

## Terms of Reference

Job Title:	<b>Senior Global Food System Consultant</b>
Duty Station:	Home Based with Possible Travel Mission
Type of Contract:	International Individual Contract
Starting Date:	11 May 2020
Estimated duration of assignment:	50 working days through 30 April 2021
Supervisor:	Principal Technical Advisor (PTA), Ecosystems and Biodiversity

### Background:

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work is carried out through a network of advisors and specialists located at HQ, Regional and Country Office levels, to ensure that local knowledge and context specific expertise is linked to cutting-edge global perspectives and advocacy. In this context, UNDP provides its policy advisory and programme support functions through the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains, in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan and works closely with the Crisis Bureau (CB) that has the responsibility to guide and implement UNDP's corporate crisis-related strategies and vision for crisis prevention, response and recovery.

In line with its Strategic Plan, UNDP supports countries to eradicate poverty and reduce inequalities and exclusion through five inter-related areas of environment and climate work: (i) sustainable management of ecosystem goods and services; (ii) scaling up of climate change adaptation and mitigation; (iii) sustainable, affordable and accessible energy services; (iv) sustainable management of chemicals and waste; (v) improved water and ocean governance. These areas of work are fully aligned with the four environmental outputs of the Strategic Plan and are financed through various sources including the Global Environment Facility, Green Climate Fund, and other bilateral/multilateral donors.

UNDP has specialized technical and policy advisory teams in New York, Addis Ababa, Geneva, Istanbul, Bangkok and Panama working to catalyze environmental and climate finance for climate-resilient, sustainable development. These teams provide support to UNDP country offices and work closely with staff in other Bureaus through the Global Policy Network to develop country capacities needed to design and implement regulatory and financial incentives, remove institutional and policy barriers, and create enabling policy framework that attract and drive public and private sector investment into sustainable development and the SDGs. In doing this, UNDP assists partner countries to access, combine, and sequence resources from a wide range of funds, financial instruments, and mechanisms.

UNDP's Environment, Climate Change, and Energy work is organized into substantive technical teams (Biodiversity, Water and Oceans, Food and Agriculture Systems, Energy and Climate Change Mitigation, Climate Change Adaptation, Chemicals & Waste, and Climate and Forests) with a Principal or Senior Technical Advisor (PTA/STA) being the team leader within each area. Each team leader supports and guides a team of Regional Technical Advisors (RTAs) or Specialists (RTSs) based in regional hubs from where they support UNDP's country offices and partners in their region, as well as policy and programme advisors or specialists.

UNDP recognizes healthy ecosystem services and biodiversity as the foundation of human wellbeing and sustainable development. It sees nature-based solutions as essential solutions for tackling multiple developmental challenges, be they climate crisis, inequality and poverty, insecurity and migration. UNDP's approach to bringing the development agenda to the biodiversity discourse enables it to engender increased public, business and government support for biodiversity conservation and sound ecosystem management and to broaden the support base necessary for achieving global biodiversity goals. UNDP, as a convener, mobilizes global, national and local level actors, governments, businesses, non-governmental organizations and communities to communicate the value of biodiversity, and advocate for it to be integrated into national and local development, sector and fiscal planning processes and practices. UNDP, with 300 country level ecosystems and biodiversity projects in 130 countries, combined with a set of global projects, such as the Biodiversity Finance Initiative, Nature for Development Programme, Green Commodities Programme, linked to country level work, connects people on the ground to the national, regional and global decision makers and influencers, as well as fostering exchange and learning between communities, landscapes and governments in different countries and continents.

The Government of Sweden, through Sida, has agreed to fund a four-year, USD\$40m global Strategic Collaboration Programme designed to strengthen UNDP capacities to achieve its overall SD vision for poverty eradication through a more integrated, coherent approach to the environmental and climate dimensions of the UNDP Strategic Plan. The priorities of the Framework aim to advance a more integrated, programmatic and strategic approach that strengthens the environmental dimension of UNDP's overall sustainable development vision. This will involve a medium to long-term process that strengthens UNDP internal institutional capacities to deliver on its Strategic Plan and operationalize its newly formed Global Policy Network (GPN), while in turn also enabling UNDP and partners to more effectively and efficiently deliver on-the-ground results. In this way, this Framework will ensure better dialogue, stronger partnerships, and a more coherent set of country-focused sustainable development solutions.

