

## Terms of reference

### National Specialist for UNDP-GEF Project Development (National Team Coordinator)

<b>Location:</b>	Home based with possible mission travel
<b>Type of Contract:</b>	Individual Contract
<b>Languages required:</b>	English, Thai
<b>Starting date:</b>	1 March 2022
<b>Duration of Initial Contract:</b>	18 months
<b>Expected duration of assignment</b>	Total 60 days from 1 March 2022, spread over a period of 18 months
<b>Supervisor(s):</b>	UNDP BRH/UNDP Thailand CO

#### Background:

The Project Identification Form (PIF) titled '*Effectively Managing Networks of Marine Protected Areas in Large Marine Ecosystems in the ASEAN Region (ASEAN ENMAPS)*' was approved by the GEF Council during its meeting in December 2021. A Project Preparation Grant (PPG) was approved to develop the project document and other requirements for GEF CEO endorsement.

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

<b>Project title</b>	Effectively Managing Networks of Marine Protected Areas in Large Marine Ecosystems in the ASEAN Region (ASEAN ENMAPS)
<b>Objective</b>	To develop and improve the management of networks of marine protected areas and marine corridors within selected Large Marine Ecosystems (LMEs) in the ASEAN region for the conservation of globally significant biodiversity and support for sustainable fisheries and other ecosystem goods and services
<b>Grant amount</b>	USD 12,548,861 Co-financing amount: USD 65,047,291
<b>Components</b>	<ul style="list-style-type: none"> <li>• <b>Component 1:</b> Science-based approach to supporting and expanding networks of marine protected areas (MPAs)</li> <li>• <b>Component 2:</b> Enhanced management of the network of MPAs in selected LMEs</li> <li>• <b>Component 3:</b> Learning, knowledge management and networking</li> </ul>
<b>Participating Countries/Target project sites</b>	Indonesia, Philippines, Thailand/Target sites to be confirmed during the PPG phase
<b>PPG Team composition</b>	<p><b>A. International/Regional</b></p> <ol style="list-style-type: none"> <li>1) International Project Development Specialist (PPG Team Leader)</li> <li>2) International Specialist for marine biodiversity conservation or sustainable fisheries management, complementing the specialization of the PPG Team Leader</li> <li>3) International expert on Environmental and Social Safeguards</li> </ol> <p><b>B. National</b></p> <ol style="list-style-type: none"> <li>4) Project Development Specialist – National Team Coordinator</li> <li>5) National Specialist for marine biodiversity conservation or fisheries, complementing the specialization of the national team coordinator</li> <li>6) National Specialist in safeguards, stakeholder engagement and gender</li> </ol>

UNDP seeks to engage a qualified National Specialist in Thailand to support the PPG team leader (International Specialist) as well as coordinate the national PPG team in aspects of the project design relating to national and sub-national policy, legal and institutional environment and engagement, marine biodiversity conservation and sustainable fisheries management. S/he will act as the national counterpart for the PPG team leader.

The PPG will support all the preparatory work required to draft and finalize all the documentation required by the GEF for CEO Endorsement Request (CEO ER). 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.

## **Scope of the assignment**

### **Role:**

The National GEF Project Development Specialist will provide overall technical oversight to the national PPG team in Thailand. S/he will lead the technical review of the assessment and reports that are existing in the country, as well as those that will be developed by the national team. He/She will directly liaise with the International Project Development Specialist throughout the PPG process.

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 visit to Location of Validation workshop during the PPG has been included in the budget, if travel restrictions are eased.

**Responsibilities:** the following lists the overall responsibilities and deliverables that will be expected from the national consultant. The UNDP PPG Initiation Plan (IP) provides further guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.

#### **1. Coordination of the national PPG team together with the International Consultant:**

- Support the PPG team leader in consultatively developing the detailed PPG work plan, work breakdown structure, from the perspective of the country he/she is covering;
- Act as the primary contact point for the national PPG consulting team;
- Collate and standardise the maps prepared by national consultants for incorporation into the project documentation; and
- Support the PPG team leader in verifying and ensuring that all project outputs are technically sound and cost effective.
- Assistance in PPG Kick-off meeting and Inception workshop;
- Consolidation of inputs from the national PPG team and prepare the Inception workshop report, including stakeholders' recommendations for the Project Document design, risk analysis and appropriate mitigation measures;
- Ensure that the PPG Outputs of the national PPG team members are in line with the requirements and time and budget are well allocated and adhered to; and
- Coordination of consultations, workshops, meetings etc. and provision of inputs to management arrangements, ensuring stakeholder needs are integrated into the project's results framework and project's theory of change

#### **2. Preparatory National Technical Studies and Reviews: Lead the preparation of required national analyses/studies, as agreed with the PPG Team Leader, including:**

- Review of national, and local policy and legislative frameworks related to biodiversity conservation and sustainable fisheries management;
- Review of relevant past and ongoing initiatives for lessons learnt and synergies through project;
- Profiling of the project sites, including working with the national and local governments e.g. mapping current use and natural resource management;
- Undertake capacity development needs assessment and prepare a capacity development plan (template to be provided);

- Coordination of overall site selection process for all on-the-ground or on-site interventions (with other PPG team members and in consultation with stakeholders)

3. Contributions to the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):

- Provide relevant inputs for the ProDoc and GEF CEO ER, as requested by the PPG Team Leader;
- Facilitate translation of relevant sections of the ProDoc into the national language, as requested by the national government; and
- Review and comment on iterative drafts of the project documentation prepared by the Project Team Leader.

