



# Terms of reference

## GENERAL INFORMATION

**Title:** National Project Coordinator for PPG Support

**Project Name:** Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)

**Reports to:** Project Preparation Grant Team Leader

**Duty Station:** Home-based

**Expected Places of Travel (if applicable):** N/A

**Duration of Assignment:** From June to: December 2021 (50 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	3 <b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :</b>
	(1) Junior Consultant
	(2) Support Consultant
	<b>(3) Support Specialist</b>
	(4) Senior Specialist
	(5) Expert/ Advisor
	<b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b>
	(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 ((coordination for program/activity planning, implementation, and monitoring

☐ intermittent (explain)

☐ 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:

Name: Abdul W Situmorang

Title: Advisor for Climate and Environmental Governance

## I. BACKGROUND

Globally there are thirty-five biodiversity hotspots, covering only 2.3 percent of the Earth's surface, but supporting more than half of the world's endemic plant species and nearly 43% of endemic bird, mammal, reptile, and amphibian species. Indonesia is considered among one of the world's 17 megadiverse countries and is home to two of the biodiversity hotspots: Sundaland and Wallacea. The Wallacea hotspot has a total land area of 33.8 million hectares and provides livelihoods for around 30 million individuals within regional development programs that results in global economic benefits, however this ongoing growth is also negatively impacting the environment in a variety of ways. For example, both regional population growth and changes in land use patterns has resulted in widespread habitat loss, with further environmental degradation projected as the region continues to experience rapid growth that prioritizes short-term economic gains over long-term sustainability. Moreover, government policies and resource management schemes that have supplanted traditional management systems are introducing new issues stemming from poor monitoring, limited capacity and a lack of political will.

As identified in the GEF-7 Biodiversity Strategy, the five main direct drivers of biodiversity loss are: habitat change, overexploitation and unsustainable use (including illegal wildlife trade - IWT), invasive alien species, climate change, and pollution (The GEF). The goal of the GEF-7 biodiversity focal area strategy is to maintain globally significant biodiversity in landscapes and seascapes. To achieve this goal, GEF investments contribute to objectives identified in the CBD COP 13 Guidance to the GEF, including addressing direct drivers to protect habitats and species and further developing biodiversity policy and institutional frameworks.

Flores, East Nusa Tenggara Province is home to several endangered and critically endangered species, some of which are regionally endemic, such as: Flores hawk-eagle (*Nisaetus floris*), yellow-crested cockatoo (*Cacatua sulphurea*), largetooth sawfish (*Pristis pristis*), Tenggara hill myna (*Gracula venerata*), and Schmutz's worm snake (*Indotyphlops schmutzi*). On top of these endangered species, Flores supports a small extant population of Komodo dragon (*Varanus komodoensis*). The Komodo dragon is a globally threatened species classified as Vulnerable (VU) by the International Union for the Conservation of Nature (IUCN), which is endemic to Flores and can be found in Komodo National Park (KNP) as well as two areas on the Flores mainland, one on the western peninsula (e.g. Wae Wuul) and the other on the north coast (e.g. Longos Island and Riung). Despite its small range on the island of Flores, an improvement in management schemes tailored towards the protection of the Komodo dragon is needed to ensure the species is not downgraded from its current VU status, signifying its fall closer to extinction.

Furthermore, some of these species are specifically endemic to the island of Flores, making conservation efforts on the island critical for the survival of several endangered bird and mammalian species, including in addition, the Flores crow (*Corvus florensis*), Flores hanging parrot (*Loriculus pusillus*), Flores monarch (*Monarcha sacerdotum*) and Flores scops-owl (*Otus alfredi*), Flores shrew (*Suncus mertensi*), Hainald's Flores Island rat (*Rattus hainaldi*), and Paula's long-nosed rat (*Paulamys naso*). These species are highly vulnerable to the pressures of: habitat degradation, landscape changes, overexploitation, climate change, illegal hunting, and other harmful human activities. The marine habitat around Flores, and the KNP, in particular includes one of the richest marine environments including coral reefs, mangroves, seagrass beds, seamounts, and semi-enclosed bays. These habitats harbor more than 1,000 species of fish, some 260 species of reef-building coral, and 70 species of sponges, dugong, sharks, manta rays, and at least 14 species of whales, dolphins, and sea turtles. Strong daily tidal flows combine with nutrient rich upwelling from the depths of the Indian Ocean to create ideal conditions for thousands of species of coral and tropical fish to flourish.

