Terms of Reference

National or International consultant: National Consultant

Title of consultancy: Provision of services of a Scientific Assessment of Research Expert

Project Title: STEPPing up Nature Reserves Capacity – STEP4Nature

Period of assignment/services: 30 working days spread over a period of 2 months (no later than 28 February 2022).

I. Background

The UNDP “STEPping up Nature Reserves Capacity – STEP4Nature” project aims at directly tackling 7 targets in full or in part although a number of others are targeted indirectly through NBSAP 2030 targets: (target 5) the total percent coverage of nature reserves is increased to reach at least 5% of Lebanon’s area; (target 9) rehabilitation plans are implemented in at least 20% of degraded sites that they can safeguard the sustained delivery of ecosystem services; (target 14) vulnerable ecosystems to climate change are identified and adaptation plans are developed and implemented; (target 15) research on biodiversity is improved in Lebanon, and research outputs and biodiversity related reports are shared through a centralized platform (from both public and private institutions), which is updated and made accessible to the public (CHM); (target 16) traditional knowledge, uses, and practices of local communities relevant to biodiversity and sustainable use of resources are documented, preserved and shared/published; (target 17) the relevant institutional and legal framework and government policies are reviewed, updated and reinforced where necessary to ensure effective biodiversity conservation and sustainable use; and (target 18) Lebanon has developed and is implementing a robust resource mobilization strategy with a sustainable mechanism to finance biodiversity initiatives.

To this end, the project will strengthen MOE legal and institutional NR framework, improve NR management, monitoring and evaluation plans, assess the NR vulnerability to climate change and disaster risks, set up a knowledge platform, carry out needed natural capital valuation and scientific research while formulating and implementing inclusive participatory and gender equality green and grey investments where communities living surrounding the official NR boundaries will be targeted.

The project is financed by the Italian Agency for Development Cooperation – AICS and is implemented by the United Nations Development Programme (UNDP) in partnership with the Ministry of Environment.

During the last decade, considerable research related to biodiversity and other field relevant to protected areas have been performed by researchers, academia, NGOs and international projects significantly contributing to the sustainable management and use of biodiversity within protected areas. This data is scattered and thus there is an urgent need to compile and map them in a research information platform. Based on this platform a vigorous Protected areas-targeted research program should be initiated where research agenda should be mainstreamed towards protected areas lacking scientific research.

It is in this context that the Step4Nature project is seeking the services of an expert to support the project in the elaboration of a national research information platform of all legal and scientific documents related to Protected Areas and Nature Reserves in Lebanon.
This assignment is expected to allow the project team to compile all existing scientific and legal data related to existing protected areas (and pipeline) and create a knowledge database allowing the project to mainstream research and studies towards protected areas facing a lack of scientific/legal information.

This consultancy is divided into the following tasks:

- **Task 1** – Desk review and data collection
- **Task 2** – Knowledge database development

II. **Scope of work**

The tasks mentioned in the next section shall be performed in close cooperation with the UNDP/STEP4Nature team and in close coordination and consultation with concerned ministries (Ministry of Environment and Ministry of Agriculture) and stakeholders.

It is understood that the Consultant shall perform all the services/work as necessary to fulfill the objectives of the Consultancy Contract.

III. **Key Tasks and Responsibilities**

The Tasks involved will cover the followings:

**Task 1- Desk Review and data collection**

The Consultant is expected to undertake all necessary field surveys, desk review of relevant project documentation, national and international reports, scientific publications and other resource tools in addition to direct consultations with key local stakeholders and data providers to:

- Perform stocktaking exercise of:
  - all legal text establishing all protected areas in Lebanon (Nature Reserves, Nature Sites, Protected Forests under the Ministry of Agriculture mandate and officially established Himas declared through municipal decisions) and where relevant declaration/designation documents and information sheets of the following internationally designated areas (UNESCO Biosphere Reserves (SBR, Jabal Moussa and Jabal Rihan) and RAMSAR Sites (PINR, TCNR, Ras el Chaqaa and Ammiq wetland))
  - A list of all biodiversity related publications and research related to the Nature Reserves (and pipeline) (even dating prior to their establishment date). Whenever available, a copy of the publication shall be collected.
  - all existing management plans (current and previous since establishment of NR) of all Nature Reserves, Biosphere Reserves, and Ramsar Sites and mention their time period. Management plans in the making shall also be mentioned.