4. Validation Workshop (Component C):

- Contribute to and present national-level results at the validation workshop; and
- Support all necessary revisions that arise during the workshop, as appropriate.

5. Final Deliverables:

All technical reports, technical inputs and mandatory annexes for the final project documentation, as explicitly identified in the project PPG work plan.

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

<b>Deliverables/ Outputs</b>	<b>Indicative Days</b>	<b>Target Due Dates</b>	<b>Tentative Fee schedule (%)</b>	<b>Review and Approvals Required</b>
1. PPG inception workshop report: support PPG Team Leader with the preparation of the PPG workplan and PPG inception workshop report. PPG inception workshop will be conducted virtually.	5 days	By 31 Mar 2022	10%	UNDP BRH & NCE RTA
2. Stakeholder consultation and validation workshop: Support PPG team leader with the preparation of validation workshop and report for GEF	15 days	By 30 Sept 2022	10%	UNDP BRH & NCE RTA
3.Final draft of the UNDP-GEF Project Document with the mandatory annexes and the CEO Endorsement Request	30 days	By 30 Sept 2022	30%	UNDP BRH & NCE RTA
4.Submission of the documents to UNDP-GEF Directorate for technical clearance and submission to GEF Sec for CEO endorsement	5 days	By 30 Nov 2022	30%	UNDP BRH & NCE RTA
5. Address comments from GEF and completion of assignment upon approval of GEF Secretariat	5 days	By 30 Apr 2023	20%	UNDP BRH & NCE RTA
<b>TOTAL</b>	<b>60 days</b>		<b>100%</b>	

\*Please refer to the PPG Initiation Plan for the deadlines

### **Institutional Arrangement**

- The Consultant will be home-based and will report to, and be directly supervised by UNDP BRH and will coordinate closely with the UNDP-NCE Regional Technical Advisor (RTA) based in Bangkok;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- Given the virtual or face-to-face 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 BRH and outputs delivered.

**Travel:**

- Missions to the location of the Validation workshop (TBD) with an estimated duration of up to **7 days** might be required (subject to COVID-19 situation vis-a-vis travel restriction policy of the government.);
- UNDP will bear the cost of the travel on actual basis once the travel is confirmed. In general, UNDP could not accept travel costs exceeding those of an economy class ticket. Should the consultant 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.
- The BSAFE course must be completed before the commencement of travel including any training on COVID-19 safety;
- 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/>

**Payment Method:**

The consultant will submit financial proposal that includes only professional fee and associated cost to be incurred in completing the assignment. Given the current situation in travel restriction, travel may be arranged either by the consultant or UNDP where the cost is more effective. Any travel cost, living allowance and any other applicable cost will be reimbursed once the travel is planned. 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).

**Duration of the Work:**

Estimate 60 working days over 18 months.

**Qualifications**

- Master's degree or higher in a relevant field, such as Natural Sciences, Environmental Management, Marine Biology, Social Sciences or Political Sciences, etc.
- Minimum 10 years of demonstrable experience in the technical area of natural resource management, biodiversity mainstreaming in development planning, land/seascape ecology/ land/seascape management/ land/seascape restoration; marine conservation;
- Demonstrated understanding of the GEF and LDCF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;
- Previous working experience with GEF project agencies, such as UNDP, and familiarity with GEF and UNDP policies, procedures and practices is an asset;
- Experience working with the government agencies as well as communities in Thailand is an advantage.
- Ability to conduct independent research and facilitate consultation and workshops.
- Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation;
- Experience working in Thailand and the Asia region on related initiatives highly desired;
- Good working knowledge of national policy and regulation related to land use and landscape.
- Excellent coordination and leadership skills, as well as relationship management skills;
- Excellent oral and written communication skills in English language and Thai.

**Corporate Competencies:**

- 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 favoritism;

### **Functional Competencies**

- 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.

### **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 daily rate of services and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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 in US dollars (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.

<b><i>Evaluation Criteria</i></b>	<b>Max Points</b>
<b>Technical</b>	
Minimum Master's degree in a relevant field, such as Natural Sciences, Environmental Management, Marine Biology, Social Sciences or Political Sciences, etc.	10
Minimum 10 years of demonstrable experience in the technical area of natural resource management, biodiversity mainstreaming in development planning, land/seascape ecology/ land/seascape management/ land/seascape restoration; marine conservation	25
Demonstrated experience in preparing high quality GEF project documents and formulation of similar types of GEF projects	15
Experience working with the government agencies and communities in Thailand	10
Fluent in English and Thai: speaking and writing	10
<b>Financial</b>	<b>30</b>

**Instructions to Applicants:** Click on the "**Apply now**" button. Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. Upon completion of the first page, please hit "submit application" tab at the end of the page then the uploading option for the required document will be available.

**Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

1. **Letter of Confirmation of Interest and Availability with Financial Proposal** (in USD) using the template provided as **Annex III**

**[Financial proposal:** Consultant shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided for the entire assignment. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc. and travel cost) that could be incurred by the IC in completing the assignment are already factored into the proposed fee submitted in the proposal]

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.

2. **P11 / Personal CV**, 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.

**\*\*Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification**

**\*\*Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

The short-listed candidates may be contacted, and the successful candidate will be notified.