The government of Indonesia through the Ministry of Environment and Forestry supported by the United Nations Development Programme (UNDP) as GEF Agency developed a project concept titled 'Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)'. The Concept Note 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.

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

<b>Project title</b>	Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)
<b>Objective</b>	To promote conservation of Komodo dragon and other globally threatened species in Flores through strengthened and integrated management of multiple use landscapes and seascapes
<b>Components</b>	<ul style="list-style-type: none"> <li>• <b>Component 1:</b> Strengthened management and protection of multiple use landscapes/seascapes for Komodo Dragon and other globally significant species in threatened terrestrial and marine habitats in Flores</li> <li>• <b>Component 2:</b> Improved private sector, community engagement and diversified financing for biodiversity conservation and livelihood improvement across the Komodo dragon and threatened species landscape/seascape</li> <li>• <b>Component 3:</b> Knowledge Management, Gender Mainstreaming, and Project Monitoring &amp; Evaluation</li> </ul>
<b>Target project sites</b>	<ul style="list-style-type: none"> <li>• East Nusa Tenggara – Flores Island</li> </ul>
<b>PPG Team composition</b>	<ol style="list-style-type: none"> <li>1) International Project Development Specialist (GEF PPG Team Leader)</li> <li>2) International Consultant, Environmental Finance Expert</li> <li>3) Project Development Expert – National Team Coordinator</li> <li>4) National expert in Environmental and Social Safeguards</li> <li>5) National Specialist in Stakeholder Engagement and Gender</li> <li>6) National Expert in Private Sector Engagement and Environmental Finance</li> <li>7) National Specialist for Landscape/Seascape Management/Ecologist</li> <li>8) National Specialist in local governance, participatory conservation and development planning</li> <li>9) National consultant to provide PPG and communication support</li> </ol>

UNDP, in collaboration with DG Conservation and Natural Resources, Ministry of Environment and Forestry, the Government of Indonesia, seeks to engage a qualified International Specialist for UNDP-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 beneficiation from project interventions.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

**Role:** The consultant will provide support to the PPG team to identify and engage with relevant stakeholders at national and sub-national levels, and provide logistic support for organising workshop, meetings, as well as support data and information collection. Due to the ongoing COVID pandemic it is likely that the bulk of the work might have to be conducted remotely, but costs of a field visit during the PPG has been included in the budget, if travel restrictions are eased.

**Responsibilities:** the list below outlines key responsibilities and deliverables of this contract. The PPG Initiation Plan for this project provides further and more detailed guidance regarding the responsibilities of the prospective PPG team and must be consulted accordingly.

- 1) Coordinate all the consultation meetings for the PPG team
- 2) Prepare agenda and logistical arrangements for the national level stakeholder workshop
- 3) Prepare agenda and logistical arrangements for local level stakeholder workshop
- 4) Seek appointments for the PPG team with government, CSOs and private partners
- 5) Assist PPG team with the preparation of the project budget and multi-year work plan
- 6) Provide logistical support to the PPG team for field missions, travel arrangement, and any support required to facilitate field mission.

### **Expected Outputs and Deliverables:**

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

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required	
<p>1<sup>st</sup> payment will be made upon submission and approval by UNDP of:</p> <p>First Mission: logistical support to PPG initiation workshop, field visits and meeting with key stakeholders in coordination with other PPG team members</p> <p>Output: PPG inception workshop report and workplan</p>	10 days	June 2021	UNDP Country Office, RTA	
<p>2<sup>nd</sup> payment will be made upon submission and approval by UNDP of:</p> <p>Logistical support and assistance to consultation meetings and workshops for developing ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes</p> <p>Output: Report on consultations meeting and workshop for ProDoc Development, CEO Endorsement Request and Mandatory and Project Specific Annexes; including support to PPG team on preparation of the project budget and multi-year work plan</p>	25 days	August 2021	UNDP Country Office, RTA	
<p>3<sup>rd</sup> payment will be made upon submission and approval by UNDP of:</p> <p>Second Mission: logistical support to final consultation and validation workshop</p> <p>Output: Validation Workshop Report</p>	7 days	September 2021	UNDP Country Office, RTA	