In line with UNDP's Strategic Plan, the objectives of the Sida Strategic Collaboration Programme, and complementary initiatives, the **Senior Global Food System Consultant** will provide technical direction and advice for developing a thought piece and advocacy on the role of smallholders in achieving sustainable food systems, which is planned as a joint flagship activity under the FAO and UNDP collaboration on accelerating sustainable agriculture, integrated land management and just transitions in countries. The joint thought piece provisionally entitled "**Groundswell – Unlocking the Potential of Smallholders for Inclusive, Resilient and Sustainable Food Systems**" will articulate the views of UNDP and FAO on the role of smallholders in the transformation of the global food system and advocate for a more empowering and enabling view and approach to supporting smallholders, which is gender sensitive, nature and climate positive and risk-informed to respond and adapt to climate and pandemic disasters.

#### Description of Responsibilities:

The Senior Global Food System Consultant will provide technical inputs and collate others' inputs to develop the draft thought piece "Groundswell – Unlocking the Potential of Smallholders for Inclusive, Resilient and Sustainable Food Systems". The consultant will also ensure that the thought piece is a short and punchy publication of 20-30 pages, with clear messages for advocacy targeting governments, private sector and support agencies, and with practical suggestions on what needs to be done. This includes bold advocacy which positions smallholders at the center of the dialogue on food system transformation, and enables viewing them as part of the solution rather than as mere recipients of policy decisions and support. The Consultant will work closely with UNDP and FAO teams to draw inputs and develop the sections of the thought piece. He/she will also provide technical advice to UNDP on application of agroecology concepts into existing programming.

The Senior Global Food System Consultant will support two streams of work:

**FAO-UNDP Thought Piece on Smallholders (28 days)**

Coordinate the development of the think piece, providing advice and technical inputs, drafting sections and collating others' inputs to produce a clear, short and punchy publication of 20-30 pages, with clear messages for advocacy, targeting governments and support agencies, and with practical suggestions on what needs to be done;

Facilitate virtual consultation sessions with UNDP-FAO task team members, and engage in bilateral consultations with external specialists, and integrate their inputs into the thought piece;

Ensure articulation of the views of UNDP and FAO on the role of smallholders in the transformation of the global food system and advocate for a more empowering and enabling view and approach to supporting smallholders, which is gender sensitive, nature and climate positive and disaster risk informed.

Provide advice on coordinated and integrated strategies and enabling mechanisms (e.g. including tools and approaches, policies, services and infrastructure) that can facilitate the removal of the barriers preventing sustainable food system transformation.

Ensure that the think piece highlights and elevates the position and role of smallholders, as well as women, youths, in driving this transformation as key 'actors' in the process.

Provide technical inputs on key concrete policy, governance and finance entry points, including, inter alia, policy and fiscal reform, budget reallocation and incentive creation, establishment of support systems, private sector capital deployment, for a more inclusive process in building environmental, social and economic resilience in the food system (including resilience against zoonotic pandemics impact and health risk reduction), and the multidimensional benefits that can accrue out of this for achievement of multiple SDGs.

Draw and compile inputs on successful examples of smallholder production systems and the elements and factors that make them stand apart as 'best practices' or 'good' and 'sustainable' practices.

Advice on 'high-level' messages and lessons emerging from the case-study examples and identify the 'entry points' for success/scaling-up.

Provide technical direction on the key entry points for policy, financial investments and practical tools for supporting sustainable smallholder practices to scale up and become the mainstream approach to food production.

Provide advice on advocacy and messages linked to the UN Food Systems Summit to position smallholders at the center of the dialogue on food system transformation.

