

**Terms of Reference**  
**Policy-Science-Practice Dialogue Facilitation Service for the Biodiversity and Ecosystem Services Network (BES-Net) – Long Term Assignment (LTA)**

**Type of contract:** Procurement of Services

**Department/office:** UNDP Global Policy Centre on Resilient Ecosystems and Desertification (GC-RED)

**Starting Date:** 1 September 2020

**Duration of Initial Contract:** 24 months with potential extension of one year

## **I. BACKGROUND INFORMATION**

The Nairobi-based Global Policy Centre on Resilient Ecosystems and Desertification (GC-RED) is one of UNDP's Global Policy Centers. GC-RED manages the Biodiversity and Ecosystem Services Network (BES-Net), a capacity sharing "network of networks" initiative that promotes dialogue and cooperation between science, policy and practice for effective BES management, contributing to long-term human well-being and sustainable development.

In partnership with the UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC), Phase I of BES-Net (2016-2020) has been contributing to the capacity building work of the [Intergovernmental Platform for Biodiversity and Ecosystem Services \(IPBES\)](#) through three inter-linked areas of work:

- **Regional face-to-face awareness raising, capacity building and networking support:** BES-Net has been fostering face-to-face triangular dialogues, or "Trialogues", among the three target communities of science, policy and practice around the themes of the completed IPBES Thematic Assessments, particularly on pollinators/pollination and land degradation/restoration. Enhancing mutual learning, inter-cultural understanding and interinstitutional coordination on specific policy-relevant questions at the national and regional levels, Trialogues strengthen the interface between these communities and increase their capacity to integrate scientific findings of the IPBES assessments into policy, decision-making and on-the-ground practices;
- **National Ecosystem Assessments (NEA):** BES-Net has been supporting the development of national capacity to conduct NEAs in selected countries, complementing the global assessment being undertaken by IPBES. Leveraging the expertise of the Sub-Global Assessment Network (SGAN), the NEA process encompasses not only the production of national assessment reports, but also the development of a set of policy support tools to integrate assessment findings into decision-making; and
- **Online platform for global networking:** The BES-Net web portal provides a comprehensive knowledge resource library on biodiversity and ecosystems services, and a rich database of organizations and experts working on the IPBES thematic assessment areas. The latest news and updates from BES-Net and its 100+ network partners are circulated via social media channels and disseminated through bi-monthly e-newsletters.

Building on the achievements of BES-Net Phase I to date, BES-Net Phase II has commenced in 2020 with the objective to formalize the scientists-policymakers-practitioners partnership and strengthen synergy and complementarity in their BES-related decisions, actions and subsequent impacts in target countries. BES-Net Phase II (2020-2028) will work jointly to support evidence-informed policy setting, strategic planning and the implementation of transformative solutions for BES protection in 18 countries. It will also up-scale the successful approaches of BES-Net Phase I, by promoting NEAs in four new countries and facilitating the Regional Trialogues in some 40 countries around the forthcoming BES thematic assessments to be produced

by IPBES. The activities and results of the initiative will contribute to the implementation of the IPBES Work Programme and the IPBES Capacity-building Rolling Plan in partner countries. Experiences and achievements will be widely disseminated through the BES-Net online platform.

As part of the above-mentioned activities, BES-Net Phase II will organize multiple events, both on-site and virtual, every year on a recurring basis in the target countries and regions. These events include, among others:

- Consultation meetings for the national science-policy-practice platforms in the countries guiding the implementation of the transformative BES solutions;
- Regional Community of Practice meetings among the national science-policy-practice platforms;
- National Trialogues in the countries undertaking NEAs; and
- Regional Trialogues for a set of priority countries in the target (sub-)regions.

While the scope, size and duration of each event may differ depending on unique context, all the events are expected to apply trialogical approach and share a common aim to build and keep improving/refining communications, networks and coordination among policy, science and practice communities.

## **II. OBJECTIVE AND SPECIFICATION OF THE ASSIGNMENT**

The purpose of this assignment is to provide professional services in designing and facilitation of multiple on-site/virtual events in/for the target countries and regions by undertaking the following steps and continuously reviewing/refining the Trialogue methodology based on the experiences and lessons from previous events held in the respective countries/regions. More specifically, across the consultation meetings, regional community of practice meetings and the National/Regional Trialogues, the tasks to be performed include, among others:

