

Terms of reference



GENERAL INFORMATION

Title Biodiversity and Community-based participatory landscape planning and management Specialist (Lead National Consultant)

Project Name: 7th Operational Phase of the GEF Small Grant Programme in Indonesia

Report to: Programme Manager & PPG Team Leader

Duty Station: Home-based

Expected Places of Travel: Sabu Raijua Regency (part of the Savu Sea National Park in East Nusa Tenggara); Nantu Boliyohuto Forest (Gorontalo and Boalemo Regencies); and Bulukumba Regency (South Sulawesi); and Kendal and Wonosobo Regencies (Central Java)

Duration of Assignment: 35 Working Days (October 2020 – July 2021)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
4	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
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 or CV with three referees
<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 (explain)
- ☒ intermittent (at least 2 times for presenting deliverables in agreed schedule)
- ☐ 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

"UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.”

The direct involvement of local communities who depend on natural resources for their livelihoods and therefore have the strongest incentive to develop appropriate solutions is most pertinent in local and global efforts to address serious environmental challenges that we face today. The SDGs and the Paris Agreement on Climate Change also recognized the importance of participation of communities and Civil Society Organizations (CSOs) if we are to achieve the SDGs and halt the threat of serious climate change. In this regard, the UNDP implemented, GEF financed, Small Grants Programme (SGP) is a proven programme that was set up to support community-based initiatives led by the civil society and community-based organizations addressing the environment and development issues of global relevance. Over the last 26 years, the SGP has implemented over 24,000 projects in total 133 countries, providing grants totalling USD 611.6 million. In the new phase, the SGP will adopt and strengthen primarily five interrelated approaches including empowering local communities, supporting community innovation on emerging issues, promoting partnerships and broader adoption, serving as a dependable global community-based grant mechanism and platform for the environment etc. In doing so, the SGP aims “to promote and support community-based innovative, inclusive, and impactful initiatives, and foster multi-stakeholder partnerships to tackle global environmental issues” in programme countries.

SGP will employ several strategic initiatives (SI) namely: community-based conservation of threatened ecosystems and species; sustainable agriculture and fisheries, and food security; low-carbon energy access co-benefits; local to global coalitions for chemicals and waste management; catalysing sustainable urban solutions; CSO-Government-Private Sector Policy and Planning Dialogue Platforms; Enhancing social inclusion; and Monitoring and Evaluation and Knowledge Management.

Objectives

In close coordination with PPG Team Leader, UNDP and relevant stakeholders, the consultant is requested to develop a detailed landscape profile report for the development of project document inline with the templates of UNDP-GEF on the 7th Operational Phase of the GEF Small Grant Programme in Indonesia.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Biodiversity and Community-based participatory landscape planning and management Specialist will act as the Lead National Consultant and will work closely with the International Consultant/Team Leader in designing, planning and executing PPG activities at the national level. The consultant will be a specialist in Biodiversity and Community-based participatory landscape planning and management.

The Biodiversity and Community-based participatory landscape planning and management Specialist will coordinate the development of project interventions, stakeholder consultations and baseline assessments at project sites in Indonesia. The consultant will be responsible for the preparation of a detailed landscape profile report, for assessing site needs and capacities, and for defining appropriate project targets, interventions and stakeholder consultation processes within the demonstration landscape to support the development of the UNDP Project Document (ProDoc). The consultant will be a biodiversity conservation specialist with experience in community-based landscape management.

Responsibilities and Deliverables

- 1) **Preparatory Technical Studies and Reviews (Component A)**: Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
 - a. Lead development of the project landscape profile and assessment for each landscapes in Indonesia including biodiversity assets, ecological significance and threats to biodiversity;