- Identify and describe the present/past programs operating within the Nature Reserves related to biodiversity conservation, sustainable use of biological resources, reforestation, management plans, forest fire prevention, nurseries, equipment and infrastructure, awareness, etc. These data can be obtained from relevant institutions which have executed such projects/programmes in the Nature Reserves (research centers, international organizations, UN agencies, NGOs, private initiatives, etc.) and from the APAC, and shall
summarize the status (ongoing or completed) of each programme including the following points:

- Title of the project
- Donor(s);
- Implementing agencies;
- Starting date and duration;
- Overall Budget;
- List of activities implemented in the nature reserve

- Prepare a rapid assessment checklist for the nature reserves and conduct field visits to the nature reserves that have an APAC to inventory existing infrastructure and their current status.

**Task 2 – Knowledge database development**

Based on the output of task 1, the Consultant should undertake the following:

- Compile all legal texts related to Protected Areas and conduct a literature review of biodiversity-related publications and research related to Nature Reserves (and pipeline) and classify them (category, date of research, author, source of funding) including a small summary of findings.
- Compile the existing management plans (Current and previous ones) of the Nature Reserves, Biosphere Reserves and Ramsar Sites, and conduct consultations with reserves’ managers and/or head of committees to assess the general barriers that faced their full implementation (if encountered) and any recommendations/needs for future management initiatives.
- Compile all inspection data collected during field visits in a tabular form and propose potential infrastructure enhancements.

**IV. Expected Outputs and Deliverables**

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1: Inception Report including methodology of work</td>
<td>5 working days</td>
<td>2 weeks from contract signature</td>
<td>Project Officer</td>
</tr>
<tr>
<td>Deliverable 2: Desk Review and data collection (Task 1)</td>
<td>20 working days</td>
<td>1.5 months from contract signature</td>
<td>Project Officer</td>
</tr>
<tr>
<td>Deliverable 3: Knowledge database development (Task 2)</td>
<td>5 working days</td>
<td>2 months from contract signature</td>
<td>Project Officer</td>
</tr>
</tbody>
</table>

All deliverables must be submitted in English language and should be handed out in three hard copies as well as one soft copy (word format and excel format for tables) and a PDF format for all collected documents and publications. If relevant, copies of high-resolution maps and graphics should also be handed out to the project management team.

**V. Institutional arrangements**
The Consultant shall report to UNDP on the tasks mentioned in section III and will work under the direct supervision of the Step4Nature Project Officer.

VI. Duration of work
The overall duration of the contract covered by this ToR is 30 working days spread over a period of 2 months from the date of contract signature (no later than 28 February 2021).

VII. Duty station
The assignment requires field work, deskwork, research, meetings, as well as coordination between the different concerned stakeholders (Ministries, NGOs, PAs Committees (APACs), experts in the field, etc.). The remaining time of the consultancy can be undertaken from home.

VIII. Requirements for experience and qualifications
- **Academic Qualifications:**
  Masters or PHD in a discipline that is relevant to ecology, biology, natural resources / environmental management or closely related field.

- **Years of experience:**
  Minimum of 5 years’ experience in biodiversity conservation and protected areas and/or implementation of management responsibilities at the institutional level in the field of biodiversity and protected areas.

- **Technical experience:**
  - Experience in, or extensive knowledge of environmental and biodiversity related issues
  - Experience in research and review of local and international experiences and lessons learned in biodiversity for PAs;
  - Knowledge and understanding of the current ecology, protected areas and related governance issues in Lebanon
  - Experience working with local authorities (ministries) is highly desirable.
  - Experience with UN or international donor project(s) is an asset.

- **Competencies:**
  - Proficiency in English and Arabic languages;
  - Demonstrable analytical skills and report writing skills;
  - Good communication and consultation skills

IX. Presentation of Proposal and Offers
For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

- **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology to complete the assignment.

- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

X. **Scope of Price Proposal and Schedule of Payments**

The contract will cover the amount payable for fees and foreseeable expenses, including all travel to within Lebanon during missions. Proposal of costs must be expressed in Lump Sum Amount and must be “all-inclusive”¹;

The payment will be issued according to the following schedule:

<table>
<thead>
<tr>
<th>Task</th>
<th>Payment</th>
<th>Deliverables</th>
<th>Potential Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16.66%</td>
<td><strong>Deliverable 1: Inception Report including methodology of work</strong></td>
<td>2 weeks from contract signature</td>
</tr>
<tr>
<td>2</td>
<td>66.68%</td>
<td><strong>Deliverable 2: Desk Review and data collection (Task 1)</strong></td>
<td>1.5 months from contract signature</td>
</tr>
<tr>
<td>3</td>
<td>16.66%</td>
<td><strong>Deliverable 3: Knowledge database development (Task 2)</strong></td>
<td>2 months from contract signature</td>
</tr>
</tbody>
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¹ The term “all inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.