

## TERMS OF REFERENCE

Assignment Title	International Specialist for UNDP-GEF Project Development (Team Leader)
Project	Mainstreaming Biodiversity Conservation and Restoring Forest Landscape Connectivity in Bago Region, Myanmar (PPG)
Type of Contract	Individual Contract (International)
Contract Period	1 <sup>st</sup> February 2021-30 June 2022 (60 working days)
Supervisor	Chief of the Sustainable and Inclusive Growth Unit (SIG)
Location	Home based, with travel to Myanmar (if COVID19 related situation allows)
Country	Myanmar

### A. BACKGROUND

Myanmar has some of the most diverse forests in the tropics, owing to its varied topography and north to south distinct variation in climate. Myanmar has an incredibly diverse biodiversity with more than 18,000 species including 11,800 vascular plants of gymnosperms and angiosperms, 1200 butterflies, 251 mammals, 1,056 bird species, 282 reptiles, 82 amphibians, 1540 medicinal plants, 96 bamboos, and many crop species and local variants, including endemic rice species<sup>6</sup>. The country has listed 128 globally endangered and critically endangered species, including 25 mammals, 25 birds, 2 amphibians, 10 fish, and 10 reptiles among vertebrates, and 32 endangered plant species<sup>1</sup>.

The project's jurisdiction – Bago Region (with about 2 million ha) lies between the largest city of Yangon, and the capital Naypyitaw, and is an important rural area for wildlife, forestry, and agriculture and is the “Home of Teak”. Most of the remaining forest in this Region is located along the Bago Yoma (yoma = mountain, about 465,000 ha), a range of low mountains running north-south between the Ayeyarwady and Thanlwin Rivers, falling within the Ayeyarwady moist deciduous forest ecoregion, in the Bago Region of Myanmar. Bago Region lies within the globally important, and endangered, Indo-Myanmar (Burma) Biodiversity Hotspot.

The Bago Region comprising almost 10 percent of Myanmar's population plays a significant role in Myanmar's economy as the second largest producer of rice. While eastern Bago has witnessed instability and conflict, the other parts have been stable. As per an earlier UNDP Survey, Bago's population largely rural population is dominantly Bamar Buddhist with a large presence of Kayin in the eastern parts of the Bago region. safety and security were reported to be not a concern for most people as 95 percent of respondents in a UNDP survey felt safe in their village tract or ward and

<sup>1</sup> MONREC. 2018. Myanmar's 6<sup>th</sup> National Report to the CBD.

mentioned that this has either remained the same over the last three years or even improved<sup>2</sup>. On most of the social indicators Bago Region fares similar to the national average of Myanmar. On access to safe drinking water Bago is doing slightly better, on several primary education and health indicators Bago Region remains slightly below the national average while on the overall poverty incidence it is doing better than the national average (18 percent versus 26 percent).

Regarding transparency and accountability of government at the township level, only small improvements have been made in Bago Region over the past few years. Formally, there have only been minor changes in the accountability structures at the township and village tract/ward level over the last few years.

Bago's forests are facing numerous threats including internal conflicts, poor logging practices, land-tenure insecurity, agricultural development, demise of state timber enterprises, shortfalls in government revenue and capacity, illegal logging, and new roads for mines and hydroelectric dams. These threats coupled with a lack of landscape-level planning have resulted in high habitat loss and the fragmentation of the remaining habitat, with the consequential losses of biodiversity, especially for large-bodied mammals such as Asian elephants. A large percentage of this ongoing forest conversion is illegally done. During much of the last half of the 20th century, the government harvested teak at rates that were well in excess of sustainable annual allowable cut limits. As recently as 2008, more than 335,000 tons of teak and as much in other hardwoods were logged in Bago Region, most of it from Bago Yoma; whereas today, the harvest quota is just 12,500 tons of teak for the entire Bago Region. The most recent annual deforestation rate was 1.85% (slightly down from the 2% reported in 2015, but still at 289,000 ha/year; FAO 2020) and is among the highest rates in the world. Forest loss from long-term over-harvesting and forest habitat change from selective harvesting, fuelwood harvesting, and mono-culture plantations, coupled with increased access and illegal logging have resulted in degraded forest conditions throughout the Bago region including within the single protected forest area (North Zamari Wildlife Sanctuary).

