United Nations Development Programme

Terms of Reference
Consultancy for the Biodiversity and Ecosystem Services Network (BES-Net):
BES-Net Online Platforms Management Support Officer

Position title: UNDP

Location: Home-based

Type of contract: Individual Contractor

Post Level: International Consultant

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

Languages required: English

Starting Date: 15 December 2020

Duration of Initial Contract: 180 days over 12 months or up to 31 December 2021

BACKGROUND INFORMATION

The Biodiversity and Ecosystem Services Network (BES-Net) is a capacity sharing "network of networks" initiative managed jointly by UNDP, UNEP's World Conservation Monitoring Centre and UNESCO with the financial support of the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety and SwedBio at Stockholm Resilience Centre. It promotes dialogue between science, policy and practice for more effective management of biodiversity and ecosystems, contributing to long-term human well-being and sustainable development.

BES-Net complements and contributes to the capacity building work of the Intergovernmental Platform for Biodiversity and Ecosystem Services (IPBES) by aligning its activities with the IPBES global assessment themes and applying the related IPBES guidance documents. In implementing its mandate, BES-Net follows an inclusive approach, collaborates with Multilateral Environmental Agreements, and draws on the support of other partner organizations.

The BES-Net initiative is carried out through four inter-linked activities:

- **Face-to-face capacity building support through Trialogues:** Trialogues bring together BES-Net's three target communities of science, policy and practice for face-to-face dialogues. Fostering mutual learning, inter-cultural understanding and inter-institutional coordination on specific policy-relevant questions at the national and regional levels, Trialogues strengthen the interface between these communities, and enhance national capacity to integrate scientific findings into policy, decision-making and on-the-ground practices.

- **National Ecosystem Assessments (NEA):** BES-Net supports the development of capacity in selected countries to conduct NEAs, 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.

- **Post Trialogue/NEA uptake support**: BES-Net provides the target countries which have participated in the Regional Trialogue process and/or completed NEA with catalytic seed fund. The fund is to assist the country team's efforts in implementing the key action points generated through the Regional Trialogue for the IPBES assessment uptake or the key NEA recommendations in policy, science and practice fields.

- **Online Platforms for networking:** The [BES-Net web portal](#) offers 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 network partners are circulated via social media channels and disseminated through bi-monthly e-newsletters.

DUTIES AND RESPONSIBILITIES

The purpose of this position is to support in managing and coordinating the BES-Net's online activities. More specifically the scope of work entails the following:

1. Support BES-Net online communication, knowledge management and networking efforts on a daily basis, and their monitoring and reporting:
   - Expand and update the BES-Net web portal contents regularly (e.g. news updates, BES resources, events, job/internship information, forums and working groups, etc.) in close coordination with other BES-Net team members and based on periodic monitoring of the network partner websites;
   - Regularly produce and deliver compelling written and visual contents for the BES-Net social media accounts and tools (i.e. Facebook, Twitter, YouTube, LinkedIn, Vimeo);
   - Facilitate the development, formatting and circulation of the bi-monthly e-newsletters in close communication with the BES-Net consortium members and network partners;
   - Facilitate collaboration and networking activities within the web portal;
   - Generate monthly analytics on the BES-Net web portal and social media channels and provide biannual comprehensive statistical reports in correspondence with the set of indicators for project monitoring; and
   - Provide inputs on the amendments of existing BES-Net communication products and development of new resources.

2. Liaise with the web-developers on the improvement and maintenance of the web portal:
   - Liaise with the web developers, designers and the BES-Net team to ensure that the web development works are conducted as per the agreed work plan in a timely manner;
   - Review the improved web portal content regularly and report technical issues, if any; and
   - Liaise with BES-Net partners and web portal users to solicit feedback and inform future web portal improvement works, etc.

3. Administer and monitor the web-portal activities:
   - Oversee the posting of contents and development of new functionality on the web portal as per the web portal management protocols;
   - Ensure the regular security updates and provide regular monitoring and troubleshooting support of the portal in close coordination with the web hosting company;

- Maintain and expand the BES-Net partners and web portal users/experts database up-to-date;
- Respond to users' inquiries and requests and develop/update guidance documents for users;
- Suggest areas of future web portal improvements such as layout, design and navigation, to enhance accessibility, user-friendliness, content quality, ease of maintenance/update and information retrieval;
- Propose updates on the overall BES-Net Communication and Stakeholders Engagement Strategy based on changing the technical landscape and user needs;
- Provide the BES-Net team members with training support on the use of the portal and social media channels on a need basis; and
- Manage/monitor BES-Net related email accounts administrator's' rights and use regularly.

