to Reef: Integrated Protected Area Land and Seascape Management in Tanintharyi" with the guidance of MOECF and in consultations with the relevant line departments and Tanintharyi Region Government. The PIF was submitted to Global Environmental Facility (GEF) and it was approved by GEF Secretariat.

A Project Preparation Grant (PPG) has been obtained to carry out necessary preparation of the full-fledge project proposal. In order to ensure the results of the project preparation work, UNDP is seeking an international consultant, Biodiversity Information and Monitoring Specialist, to support the development of project document. The approved PIF is attached for reference and to be supported for fully formulated project document.

III. Scope of assignment

Under the direct supervision and guidance of Programme Specialist/Programme Analyst of UNDP CO and with the guidance of Regional Technical Adviser, Bureau for Policy and Programme Support, Bangkok Regional Hub, and closely working with the PPG Team Leader and other international and national consultants, the specialist is responsible for the following PPG outputs:

National Biodiversity Survey framework assessment

Conduct a review of existing educational and training opportunities obtaining, understanding, and managing biodiversity knowledge for a range of target groups including

front-line staff, mid-level managers, and other policy implementers in addition to high level decision-makers so they understand the importance and benefits of effective collection and management of biodiversity information. The assessment will: (1) identify staff and programs that already are involved, or should be involved in the collection, management, and application of biodiversity information; (ii) include a range of capacity building mechanisms, from university coursework, formal training courses and workshops, to informal mentoring and leadership opportunities; (iii) assess existing infrastructure for capacity building with MOCAF, universities, and technical schools; (iv) catalogue existing materials and curricula pertaining to biodiversity, and identify gaps in materials; (v) evaluate human resources and career development opportunities related to biodiversity. This will be accomplished through extensive consultation processes designed to encourage broad participation in the project development and implementation.

Biodiversity knowledge tools and platform assessment

Conduct a review of existing capacity and digital infrastructure for creating a biodiversity data platform. The assessment will: (i) catalogue existing hardware resources that could be utilized for storing, managing and distributing biodiversity information; (ii) assess existing digital and network systems and how they might be used for making biodiversity information useful and available to a broad range of users; (iii) assess existing skills and software that could be utilized in biodiversity information management and identify critical gaps; (iv) evaluate costs associated with building the digital infrastructure and capacity needed to operate a widely-accessible biodiversity data platform; (v) assess potential audience and user groups for the biodiversity knowledge platform; (vi) identify basic tools that would be useful through the platform. The assessment will provide a feasibility analysis, with the goal of developing a programme that can be implemented during the project period and provide a foundation that will be sustainable in the long-term.

The final outputs of the assignment are the following reports which fully support development of the UNDP-GEF Full Project Document.

- National Biodiversity Survey Framework Assessment
- Biodiversity knowledge Tools and Platform Assessment

IV. Deliverables

The key deliverables of the Biodiversity Information and Monitoring Specialist are;

Deliverable 1) Submission of Inception Report in consultation with PPG Team Leader:

Deliverable2) the final reports of (i) National Biodiversity Survey Framework Assessment with clear plans for project intervention and (ii) Biodiversity knowledge Tools and Platform Assessment with clear plans for project intervention which fully support the development of the UNDP-GEF Full Project Document;

V. Duration of the assignment

The consultancy will be carried out from September 2015 to December 2015 with a total of 15 working days. The consultancy will be home based but with at least one mission to Myanmar.

VI. Institutional Arrangement

The international consultant will work under the direct supervision and guidance of Programme Specialist/Programme Analyst of UNDP CO and with the guidance of Regional

Technical Adviser, Bureau for Policy and Programme Support, Bangkok Regional Hub, and closely working with the PPG Team Leader.

The assignment will require one time travel to Myanmar during the 15 working days. UNDP will provide the travel arrangements and logistic supports for the domestic travels during the assignment. UNDP will provide daily subsistence allowance as per UN rates for his/her stay in Myanmar.

During his/her assignment in Myanmar, UNDP will provide the working space at UNDP Office. UNDP will provide liaising with the key stakeholders. It will provide the logistics support in the facilitation of the workshops and consultations required for the assignment.

VII. Payment Arrangements

The consultancy fees will be made upon the satisfactory accomplishments of the respective deliverables as per the following schedule;

Deliverable No.	Description of the deliverables	Timeline	Payment
Deliverable 1	Submission of inception report in consultation with PPG Team Leader	By 30 th September 2015	20%
Deliverable 2	The final reports of (i) National Biodiversity Survey Framework Assessment with clear plans for project intervention and (ii) Biodiversity knowledge Tools and Platform Assessment with clear plans for project intervention which fully support the development of the UNDP-GEF Full Project Document;	By 30 th December, 2015	80%

VIII. Recruitment Qualifications

Education:	Master's Degree or equivalent in natural sciences, environmental studies or other related fields;
Experience:	<ul style="list-style-type: none"> ▪ Excellent knowledge and minimum 7 years of demonstrable experience in planning national and regional level biodiversity information and monitoring system; ▪ Specialist knowledge on and experience in developing/using IT based tools for data and information management, and associated capacity development support; ▪ Substantial knowledge and experience in tropical biodiversity conservation and protected area management preferably in Myanmar and/or in similar ecosystems; ▪ Strong coordination and relationship management skills. ▪ Computer proficiency, especially related to professional office software packages (Microsoft Office) ▪ Excellent English language skills with strong technical writing skills
Language Requirements:	Excellent ability to work in English, effective oral and written communication skills

IX. Criteria for Selection of the Best Offer
<p>Combined Scoring method – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%. The criteria for technical evaluation and obtainable score: (100 points)</p> <p>Relevant education – 20 points</p> <p>Excellent knowledge and minimum 7 years of demonstrable experience in planning national and regional level biodiversity information and monitoring system – 30 points</p> <p>Specialist knowledge on and experience in developing/using IT based tools for data and information management, and associated capacity development support – 25 points</p> <p>Substantial knowledge and experience in tropical biodiversity conservation and protected area management preferably in Myanmar and/or in similar ecosystems – 25 points</p> <p>Only candidates obtaining a minimum 70 points would be considered for the financial evaluation.</p>