

Terms of reference



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GENERAL INFORMATION

Title: Mid-Term Review (MTR) Consultant for EPASS Project (International)

Project Name: Enhancing the Protected Area System in Sulawesi (E-PASS) for Biodiversity Conservation

Reports to: Programme Manager/ Technical Officer of Environment Unit

Duty Station: Home based

Expected Places of Travel (if applicable): Jakarta, Indonesia for 12 working days

Duration of Assignment: 19 March 2018 – 20 May 2018 (40 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
(8)	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
Senior	(1) Junior Consultant
Specialist	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select :
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	P11 with three referees
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

partial (explain)

intermittent (deliverables – based)

full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: Yes x No

Equipment (laptop etc): Yes x No

Secretarial Services Yes x No

If yes has been checked, indicate here who will be responsible for providing the support services: <Enter name>

(Iwan Kurniawan)

I. BACKGROUND

Sulawesi (17.46 million ha) is the world's 11th largest island that has a remarkable globally significant diversity of terrestrial flora and fauna with an impressive variety of forest ecosystems and supports high rates of endemism and species-level biodiversity. Despite such efforts, Sulawesi's biodiversity remains severely threatened and fast degrading due to a number of human-induced threats. Protection and management of existing PAs has not been adequate to prevent extensive encroachment and damage within PA boundaries, whilst natural areas beyond PA boundaries have been even more rapidly degraded as a result of logging, conversion, mining, fire and hunting. The long-term solution to conserving Sulawesi's biodiversity is an improved PA system that is well integrated into its surrounding landscape, with the capacities and financial resources to safeguard biodiversity from existing and future threats. Baseline activities, although significant, are deemed insufficient to achieve the above solution. The project objective is to strengthen the effectiveness and financial sustainability of Sulawesi's PA system to respond to existing threats to globally significant biodiversity. This objective will be achieved through three interconnected components: 1. Enhanced systemic and institutional capacity for planning and management of Sulawesi PA system; 2. Financial sustainability of the Sulawesi PA system; 3. Threat reduction and collaborative governance in the target PAs and buffer zones. The project will be implemented by the Ministry of Forestry under National Implementation Modality (NIM).

As stipulated in EPASS project document and in line with UNDP – GEF guideline on Mid-Term Review, an international consultant will be recruited to conduct Mid-Term Review for EPASS project.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

In general, the consultant is expected to carry out these following activities:

- a) Assess progress towards achievement of the project outputs and outcomes as specified in the Project Document.
- b) Assess early signs of project success or constraints aimed at identifying necessary recommendations for better improvement.
- c) Review project strategy, its risks to sustainability.
- d) Apply a collaborative and participatory approach ensuring close engagement with the Implementing Partner, Project Team and UNDP.

Compliance

In compliance with the Guidance for the Mid Term Review, the consultant is expected to assess four categories of project progress and produce a draft and final mid term Review report, i.e. (1) Project Strategy, (2) Progress towards results, (3) Project implementation and adaptive management, and (4) Sustainability.

The selected consultant has to follow the guidance outlined in the document Guidance for Conducting Mid-Term Review:

http://web.undp.org/evaluation/documents/guidance/GEF/midterm/Guidance_Midterm%20Review%20_EN_2014.pdf

Expected outputs and deliverables:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Work Plan and documents review	5	23 March 2018	UNDP Programme Manager and EPASS National Project Director
Inception Report: the consultant clarifies objectives	10	6 April 2018	UNDP Programme Manager and EPASS National Project Director

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

and method of Mid Term Review; Stakeholders Meeting and interviews; Presentation of initial findings			
Prepare draft report	13	25 April 2018	UNDP Programme Manager and EPASS National Project Director
Final Report Revised report with annexes audit trail detailing how all received comments have and have not been addressed in the final MTR report.	12	14 May 2018	UNDP Programme Manager and EPASS National Project Director
Total Number of Working Days	40		

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The principal responsibility for managing this MTR resides with the Commissioning Unit. The Commissioning Unit for this project's MTR is UNDP Indonesia.
- The Commissioning Unit will contract consultants and ensure the timely provision of per diems and travel arrangement within the country for the MTR .
- The TNC Project Management Unit (PMU) will be responsible for liaising with MTR to provide all relevant administrative and financial support to provide documents, set up stakeholder interviews and arrange field visit (if needed) for the completion of the work.
- The expected frequency of the reporting is as stated in the Expected Deliverable mentioned above.

Duration of the Work

- Duration of work is 40 days from March to May 2018.
- Expected starting date is 26 March 2018 and expected completion of work is on 4 May 2018.
- Unforeseen delay will be further discussed by UNDP as a basis for possible extension.
- Feedback from UNDP and government partners to the submitted report can be expected within 10 working days from the date of submission.

Duty Station

- The contractor's duty station will be home based with possible travel to Jakarta or other places (if needed).
- The contractor is working on the output based, thus no necessary to report or present regularly.

Travel Plan

- Return travel cost from country of origin to Jakarta and cost of living allowances in Jakarta for 12 (twelve) working days is to be included in the Financial proposal. Travel plan to Jakarta from duty station will be conducted for 1 (One) time only.
- Other travel cost to project sites (if needed) will be covered by the project based on the agreed plan.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

A Master's degree in environment science, social science, economics or other closely related field.

Years of experience:

- Experience in relevant technical areas for at least 15 years including experience in Gender sensitive Review and analysis;
- Experience working in climate change adaptation and mitigation projects. Working in Asia Pacific countries would be an advantage but not mandatory;
- Experience with Result-Based Management Review methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Experience working with the GEF or GEF Reviews would be an advantage but not mandatory.

III. Competencies and special skills requirement:

- Competence an adaptive management, as applied to GEF;
- Demonstrate understanding of issues related to gender and climate change adaptation/mitigations;
- Excellent communication and writing kills;
- Demonstrate analytical skills;
- Project Review/review experience with United Nations system will be considered an asset.

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 point** would be considered for the Financial Evaluation.

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<u>Technical</u>		
<ul style="list-style-type: none"> • Criteria A: qualification requirements as per TOR: <ol style="list-style-type: none"> 1. A Master's degree in environment science, social science, economics or other closely related filed. 2. Experience in relevant technical areas for at least 15 years. 3. Experience working in climate change adaptation/mitigation projects and in Asia Pacific countries and would be an advantage but not mandatory. 4. Experience with Result Based Management evaluation methodologies. 5. Experience applying SMART indicators and reconstructing or validating baseline scenarios 6. Experience working with GEF or GEF Reviews 	40%	10 10 5 5 5 5
<ul style="list-style-type: none"> • Criteria B: Brief Description of Approach to Assignment <ol style="list-style-type: none"> 1. Understands the task and applies a methodology appropriate for the task. 2. Important aspects of the task addressed clearly 	60%	25 20

and in sufficient details.		
3. Planning logical, realistic for the efficient project implementation.		15
• Criteria C: Further Assessment by Interview (if any)	NA	