4 <sup>th</sup> payment will be made upon submission and approval by UNDP of:  Report on support to the submission of the documents to UNDP-GEF Directorate for technical clearance and submission to GEF SEC for CEO endorsement	5 days	October 2021	UNDP Country Office, RTA and PTA
5 <sup>th</sup> payment will be made upon submission and approval by UNDP of:  Address comments from GEF SEC Output: Final report on completion of assignment including documentation to address comments from GEF SEC	3 days	December 2021	UNDP Country Office, RTA
Total	50 days		

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

- The consultant will be home-based with possible field travel (subject to easement of travel restrictions).
- The consultant will work under the direct guidance of the PPG Team Leader, and will report to the environmental focal point of Indonesia Country Office (CO);
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- 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 certification of payment form, and acceptance and confirmation by the CO and outputs delivered.

#### Duration of the Work

Maximum 50 days over 6 months

#### Duty Station

The duty station/location for the consultant will be in Home Based

#### Travel Plan

- No travel plan for this assignment. However, should there be an unforeseen travel, payment of travel costs including tickets, lodging and terminal expenses will be borne by UNDP
- The BSAFE course must be completed before the commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling, 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/>;

**Payment Method:**

Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Bachelor's Degree or higher in a relevant field, such as Business, Public Administration, Economics, Accounting, Finance, Social Sciences, natural sciences, and environmental studies.

Years of experience:

- Minimum 3 years of demonstrable experience in relevant fields;
- Experience working with Government institutions mainly with Ministry of Environment and Forestry, Ministry of Tourism and Creative Economy and stakeholders in the field of Forestry, Environment, Agriculture, Biodiversity Conservation, etc.
- Experiences on environment or biodiversity issues especially on Komodo Dragon and other globally threatened species in Flores

III. Competencies and special skills requirement:

- Demonstrable communication and relationship management skills;
- Fluency in written and spoken English;
- Familiarity with Indonesia's institutions e.g., Ministry of Environment and Forestry, Ministry of Tourism and Creative Economy and stakeholders in the field of Forestry, Environment, Agriculture, Biodiversity Conservation, etc.
- Good knowledge on Komodo Dragon and other globally threatened species in Flores would be an added advantage;
- Demonstrates integrity by modelling 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
- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner
- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously
- Excellent analytical and organizational skills

- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.
- Works well in a team
- Projects a positive image and is ready to take on a wide range of tasks
- Focuses on results for the client
- Welcomes constructive feedback
- Fluent English language (both oral and written) and excellent communication and presentation skills, particularly in the preparation of written documents

## V. EVALUATION METHOD AND CRITERIA

### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*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 points would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	70%	
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree or higher in a relevant field, such as natural sciences, environmental studies.</li> <li>2. Minimum 3 years of demonstrable experience in relevant fields;</li> <li>3. Experience working with Government institutions mainly with Ministry of Environment and Forestry, Ministry of Tourism and Creative Economy and stakeholders in the field of Forestry, Environment, Agriculture, Biodiversity Conservation, etc.</li> <li>4. Experiences on environment or biodiversity issues especially on Komodo Dragon and other globally threatened species in Flores</li> </ol>		20 20 15 15
<ul style="list-style-type: none"> <li>• <i>Criteria B: Brief Description of Approach to Assignment</i> <ol style="list-style-type: none"> <li>1. Explaining why you are the most suitable for the work</li> <li>2. Provide a brief methodology on how you will approach and conduct the work</li> </ol> </li> </ul>		30 15 15
<u>Financial</u>	30%	



## 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 70 points. Only the top candidates that have achieved a minimum of 49 out of 70 points from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 30 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 CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- 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
- Applicants must submit a Financial Proposal that indicates the all-inclusive fixed total contract price. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days), as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. **The financial proposal must be submitted separately from other documents.** Please refer to Confirmation of Interest and Availability Annex 3 for submitting the financial proposal.

## Travel

- All envisaged travel costs must be included in the financial proposal. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.
- In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed based on provision of supporting documentation.

## General Conditions of Contract for the ICs:

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