

Terms of Reference

National Specialist in Indonesia for UNDP-GEF Project Development (Deputy Team Coordinator)

Location:	Home based with possible mission
Type of Contract:	Individual Consultant
Languages required:	English, Bahasa Indonesia
Starting date:	1 March 2022
Duration of Initial Contract:	18 months
Expected duration of assignment	Maximum of 35 days from 1 March 2022 spread over a period of 18 months
Supervisor(s):	UNDP BRH/UNDP Indonesia 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

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

UNDP seeks to engage a qualified International Specialist in Indonesia, for UNDP-GEF Project Development to be responsible for the development of the marine content of the project document. The Marine content should ensure that it highlights linkages to natural resource management and climate change adaptation, governance mechanism and knowledge management development. S/he will work under the PPG team leader to develop project document and other required supporting documents (ProDoc), including the CEO endorsement request (CEO ER), and will also be working very closely with a designated in-country consultant.

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 Specialist will directly liaise with the International Specialist and provide inputs to the Project Document at the national context. 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 Inception/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 international consultant. The UNDP PPG Implementation Plan (IP) provides further guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.

- 1) Support the National Team Coordinator to manage the Local GEF PPG Team
 - a. Support preparation of a detailed methodology and work plan prepared in collaboration with the National Consultants (NCs) and identifying ProDoc and Annex revisions and improvements required for the final ProDoc/CEO Endorsement Package;
 - b. Support the National Team Coordinators to ensure that project development is based on extensive stakeholder engagements;
 - c. Supporting to Verify and ensure that all project components are technically sound and cost effective.
 - d. Provide technical support the National Team Coordinator to facilitate a national consultation.
- 2) Support the Preparatory Technical Studies and Reviews (Component 1): as detailed in his/her respective TOR, and under the overall technical guidance and support from the National Team Coordinator:
 - a. Review relevant both national and international policy on marine protected areas and marine biodiversity conservation and management, special report on the ocean and cryosphere in a changing climate and other relevant climate impacts to marine resources and elaborate key/relevant policy as inputs to prepare and develop the project document.
 - b. Review and identify data requirements and available data sources on selected sites
 - c. Review and define the selection criteria for prioritizing and finalizing the MPA sites
 - d. 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
 - e. Coordinate with local governments, relevant line agencies and other national consultants to share and exchange data and information to prepare and develop the project document
 - f. Support the National Team Coordinator to define and identify the project's activities with result-based management approach.

- g. Support the National Team Coordinator to conduct the stakeholder consultations and ensure that they are complete and comprehensive;
 - h. Support the National Team Coordinator and Safeguard specialist to ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update screenings in an iterative fashion throughout the PPG, as appropriate;
 - i. Support the National Team Coordinator to ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 3) Support the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component 2): as detailed in his/her respective TOR, and with technical advice, support and quality assurance provided by the Lead National consultant, revise and improve the draft ProDoc and Annexes to
- a. Support to Develop the Results-based Framework in line with UNDP-GEF policy;
 - b. Support to Develop a detailed Monitoring and Evaluation Plan and Budget;
 - c. Support to ensure the preparation of a Stakeholder Engagement Plan;
 - d. Support to Prepare the required GEF tracking tool(s) and Core Indicators Worksheet;
 - e. Support the National Team Coordinator to work with the CO to select an indicator for one of the outcomes of the Integrated Results and Resources Framework (IRRF).
 - f. Ensure the completion of the required official endorsement letters; and
 - g. Support the National Team Coordinator to synthesize all analyses, studies, etc. that are prepared under Components 1 and 2 to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.
- 4) Validation Workshop (Component 3):
- a. Technical support to 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; and
 - b. Technical support to ensure completion of Validation Workshop Report.
- 5) Expected Outputs and Deliverables:
- a. Baseline/ studies reports to prepare Work plan developed with the National Team Coordinator;
 - b. Technical recommendation to consolidation of all technical and consultation inputs 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 (technical advice, guidance and quality assurance will be provided by the International GEF Project Development Specialist);
 - c. Report of the project’s activities with result-based management approach.
 - d. All documentation from GEF PPG (including technical reports, etc.);

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

Deliverables/ Outputs	Indicative Days	Target Due Dates	Fee (%)	Review and Approvals Required
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	7 days	By 30 Sept	10%	UNDP BRH & NCE RTA

validation workshop and report for GEF		2022		
3.Final draft of the UNDP-GEF Project Document with the mandatory annexes and the CEO Endorsement Request	15 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	3 days	By 30 Apr 2023	20%	UNDP BRH & NCE RTA
TOTAL	35 days		100%	

*Please refer to the PPG Implementation Plan for the deadlines

- The Consultant will be home-based and will report to, and be directly supervised by UNDP BRH Environment Focal Point 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 CO 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 approved and reimbursed as per UNDP travel rules and procedures. 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:

Duration of Assignment: Maximum of 35 days from 1 March 2022 spread over a period of 18 months

Qualifications

- Minimum Master's degree 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, at least 2 projects;
- 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 Indonesia, at least 2 projects.
- 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 Indonesia 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 Bahasa Indonesia.

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 (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.

<i>Evaluation Criteria</i>	Max Points
Technical	
Minimum Master's degree or higher 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 Indonesia	10
Excellent English communication skills	10
Financial	30

Documentation to be submitted:

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.

- **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;
- **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.

****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.

Travel

- Travel will be arranged by UNDP BRH under COVID-19 situation vis-à-vis travel restriction policy of the government. UNDP BRH will bear the cost of the travel on actual basis once the travel is confirmed. 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.

Links:

UNDP Personal History form (P11) required of all applicants:

www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

General Conditions of Contract for the ICs:

https://procurement-notice.undp.org/view_file.cfm?doc_id=201192