In the Bago Region, the North Zamari Wildlife Sanctuary is the only large forest protected area, established primarily for the Asian elephants. While its status as a wildlife sanctuary confers the same status as a National Park, nevertheless, the area is subject to land-grabbing, poaching, and illegal logging. Loss of forest and associated habitats, along with their biodiversity and ecosystem services, have resulted in considerable economic and biodiversity losses in the Bago Region, requiring action to reverse.

The Government of Myanmar through the Ministry of Natural Resources and Environmental Conservation (MONREC)/Forest Department supported by the United Nations Development Programme (UNDP) and World Wildlife Fund (WWF) as GEF Agencies developed a PIF titled ***'Mainstreaming Biodiversity Conservation and Restoring Forest Landscape Connectivity in Bago Region, Myanmar'***. The PIF is endorsed by GEF Council in the December 2020 Work Programme and a Project Preparation Grant (PPG) was approved to develop the corresponding funding proposals and project document.

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[https://themimu.info/sites/themimu.info/files/documents/Report\\_Local\\_Governance\\_Mapping\\_Bago\\_UNDP\\_Nov2014.pdf](https://themimu.info/sites/themimu.info/files/documents/Report_Local_Governance_Mapping_Bago_UNDP_Nov2014.pdf)

**Table 1:** brief description of The Project's objective, grant amounts, components, geographies and PPG team composition

<b>Project title</b>	Mainstreaming Biodiversity Conservation and Restoring Forest Landscape Connectivity in Bago Region, Myanmar
<b>Objective</b>	B. <b>To improve landscape-level land-use planning and promote community land management for conservation of globally significant biodiversity, including Asian elephants, in Myanmar.</b>
<b>Grant amount</b>	USD 7,122,693  Co-financing amount: USD 29,130,000
<b>Components</b>	<ul style="list-style-type: none"> <li>• <b>Component 1:</b> Mainstream biodiversity conservation approaches in land use and development planning;</li> <li>• <b>Component 2:</b> Implementing Sustainable Land Management, Biodiversity Conservation and Forest Restoration at the Landscape level;</li> <li>• <b>Component 3:</b> Improve National Protected Area Management Effectiveness and Capacity Development, with emphasis on North Zamari Wildlife Sanctuary (NZWS); and</li> <li>• <b>Component 4:</b> Knowledge Management, Awareness, Gender Inclusion and Women's Empowerment, and M&amp;E.</li> </ul>
<b>Target project sites</b>	<ul style="list-style-type: none"> <li>• Bago Yoma in Bago Region</li> </ul>
<b>PPG Team composition</b>	<ol style="list-style-type: none"> <li>1) International project development consultant (PPG Team Leader);</li> <li>2) International forestry specialist;</li> <li>3) International specialist for social and environmental safeguards;</li> <li>4) International specialist with wildlife conservation, protected area management and law enforcement;</li> <li>5) National consultant with specialization in natural resources economy/livelihoods and private sector engagement;</li> <li>6) National team coordinator for project development;</li> <li>7) National specialist for gender and community engagement, and social/environmental safeguards.</li> </ol>

UNDP, in collaboration with the Forest Department seeks to engage a qualified International Specialist for UNDP/WWF-GEF Project Development to lead a team of consultants contributing to the delivery of interim PPG tasks (see below) and to develop individual funding proposals and project documents (ProDoc) for the Project, and the corresponding individual CEO endorsement requests (CEO ER) to be submitted for endorsement to the GEF.

The PPG will support all the preparatory work required to draft and finalize all the documentation required by the GEF for CEO Endorsement. The PPG phase will be underpinned by a participatory approach, with regular consultation and working meetings with all key PPG stakeholders throughout the PPG phase. Specific attention will be given to gender issues by undertaking a gender analysis to ensure optimal involvement of women in, and beneficitation from project interventions.

### C. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Under the overall guidance of Chief, Sustainable and Inclusive Growth Unit, and working closely with the Regional Technical Advisor in UNDP Regional Hub in Bangkok and a team of consultants, and assisted by UNDP Country Office colleagues, the Team Leader will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP GEF Project

Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation.