4. Others
- Technical backstopping support in the BES-Net communication, knowledge management and M&E activities;
- BES-Net database management support; and
- Administrative and project management support (supporting procurement and reporting processes)

EXPECTED OUTPUTS AND PAYMENT SCHEDULE

Up to 180 days (approximately 15 days per month) of assignment over 12 months period or up to 31 December 2021. Payments shall be made monthly for the number of days worked and based on the agreed daily fee upon satisfactory submission of monthly activity reports, articulating the results and progress of the deliverables as listed in these Terms of Reference. GC-RED does not warrant the maximum days.

The allocation of work days throughout the contract period and the format of the monthly activity report shall be agreed upon at the onset of the contract.

INSTITUTIONAL ARRANGEMENT

This is a home-based position. The Contractor will work under the supervision of the BES-Net Project Manager and in close consultation and collaboration with the BES-Net Project Coordinator and the Knowledge Management, Monitoring and Communications Officer via email and using various online communication platforms.

COMPETENCIES

Technical competencies:
- Strong technical knowledge of online communication, networking and collaboration tools
- Ability to review natural, social and economic scientific literature and other sources of information and to analyse it to produce high-quality documents understandable by all

Functional competencies:
- Planning and Organizing
  - ✓ Allocates the appropriate amount of time and resources for completing work
  - ✓ Uses time efficiently

            ✓   Monitors and adjusts plans and actions as necessary
- Creativity
  - ✓ Offers new and different solutions to solve problems or meet clients' needs
  - ✓ Takes calculated risks on new and unusual ideas, thinks outside the box
  - ✓ Takes an interest in new ideas and new ways of doing things
- Communication
  - ✓ Ability to write clear reports
  - ✓ Ability to engage diplomacy with various stakeholders
  - ✓ Proven networking and outreach skills in multi-stakeholder environments
  - ✓ Competence in online communication

REQUIRED SKILLS AND EXPERIENCE

Education:
- An advanced university degree (Master's degree or equivalent) in communications, journalism, environment or other project related areas is required; or
- A first-level university degree (Bachelor's Degree) in communications, journalism, environment or other project related areas with a combination of additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:
- A minimum of two (2) year (with master's degree), or a minimum of three (3) years (with Bachelors' Degree) of progressively responsible work experiences in a field related to these Terms of Reference, preferably at regional or international level
- Experience in developing compelling online communication/PR contents and messages, including social media channels
- Demonstrated previous practical experiences and knowledge in biodiversity and ecosystem services fields
- Advanced knowledge of ICT and use of content management system is an advantage
- Previous experience with the UNDP and/or other multilateral, bilateral organizations and international civil society development partners is considered an asset

Language:
- Fluency in both written and oral English
- Working knowledge of other UN languages is an asset

CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicant's qualifications and financial proposal. The contract will be awarded to the individual consultant whose offer has been evaluated and determined as:
- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only those candidates who obtained at least 70% of points in each step of the process technical (CV/P11 desk reviews) will be considered for financial proposal evaluation.

Technical Criteria (70% of total evaluation; maximum 70 points):
- Demonstrated academic qualification (Max. 5);
- Demonstrated responsible work experience in relevant fields (Max. 15);
- Demonstrated experience in online communication/PR including social media (Max 20)
- Practical experience/knowledge in biodiversity and ecosystem services fields (Max. 10)
- Advanced knowledge of ICT and use of content management system (Max. 5)
- Past experience with UNDP and/or other relevant organizations (Max. 5)
- Fluency in both written and oral English (Max. 5)
- Working knowledge of other UN languages (Max. 5)

Financial Criteria (30% of total evaluation; maximum 30 points)

APPLICATION PROCEDURES

Applicants must submit a duly completed and signed application form which include the below components. Kindly note System will only allow one attachment. Please make sure to include all the requested documents/information as one attachment; otherwise, your application will be considered incomplete.

- Applicants must submit a duly completed and signed application form which include the below components. Kindly note you can upload only one document to this application. Incomplete applications will not be considered. **CV** indicating all relevant past experiences and the contact details of at least three (3) professional referees;
- **A brief cover write-up** explaining why you are the most suitable for the advertised position and describing a methodology on how they will approach and complete the assignment; and
- **Financial Proposal** that indicates the daily rate/fee of the candidate in US dollars, using the **Offeror's letter to UNDP confirming interest and availability**