- b. Complete baseline and target values for GEF core indicators, including project beneficiaries target;
 - c. Identify appropriate Results Framework indicators and targets; collect baseline data for the relevant indicators; choose the means of measurement; and define targets, key risks, and assumptions linked to these indicators;
 - d. Support the stakeholder analysis, consultations and co-financing contributions, particularly with national-level stakeholders and private sector, and ensure that they are complete and comprehensive;
 - e. Coordinate local stakeholder analysis and consultations and ensure that they are complete and comprehensive (with inputs from PPG Team Leader other national consultants) and integrated into a comprehensive stakeholder engagement plan;
 - f. Facilitate the completion of appropriate maps or the acquisition of shapefiles for project landscape and sites, and
 - g. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.
- 2) Contributions to the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):
- a. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above.
- 3) Validation Workshop (Component C):
- a. Participate in and contribute to the validation workshop.
 - b. Support necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
- a. A detailed landscape profile report for the project area in target landscapes in Indonesia, including biodiversity assets and threats/impacts, baseline activities, project site-based interventions, and project site maps and GIS shapefiles;
 - b. Finalized core indicator mid-term and project targets and baseline assessments; and

Appropriate inputs provided to the Final Project Document and Annexes, as agreed with the PPG Team Leader.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of Working Days	Completion Schedule	Review and Approvals
Deliverable 1: Approved detailed methodology, work plan and technical studies	2	October 2020	UNDP & Implementing Partner
Deliverable 2: 1 st Draft of landscape profile in targeted areas	20	November 2020	UNDP & Implementing Partner
Deliverable 3: 2 nd draft of the landscape profile in targeted areas accepted by relevant stakeholders via a Validation Workshop	8	Feb 2021	UNDP & Implementing Partner
Deliverable 4: Final report on the detailed landscape profile	5	May 2021	UNDP & Implementing Partner

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will work closely with UNDP and the Implementing Partner as well as other PPG team. In addition, he/she should seek guidance from the PPG Team Leader, UNDP/GEF Regional Technical Advisor and UNDP Indonesia Programme Manager on building communication with partners/stakeholders and targeted beneficiaries as well as more details project concept and UNDP-GEF policies. 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 workstation (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.

Duration of the Work

Proposed contract duration is 35 working days including travel/field visit that will be spread out in the period of October 2020 – July 2021.

Duty Station

The consultant will work from home. Travel costs to Jakarta and project sites as specified above will be provided by project and will use a rate agreed prior travelling.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Advanced university degree in a relevant field, such as conservation biology, biological sciences, natural resource management, or environmental management or any other related field.
- A Bachelor's degree with additional years of relevant experience will be accepted in lieu of a Master's degree;

Years of experience:

- Minimum of 10 years of relevant experience in biodiversity conservation;
- Experience in biodiversity impact assessment, protected area management and financing, community-based development is desired, specifically in Indonesia;
- Experience with political, legal and institutional context for biodiversity conservation and community-based landscape management development is desired, specifically in Indonesia;
- Experience working with UNDP and/or on GEF projects is an advantage; and

Competencies and special skills requirement:

- Have a working network with the government agencies, private sector and provincial administrations as well as communities.
- A solid experience in the areas of biodiversity conservation and community development related programmes.
- Ability to conduct independent research and facilitate group discussion.
- Excellent presentation skills.
- Strong capacity in report writing.
- Fluency in English is required

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on cumulative analysis. In this method, the contract will be made to the successful consultant who is:

- 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. 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). Further, applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including latest education certificate.

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Criteria	Weight	Maximum Point
Technical	70	100
Criteria A: qualification requirements as per TOR	70%	70
1. Advanced university degree in a relevant field, such as conservation biology, biological sciences, natural resource management, or environmental management or any other related field. A Bachelor's degree with additional years of relevant experience will be accepted in lieu of a Master's degree;		15
2. Minimum of 10 years of relevant experience in biodiversity conservation;		15
3. Experience in biodiversity impact assessment, protected area management and financing, community-based development is desired, specifically in Indonesia;		15
4. Experience with political, legal and institutional context for biodiversity conservation and community-based landscape management development is desired, specifically in Indonesia;		10
5. Experience working with UNDP and/or on GEF projects is an advantage.		
Criteria B: Brief Description of Approach to Assignment	30%	30
1. Understanding the task and applies appropriate methodology for the task		10
2. Important aspects of the task addressed clearly and in sufficient detail		10
3. Sound logical and realistic planning for delivering expected outputs		10