The PPG Team Leader will ensure coordination between government IP, proposed responsible parties, GEF OFP, UNDP, WWF Myanmar and WWF GEF team, Private Sector and other multi-lateral co-financiers of the project. S/he will liaise with the regional technical advisors to ensure learning of UNDP global best practices on sustainable landscape management, sustainable production, wildlife conservation and human-wildlife conflict mitigation, tourism and community forestry etc. is considered during the development of the project. S/he will be responsible for managing all consultants on the GEF PPG Team (including both National Consultants and International Consultants) and coordinating the Team's work.

Due to the ongoing COVID pandemic it is likely that the bulk of the work might have to be conducted remotely, but costs of mission to Myanmar during the project development has been included in the budget, if travel restrictions are eased.

**Responsibilities:** the following lists key responsibilities and deliverables of this contract and the PPG Initiation Plan prepared for the project provides further and more detailed guidance regarding the responsibilities of the prospective PPG team leader and the entire team and must be consulted accordingly.

1) **Activity 1: Management of the GEF PPG Team**

- a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (ICs) and National Consultants (NCs);
- b. Ensure that project development is participatory, gender-responsive, and based on extensive stakeholder mapping and documentation of engagements and multi stakeholder consultations, fully aligned to UNDP's Social and Environmental Standards and Screening Updates rolled out in January 2021. The Project Development process will be linked to the CO's Integrated Task Team process and the Expert Technical Group to be set up jointly by UNDP, WWF and Ministry of Natural Resources and Environment Conservation. xxx;
- c. Verify and ensure that all project components are technically sound and cost effective; and
- d. Engage global advisers in WWF's Wildlife Crime area to obtain their technical and other political economy inputs and guidance during the project development process as necessary;
- e. Assist and provide materials to the safeguards specialist and review the semi-final documents developed by the safeguards specialist.

2) **Activity 2: Preparatory Technical Studies and Reviews (Component A of the PPG IP):** With inputs from national and international consultants, as detailed in their respective TORs:

- a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
- b. Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive;
- c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
- d. Ensure action points related to risk are fully implemented during the PPG as fully aligned to the updated SOPs developed by Bangkok Regional Hub and being operationalised at the CO. Such risks include risk assessments, from the UNDP Social and Environmental Screening

- Procedure (SESP) and the WWF EESF pre-screen at the PIF stage (“pre-screening”); and other risks such as political risks. The nature of these risks should be communicated to senior management within the CO Risk Framework, focusing on action points such as additional investments beyond compliance with SESP in terms of time, capacities, and money. The screening should be updated in an iterative fashion throughout the PPG, as appropriate applying the updated UNDP SES Policy and SESP template;
- e. Conduct/oversee the initial mapping of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented for targeted community forests, OECMs, and broader landscapes, as applicable;
  - f. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes including establishing an initial liaison, identification of opportunities for coordination, and engagement protocol with the Global Wildlife Program (GWP) knowledge exchange platform;
  - g. Assessment of climate change impacts as well as COVID-19 risk and opportunity analysis and, the role of intact forests and ecosystem services in ameliorating these impacts;
  - h. Lead and oversee the identification of opportunities for private sector engagement in green business development. Any proposed partnership with the private sector will have to comply with UNDP’s policy on due diligence and partnerships with the private sector, and accordingly, due diligence will be undertaken for all identified private partners before conforming engagement with them;
  - i. Ensure the preparation of partner capacity assessments, working closely with UNDP CO to be reviewed and consulted with senior management; and discussions on management arrangements early in the PPG process;
  - j. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs, which should incorporate information from political economy analyses relevant to the project area.