**Technical advice and guidance to UNDP's food and agriculture stream of work (22 days)**

Provide technical advice on the integration of the concepts of agroecology and diversified agroecological systems into the UNDP's food and agriculture work stream, through a rapid review of the FACS Strategy

Provide strategic advice and guidance for UNDP's integration of the FAO-led Scaling-up Agroecology Initiative into UNDP programmes

Provide technical advice on improved design and implementation of ongoing and emerging food and agriculture-related projects and programme to more systematically integrate the FAO 10 elements of agroecology

DELIVERABLE	Days	DUE DATE	Payment %
Work plan for developing think piece sections, including reference documents, list of contributors / section drafters, and timeline for inviting inputs by 15 May 2020	1	30 June 2020	8%
Literature review and a series of virtual consultation sessions for soliciting inputs from task team members and external experts (5 days); and conducting a rapid review of UNDP FACS Strategy by 30 June 2020	3		
1 <sup>st</sup> draft of the think piece completed and circulated for review and inputs	14	27 July 2020	28%
A revised document presented at a virtual task team workshop after incorporating review comments	4	31 August 2020	8%
Final 20 – 30 pages think piece “Groundswell – Unlocking the Potential of Smallholders for Inclusive, Resilient and Sustainable Food Systems” submitted for management approval by 25 September 2020	5	30 September 2020	12%
Extract and package advocacy messages and recommendations linked with the UN Food Systems Summit and targeting specific key groups: a. Government policy makers; b. International Financing Institutions and Private Sector; and, c. Intergovernmental Organisations, calling for more enabling support to smallholders by 30 September 2020	1		
Technical advice and guidance to UNDP's food and agriculture programming (19)	22	30 April 2021	44%
<b>Total Days</b>	<b>50days</b>		100

#### Information on Working Arrangements:

- Estimated level of effort including any travel days: 50 days
- The consultant will report to, and be directly supervised by, the UNDP EBD Principal Technical Advisor;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own work station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment forms, and acceptance and confirmation by the UNDP EBD Principal Technical Advisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered. If the quality does not meet standards or requirements, the consultant will be asked to rewrite or revise (as necessary) the document before proceeding to payment.

#### Travel:

- Missions to Addis Ababa and New York with an estimated duration of 4 days each might be required;
- Any necessary missions must be approved in advance and in writing by the PTA for EBD;
- The [BSAFE](#) course must be successfully completed prior to commencement of travel;
- The consultant is responsible for ensuring that s/he has the necessary vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- The consultant is responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- Consultants are required to comply with the UN security directives, set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for airfares, terminal expenses, and living allowances must be included in financial proposal.

#### Competencies:

##### Corporate:

- Demonstrates integrity by modeling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

##### Professionalism:

- Works toward creative solutions by analysing problems carefully and logically;
- Has a dynamic, positive and adaptive attitude towards work-related challenges;
- Facilitates discussions and meetings effectively and efficiently;
- Resolves conflicts as they arise;
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Highly organized, detailed oriented.

**Communication:**

- Writes and presents clearly and convincingly.

**Client Orientation:**

- Maintains strong relationships with partners and clients.

**Qualifications:**

**Education:**

- Master's Degree (PhD preferred) in environmental management, agricultural sciences, economics, social/political sciences, international relations, development studies, administration & management, or related field. (20 points)

**Experience:**

- At least 20 years of relevant professional experience in the field of agriculture, agroecology, food systems, ecosystems and biodiversity management including at least 7 years of experience in the field of integrated land management and sustainable food systems transitions; (15 points)
- Demonstrable professional experience in working with the agriculture-environment nexus and knowledge of smallholder challenges and policies in developing country contexts; (15 points)
- Professional experience and knowledge on the role of ecosystems and biodiversity in achieving sustainable food systems in developing countries; (15 points)
- Experience in conducting research, developing high-level advocacy pieces, data collection and analysis, summarizing material, and preparing draft inputs to written/oral communications pieces in the field of sustainable agriculture, natural capital and environment; (10 points)
- Previous experience with United Nations or other international organization is an advantage; (5 points)

**Language requirements:**

- Fluency in oral and written communication skills in English language. (Pass/Fail)

**Evaluation Method:**

- Only those applications, which are responsive and compliant, will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language) will be based on a maximum 80 points;

- Only the top 3 candidates that have achieved a minimum of 56 points from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

**Documentation to be Submitted:**

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must reply to the mandatory questions asked by the system when submitting the application.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

**Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach).**

**UNDP Personal History form (P11) required of all applicants:**

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc).

**General Conditions of Contract for the ICs:**

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

**Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:**

[http://procurement-notice.undp.org/view\\_notice.cfm](http://procurement-notice.undp.org/view_notice.cfm)