- **Pre-event Period** (Home-based and on-site with possible preparatory scoping missions):
  - ✓ Tailored adjustment of the Trialogue methodology and framing of the event scope in line with the themes, expected outputs/outcomes and regional/national contexts
  - ✓ Supporting of background research of the target regions/countries using existing Information and data
  - ✓ Organization of preparatory scoping missions to the target/host countries in close collaboration with the respective UNDP Country Offices, as required
  - ✓ Identification of key stakeholders representing policy, science and practice communities to be invited and defining of their engagements (e.g. as interviewees/peer-reviewers for background research; Trialogue participants/speakers/presenters/panels, etc.) in a gender-sensitive manner
  - ✓ Purpose-led Trialogue programme design and agenda-setting
  - ✓ Supporting of the engagement of local co-facilitator
  - ✓ Guidance to the logistical preparation (e.g. room setting, media session, handouts, etc.)
- **Event Period** (On-site or home-based/virtual):
  - ✓ Induction of local co-facilitator and training on the Trialogue methodology
  - ✓ Supporting of in-person visits to the key event partners in the host countries
  - ✓ State-of-the-art facilitation of on-site/virtual events together with the co-facilitators, to create a trusting and hospitable space for active dialogue, joint problem-solving and action-mapping, by adopting creative and enabling session formats, utilizing creative visual stimuli and materials and applying flexible on-site adjustments, as required
  - ✓ The facilitation techniques used for each on-site/virtual event should build on the experiences and lessons from the past events as well as a regular global review of emerging innovative methods and techniques used to foster efficient multi-stakeholder discussions

- **Post-event Period** (Home-based with possible missions):
  - ✓ Production of the concrete action points (and an outline of knowledge and capacity gaps) that are to be taken for implementation/follow-up by the participants;
  - ✓ Refining of generic Trialogue methodological framework for forthcoming event planning;
  - ✓ Periodic monitoring of progress in the implementation of post-event actions through face-to-face and online channels and compilation of stories of changes, as required; and
  - ✓ Provision of Trialogue related inputs as required by the BES-Net project.

### **III. CONTRACTING ARRANGEMENTS/DURATION OF WORK**

The contractor will be supervised by the BES-Net Project Manager and work closely with the BES-Net Project Coordinator and other relevant project team focal persons, using email and skype as main means of communication.

Theme, scope and size will vary from event to event, and thus each event facilitation service will vary in terms of duration. The expected duration will be specified in respective event Terms of Reference. The number of working days is estimated at up to 100 days per year within the maximum three-year period of the Long Term Agreement (i.e. max 300 days for three years). GC-RED does not warrant the maximum days. This is a project contract. Initial contract is for a period of two years and any extension will be subject to satisfactory performance and funding availability.

General annual event plan, including the anticipated number, locations and types of events, will be discussed during the first quarter every year.

Any official mission travel expenses will be paid for directly by GC-RED as per UNDP rules and guidelines and should not be included in the price proposal.

### **IV. EXPECTED OUTPUTS AND DELIVERABLES**

The contracted firm is expected to produce the below deliverables for each event:

- Satisfactory completion of pre-event activities, as evidenced by the required supporting documents such as the customized Trialogue methodology, full concept note, agenda, participants/speakers list and event background document, among others;
- Satisfactory completion of all the on-site or virtual facilitation services throughout the event period;
- Satisfactory completion of post-event activities, including, among others the contributions to the event report, event evaluation results, etc., as required; and
- Compilation of stories of changes observed and other agreed inputs, as necessary, for the target countries and regions

### **V. DURATION OF CONTRACT AND PAYMENT SCHEDULE**

Payments will be made as specified in the actual contract upon confirmation of UNDP GC-RED on delivering of outputs against the contract obligations in a satisfactory manner.

### **VI. QUALIFICATION REQUIREMENTS**

- Minimum five (5) years of the operation
- Proven track record of multi-stakeholder dialogue facilitation at regional and/or international levels
- Sufficient staff capacity with at least three (3) qualified personnel, meeting the below requirements:

- ✓ Master's degree or equivalent in communication, facilitation, environment or other related field with at least five years of progressively responsible work experience at national or international level;
- ✓ First-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree;
- ✓ Minimum three (3) years of professional experience in event facilitation;
- ✓ Familiarity with topics related with the BES-Net initiative is an asset;
- ✓ Fluency in English with excellent written and oral communication skills; and
- ✓ Proficiency in other UN languages is an asset.
- Prior work experience with United Nations agencies and/or renowned international organizations is desirable

## **VII. CRITERIA FOR SELECTION OF THE BEST OFFER**

The criteria which shall serve as basis for evaluating offers as follows:

- Combined Scoring method, where the qualifications will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%:
  - ✓ Qualification Criteria (70% of total evaluation; maximum 70 points):
    - Expertise of the Firm (Max 25 points)**
      - Minimum five (5) years of operation (Max 5)
      - Proven track record of multi-stakeholder dialogue facilitation (Max 15)
      - Prior work experience with United Nations agencies and/or other international organizations (Max 5)
    - Qualification of Key Personnel (Max 25 points)**
      - Qualification and experiences of key personnel (Max 20)
      - Coordination and management structure among the personnel (Max 5)
    - Methodology (Max 20 points)**
      - Quality and appropriateness of proposed methodology (Max 20)
  - ✓ Financial Criteria (30% of total evaluation; maximum 30 points).
- Only those firms which obtained at least 70% of points in qualifications will be considered for financial proposal evaluation.