3) **Activity 3: Formulation of Project Documents (ProDoc), CEO Endorsement Requests and all Mandatory and Project Specific Annexes (Component B of the PPG IP):** With inputs from the national and international consultant, as detailed in their respective TORs, and based on international best practice:

- a. Develop, present and articulate the project’s theory of change, specifically considering GEF STAP comments on this and following WWF guidelines and standards (PPMS or Open Standards);
- b. Develop Project Results Framework including Outcome Indicators in line with UNDP-GEF policy and WWF GEF guidelines (including full baseline, quantitative indicators, and some yearly targets);
- c. Develop a detailed Monitoring and Evaluation Plan and Budget;
- d. Oversee and ensure the preparation of Socially Inclusive and Gender Responsive Comprehensive Stakeholder Engagement Plan;
- e. Oversee and ensure the preparation of a Gender Action Plan and Budget;
- f. Complete the risk log and update the **SESP** based on assessments undertaken during Component A, and ensure the development of environmental and/or social management plan(s) for all risks identified as High in the SESP or as otherwise indicated in the updated SES policy;
- g. Integrate the safeguards documents (mitigation plans) and the SEP and GAP into the project document, including into the project strategy, budget, governance;
- h. Oversee the preparation of the required GEF tracking tools (i.e., METT), EXACT GHG estimates, and prepare the GEF core indicators worksheet and ensure these are supported by robust and validated data;

- i. Prepare Total Budget and Work Plan (TBWP) and indicative procurement plan, with support from UNDP CO
  - j. Support UNDP CO and WWF Myanmar in securing all co-financing letters, as needed;
  - k. Support UNDP CO and WWF Myanmar in securing project execution and management arrangements and ensuring that the project aligns to UNDP-GEF guidance on UNDP execution support;
  - l. Support UNDP CO in preparing private sector due diligence screening;
  - m. Prepare the indicative procurement plan with support from UNDP CO;
  - n. Support UNDP CO in ensuring the completion of the required official endorsement letters;
  - o. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.<sup>3</sup>
- 4) **Activity 4: Validation Workshops for both projects (Component C of the PPG IP):**
- a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans;
  - b. Oversee all necessary revisions that arise during the workshops;
  - c. Ensure completion of validation workshop report.
- 5) **Expected Outputs and Deliverables:**
- 1. Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance and in line with WWF guidance (see [www.wwfgeftracks.com](http://www.wwfgeftracks.com));
  - 2. Completion of the GEF CEO Endorsement Request;
  - 3. Timely submission of the finalized SESP & ESMF (and any stand-alone management plans as required) ensuring that these are submitted for the internal safeguards review and clearance at least two months before the internal PTA technical clearance of the rest of the documents;
  - 4. Finalized Gender Mainstreaming Plan, Stakeholder Plan, Climate Risk Screening Report, COVID Analysis Report and all other documentation from the GEF PPG (including technical reports, meeting minutes, etc.);
  - 5. All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and
  - 6. Validation Workshop Report.

**Table 2: Required deliverables, estimates duration, fee percentage and required approvals**

No.	Deliverables	Duration	Tentative Dates	Fee (%)	Review and Approvals Required
1	<p><b>A detailed PPG Plan and Inception/First Mission (if possible):</b> PPG work plan, PPG initiation workshop, first mission plan (if the situation improves and travel restricts are lifted) including field visits and meeting with key stakeholders in coordination with other PPG team members</p> <p><b>Output:</b> PPG workplan, inception workshop report</p>	5-10 days	Feb 2021	20%	UNDP Country Office (CO)

<sup>3</sup> Please verify with the UNDP-GEF team that the correct templates are being used.

2	<b>Drafting of project document</b>  <b>Output:</b> Draft project document based on comments by all stakeholders, as required	35 days	July 2021	15%	UNDP CO
3	<b>Second Mission/validation workshop:</b> Final consultation and validation workshop  <b>Output:</b> 1) Validation Workshop Report; 2) Finalized SESP/ESMF Package	7 days	Aug 2021	15%	UNDP CO
4	Submission of the documents to UNDP-GEF Directorate for technical clearance and submission to GEF SEC for CEO endorsement  <b>Output:</b> 1) Final draft of the UNDP-GEF Project Document with the mandatory annexes and the CEO Endorsement request; 2) Complete UNDP check list for Audit risk review ( <i>note: to be submitted to GEF SEC at the time of CEO endorsement</i> )	5 days	Sep 2021	30%	UNDP COs, RTA & PTA
5	Address comments from GEF SEC  <b>Output:</b> Completion of assignment i.e GEF CEO endorsement	3 days	June 2022	20%	UNDP CO & RTA
	Total	<b>60 days</b>		<b>100%</b>	

#### D. EXPERTISE AND QUALIFICATIONS REQUIRED

##### Education

- Master's degree or higher in a relevant field, such as Natural Resource Management, Environmental Planning and/or Management, Natural Sciences, Forestry, conservation biology, etc.

##### Experience

- Minimum 10 years of demonstrable experience in the technical area of NRM, biodiversity mainstreaming in development planning, landscape ecology/management, landscape restoration;
- Minimum of 10 years of experience with project development, implementation and/or evaluation, including formulation of biodiversity projects;
- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in preparing high quality project documents preferably GEF-funded project proposals;
- Work experience in Asia Pacific region preferred;
- Demonstrated leadership, facilitation and coordination skills, with ability to manage technical teams, engage with stakeholders, design participatory processes and form strategic partnerships and alliances; and
- Previous working experience with GEF project agencies, such as UNDP, and familiarity with GEF and UNDP policies, procedures and practices are assets.

##### Language skills:

- Fluency in English required.

#### **E. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS**

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- The Consultant will directly report to the Chief of Unit, SIG, and will coordinate closely with the UNDP-NCE Regional Technical Advisor based in Bangkok;
- The consultant will be home-based with two missions to Myanmar (*if the situation improves and country lifts international travel restrictions. If not, the consultant will have to depend on information provided by a team of national consultants*).
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- Given the virtual or F2F 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 certification of payment form, and acceptance and confirmation by the CO and outputs delivered.
- The consultant is also required to comply with the UN security directives set forth under <http://dss.un.org>

#### **Travel:**

- Two missions to Myanmar with an estimated duration of 17 days (10 days for the first mission and 7 days for the 2<sup>nd</sup> mission) might be required;
- The [BSAFE course](#) must be completed before the commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are also 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 mission travel arrangements.

#### **F. DUTY STATION AND DURATION OF ASSIGNMENT**

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The consultancy will be from 1 February 2021- 30 June 2022 (60 working days)

#### **G. PAYMENT ARRANGMENT**

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Interested persons are requested to submit their financial proposals quoting their **daily fees** noting the following conditions:

1. The contract price is fixed regardless of changes in the cost components.
2. Payments will be made upon assessment of number of days worked, submission of timely deliverables and certification of payment form, and acceptance and confirmation by the supervisor.
3. Refer Table 2 under Section C.

#### **H. RECOMMENDED PRESENTATION OF OFFER**

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Interested persons are requested to submit the following documents as part of their application:



1. **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the 'Resume and Motivation' section of the electronic application
2. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
3. **P11 Form** indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
4. **Financial Proposal** that indicates the daily fees as per the template provided by UNDP

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

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The following criteria shall serve as basis for evaluating offers:

### **Combined Scoring Method:**

Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

### **Technical Evaluation of Proposals:**

All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

#### **Educational background: 10 points**

- Master's degree or higher in a relevant field, such as Natural Resource Management, Environmental Planning and/or Management, Natural Sciences, Forestry, conservation biology, etc.

#### **Experience: 55 points**

- Minimum 10 years of demonstrable experience in the technical area of NRM, biodiversity mainstreaming in development planning, landscape ecology/management, landscape restoration;
- Minimum of 10 years of experience with project development, implementation and/or evaluation, including formulation of biodiversity projects;
- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in preparing high quality project documents preferably GEF-funded project proposals;
- Work experience in Asia Pacific region preferred;
- Demonstrated leadership, facilitation and coordination skills, with ability to manage technical teams, engage with stakeholders, design participatory processes and form strategic partnerships and alliances; and
- Previous working experience with GEF project agencies, such as UNDP, and familiarity with GEF and UNDP policies, procedures and practices are assets.

#### **English language skills: 5 points**


- Fluency in English required

### **Financial Evaluation of Proposals:**

The financial proposals of all the applicants who pass the technical evaluation will be scored.  
The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g.  $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points}$  for other proposer's fees

The contract shall be awarded to the applicant who receives the highest cumulative score.

**Cleared by:**

Biplove Choudhary Chief of Unit Sustainable and Inclusive Growth Unit UNDP Myanmar	
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**Approved by:**

Dawn Del Rio Deputy Resident Representative UNDP Myanmar	
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